



THE EASTERN REGIONAL HEALTH AUTHORITY

**POSITION DESCRIPTION**

<b>1. JOB TITLE</b>  REGISTRAR (ONCOLOGY)	<b>2. DIVISION</b>  SANGRE GRANDE HOSPITAL	<b>3. DEPARTMENT</b>  ONCOLOGY
<b>4. ORGANISATIONAL RELATIONSHIP</b>  The Registrar (Oncology) will report to the Specialist Medical Officer (Oncology).	<b>5. NATURE &amp; SCOPE</b>  The Registrar (Oncology) is responsible for diagnosing and administering general medical and Oncology treatment to patients in a hospital or through extension services at a Clinic or other designated area. Work may entail performing minor surgical procedures and also include the supervision of lower-level House Officers Duties are performed with considerable independence and reviewed by a professional superior through observations, consultations and analysis of findings and reports.	
<b>6. SPECIFIC ACCOUNTABILITIES</b>  The Registrar (Oncology): <ul style="list-style-type: none"> <li><input type="checkbox"/> Provides On-call coverage in the field of Oncology at the Sangre Grande Hospital.</li> <li><input type="checkbox"/> Performs ward rounds and consultations in collaboration with the Specialist Medical Officer (Oncology) on patients referred to the Oncology department.</li> <li><input type="checkbox"/> Collaborates with the Specialist Medical Officer (Oncology) for Oncology clinic.</li> <li><input type="checkbox"/> Examines patients, diagnoses, advises and carries out necessary treatment plans including chemotherapy delivery.</li> <li><input type="checkbox"/> Supervises House Officers and medical interns with a view to building competencies.</li> <li><input type="checkbox"/> Refers patients to professional superiors for more detailed attention when necessary.</li> <li><input type="checkbox"/> Performs medical examinations on inpatients and outpatients; diagnoses and makes prognoses; makes ward rounds; writes and maintains up-to-date case records and makes necessary medical reports.</li> <li><input type="checkbox"/> Prescribes and carries out treatment based on examination findings.</li> <li><input type="checkbox"/> Implements preventative procedures outlined for the protection and promotion of Public Health.</li> <li><input type="checkbox"/> Participates in immunization procedures against infectious or communicable diseases as directed.</li> <li><input type="checkbox"/> Provides professional services in the Nutrition services and other ancillary fields.</li> <li><input type="checkbox"/> Undertakes medico-legal duties as may be reasonably required of him/her with specialist advice if necessary.</li> <li><input type="checkbox"/> Performs related work as may be required by the appropriate Authority.</li> </ul>		
<b>7. KEY KNOWLEDGE, SKILLS AND ABILITIES</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Knowledge of Public Health Ordinances and of medical jurisprudence.</li> <li><input type="checkbox"/> Considerable knowledge of the principles and practices of Internal Medicine and Oncology including the diagnosis and treatment of common diseases.</li> <li><input type="checkbox"/> Considerable knowledge of the principles and practices of preventative medicine.</li> <li><input type="checkbox"/> Some knowledge of administrative practices and procedures, rules, regulations policies and standards related to medical services.</li> <li><input type="checkbox"/> Ability to supervise and aid in the development of junior medical staff.</li> <li><input type="checkbox"/> Ability to examine patients, to diagnose disease and to prescribe and administer the necessary treatment.</li> <li><input type="checkbox"/> Ability to perform minor surgical procedures, e.g. paracentesis and pleurocentesis would be an asset.</li> <li><input type="checkbox"/> Ability to gain the co-operation and confidence of patients and to establish and maintain effective working relationships with other employees and the public.</li> </ul>		

#### 8. MINIMUM TRAINING AND EXPERIENCE

- Doctor of Medicine in Oncology or Membership with the Royal College of Physician of the United Kingdom (MRCP) supplemented by Specialty Certification Examination (SCE) in Medical Oncology or American Board Certified in Oncology.
- Training as evidence by the possession of a Bachelor of Medicine and Bachelor of Surgery from a recognized school of medicine.
- Possession of a Specialist Registration in the field of Oncology from the Medical Board of Trinidad and Tobago.
- A minimum of at least five (5) years experience in the field of Oncology.
- Any equivalent combination of experience and training.

#### 9. SUPERVISORY RESPONSIBILITIES

- House Officer
- Medical Interns
- Medical Students

#### 10. COMMUNICATION AND WORKING RELATIONSHIP

##### ***Internal:***

- Specialist Medical Officer (Oncology)
- Head of Department (Haematology/Oncology & Palliative Care)
- Medical Director
- Medical, Nursing and Para Clinical personnel
- Other Heads of Department

##### ***External:***

- Other Regional Health Authorities
- Private Medical Institutions
- Ministry of Health
- Medical Board of Trinidad and Tobago
- University of the West Indies