



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE SPECIALIST PRIMARY CARE PHYSICIAN II – WOMEN’S HEALTH	2. DIVISION COUNTY HEALTH ADMINISTRATION <input type="checkbox"/> NARIVA/MAYARO <input type="checkbox"/> ST. ANDREW/ST. DAVID	3. DEPARTMENT PRIMARY CARE SERVICES
4. ORGANISATIONAL RELATIONSHIP The Specialist Primary Care Physician II – Women’s Health would have a dual reporting relationship to the County Medical Officer of Health and the Head of Department, Obstetrics and Gynaecology at the Sangre Grande Hospital.	5. NATURE & SCOPE The Specialist Primary Care Physician II – Women’s Health is responsible for facilitating the effectiveness of clinical primary care services and also administratively throughout the Authority. He/She assists the County Medical Officer of Health in Health System Management, manages and ensures implementation of clinical, medico-legal, educational and health promotional activities.	
6. SPECIFIC ACCOUNTABILITIES The Specialist Primary Care Physician II – Women’s Health: <ul style="list-style-type: none"> <input type="checkbox"/> Ensures the effective delivery of quality preventative and curative care services by managing all health care activities in Women’s Health within primary care. <input type="checkbox"/> Treats and manages women during pre-natal, natal and post-natal periods. <input type="checkbox"/> Provides clinical leadership and guidance in Women’s Health within Primary Care including but not limited to planning screening programmes and intervention for Gynaecology related cancers and sexually transmitted diseases. <input type="checkbox"/> Ensures that all patients understand clinical procedures, test results and treatment plans. <input type="checkbox"/> Ensures that the principles of clinical governance and risk management are applied within Women’s Health Services within the County. <input type="checkbox"/> Undertakes medico-legal duties as may be reasonably required with specialist advice, if necessary. <input type="checkbox"/> Monitors patients' condition, progress and re-evaluate treatments as necessary. <input type="checkbox"/> Recommends and coordinates minor procedures as needed to preserve patients' health and safely delivers babies in emergency situations. <input type="checkbox"/> Prescribes and administers therapy, medication, and other specialized medical care to treat and prevent illness, disease or injury. <input type="checkbox"/> Prepares reports on births, deaths, disease statistics, workforce evaluations and the medical status of individuals in each cluster in collaboration with the County Medical Officer of Health and other functional heads of departments/cluster, to ensure that the services provided meet the health needs of the community. <input type="checkbox"/> Analyzes records, reports, test results and examination information to diagnose medical condition of patients and appropriately recommend treatment plan and pathway to care. <input type="checkbox"/> Effectively prioritize and refers patients for further treatment at a secondary care facility, as required. <input type="checkbox"/> Performs clinical work in the region including but not limited to conducting medical examinations, diagnosing, providing prognoses, writing case records and medical reports as necessary. <input type="checkbox"/> Attends continued education programs to observe current trends in medicine. <input type="checkbox"/> Participates in the budget/business plan preparation, as necessary. <input type="checkbox"/> Prepares monthly or annual reports on activities. <input type="checkbox"/> Performs other related duties as may be required by the appropriate Authority. 		
7. KEY KNOWLEDGE, SKILLS AND ABILITIES <ul style="list-style-type: none"> <input type="checkbox"/> Knowledge of the principles and practices of medicine including the diagnosis of a variety of diseases and injuries. <input type="checkbox"/> Knowledge of principles and practices of preventative medicine. <input type="checkbox"/> Knowledge of Public Health Ordinance and of medical jurisprudence. <input type="checkbox"/> Management skills and the ability to work in teams. <input type="checkbox"/> Ability to gain confidence and co-operation of patients, and to establish and maintain effective working relationships with other employees and the public. <input type="checkbox"/> Perform other related duties as may be required by the appropriate Authority. 		

8. MINIMUM TRAINING AND EXPERIENCE

- Training as evidence by the possession of a Medical Degree from a recognized institution.
- Membership with the Royal College of Obstetricians and Gynaecologists, Doctor of Medicine in Obstetrics and Gynaecology or equivalent
- Post-graduate training in Primary Care and Family Medicine or Public Health or equivalent training from a recognized institution would be an asset.
- At least eight (8) years experience in the field of Obstetrics and Gynaecology, five (5) of which should be in a supervisory position.
- Specialist registration with the Medical Board of Trinidad and Tobago in the field of Obstetrics and Gynaecology.
- Any equivalent combination of training and experience.

9. SUPERVISORY RESPONSIBILITIES

- Medical Officers I
- House Officers
- Pharmacists II
- Pharmacists I
- Dentists
- Ancillary Staff

10. COMMUNICATION AND WORKING RELATIONSHIP

Internal:

- County Medical Office of Health
- Head of Department, Obstetrics and Gynaecology
- General Manager-Finance
- General Manager-Human Resources
- Other members of the Management Team
- Primary Care Nurse Manager
- Senior District Health Visitor
- District Health Visitor
- Public Health Inspectorate
- Area Administrative Officer
- Primary Health Care Services Administrative Officer
- Medical Personnel
- Other Heads of Departments

External:

- Ministry of Health
- Other Regional Health Authorities
- World Health Organization (WHO) & Pan American Health Organization (PAHO)
- Other NGOs
- Other Stakeholders