



## THE EASTERN REGIONAL HEALTH AUTHORITY

### POSITION DESCRIPTION

<b>1. JOB TITLE</b>  SPECIALIST MEDICAL OFFICER (CARDIOLOGY)	<b>2. DIVISION</b>  SANGRE GRANDE HOSPITAL	<b>3. DEPARTMENT</b>  INTERNAL MEDICINE
<b>4. ORGANISATIONAL RELATIONSHIP</b>  The Specialist Medical Officer will report to Head Of Department Internal Medicine and the Medical Director.	<b>5. NATURE &amp; SCOPE</b>  The Specialist Medical Officer is responsible for administering emergency medical treatment to patients at the hospital. Work involves serving as consultant to more junior Medical Officers and is performed independently and subject to administrative review by a professional superior through conferences and analysis of reports and observations.	
<b>6. SPECIFIC ACCOUNTABILITIES</b>  The Specialist Medical Officer:		
<ul style="list-style-type: none"> <li><input type="checkbox"/> Organizes, plan and direct all activities in a hospital or perform specialist medical work in a specialist hospital or unit of a large General Hospital.</li> <li><input type="checkbox"/> Establishes work schedules and ensure efficient and adequate medical coverage and participants in Hospital training programmes.</li> <li><input type="checkbox"/> Initiates and direct staff conferences to discuss medical problems for instructional purposes.</li> <li><input type="checkbox"/> Directs and supervise the work of junior medical officers.</li> <li><input type="checkbox"/> Administers emergency medical treatment to patients and serve as a Consultant to Medical Officers of a more junior level.</li> <li><input type="checkbox"/> Imparts standards of medical practice to both undergraduate and post-graduate students who are assigned to your unit from time-to-time.</li> <li><input type="checkbox"/> Coaches and mentors junior staff members assigned to the department.</li> <li><input type="checkbox"/> Implements and supervises the standard, format and accuracy of the reports of all patients under your care and to review these from time-to-time.</li> <li><input type="checkbox"/> Ensures the maintenance and upkeep of agreed standards of medical care for patients.</li> <li><input type="checkbox"/> Trains junior medical officers, nurses and nursing assistants, and other hospital staff, in the appropriate practice and policies, or other persons as part of outreach programmes.</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"/> Extensive knowledge of the principles, practices, techniques and modern developments in the field of Cardiology.</li> <li><input type="checkbox"/> Knowledge of the administrative practices and procedures, rules, policies and standards related to the Cardiology Department</li> <li><input type="checkbox"/> Ability to examine patients, diagnose, prescribe and administer necessary treatment in the specialty of Cardiology.</li> <li><input type="checkbox"/> Ability to organize and supervise the work of junior medical officers, and to guide and advise them on medical matters.</li> <li><input type="checkbox"/> Ability to gain the confidence and co-operation of patients and to establish and maintain effective working relationships with other employees and the public.</li> <li><input type="checkbox"/> Must be able perform and report echocardiograms, stress echocardiogram/ stress tests, trans esophageal echocardiograms and 24-hour Holter-monitors.</li> <li><input type="checkbox"/> Ability to place temporary pacemakers.</li> </ul>		
<b>8. MINIMUM TRAINING AND EXPERIENCE</b>		
<ul style="list-style-type: none"> <li><input type="checkbox"/> Post graduate qualifications in the field of Cardiology.</li> <li><input type="checkbox"/> Training as evidence by the possession of a Bachelor of Medicine and Bachelor of Science Degree from a recognized school of medicine.</li> <li><input type="checkbox"/> Registered with the Medical Board of Trinidad and Tobago as a Medical Practitioner and Specialist Registration in Cardiology.</li> <li><input type="checkbox"/> A minimum of seven (7) years' medical experience in Cardiology.</li> </ul>		

- Any other relevant experience in a similar field and/or environment.

**9. SUPERVISORY RESPONSIBILITIES**

- Registrar
- House Officer
- Echocardiograph / Stress Test / 24 hr. Holter department
- Nursing Staff

**10. COMMUNICATION AND WORKING RELATIONSHIP**

***Internal:***

- Medical Director
- Manager-Hospital Administration
- Manager-Para Clinical Services
- Other members of the Management Team at the Sangre Grande Hospital
- All Medical, Nursing and Para Clinical personnel
- All other staff members

***External:***

- Medical Specialist in other Regional Health Authorities
- Medical Specialist in other private sector organizations
- Ministry of Health
- Medical Board of Trinidad and Tobago
- University of the West Indies