



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE	2. DIVISION	3. DEPARTMENT
REGISTRAR (ACCIDENT AND EMERGENCY)	SANGRE GRANDE HOSPITAL	CLINICAL SERVICES
4. ORGANISATIONAL RELATIONSHIP		5. NATURE & SCOPE
The Registrar (Accident and Emergency) will report to the designated Head of Department/Specialist Medical Officer (Accident and Emergency).		The Registrar (Accident and Emergency) is responsible for diagnosing and administering emergency medical treatment to patients in a hospital or through extension services at a Clinic or other designated area. Work may include the supervision of House Officers and duties are performed with considerable independence.
6. SPECIFIC ACCOUNTABILITIES		
The Registrar:		
Examines patients, diagnoses, advises and treats patients for the prevention and control of diseases or refer complicated cases for further professional attention. Supervises junior staff and assist in building competencies when and where required. Performs complicated medical examinations on patients as deemed necessary. Assists junior staff in the diagnoses of more complicated patients and make prognoses. Conducts patient rounds when required. Transcribes and maintains up-to-date case records and make necessary medicals reports. Prescribes and executes treatment in more complicated cases in light of examination findings. Examines employees and other categories of persons as laid down by policy. Assesses, stabilizes and manages patients seeking acute and emergent medical care. Supervises floor management and administration of care to various level of acuity of patients. Undertakes medico-legal duties as may be reasonably required to him/her with specialist advice if necessary. Performs related work as may be required by the appropriate Authority.		
7. KEY KNOWLEDGE, SKILLS AND ABILITIES		
Knowledge of Public Health Ordinances and of medical jurisprudence. Considerable knowledge of the principles and practices of emergency medicine including the diagnosis and treatment of emergency medical conditions Current knowledge of and certification in the provision of advanced life support to adult, pediatric, and trauma patients Considerable knowledge of the principles and practices of preventative medicine. Some knowledge of administrative practices and procedures, rules, regulations policies and standards related to medical services and the Authority’s policy and procedures. Ability coach and mentor in the development of junior medical staff. Ability to examine patients, diagnose disease and to prescribe and administer necessary treatment. Ability to establish and maintain effective working relationships with other employees and the public. Ability to build patient trust and compliance.		
8. MINIMUM TRAINING AND EXPERIENCE		
Doctor of Medicine (D.M.) in Emergency Medicine, as recognized by the Medical Board of Trinidad and Tobago or equivalent. Training as evidence by the possession of a medical degree from a recognized school of medicine. Specialist registration in the field with the Medical Board of Trinidad and Tobago. At least five (5) years’ experience in the field of Emergency Medicine (Accident and Emergency) Registration as a medical practitioner by the Medical Board of Trinidad and Tobago.		
9. SUPERVISORY RESPONSIBILITIES		
House Officer Nurse Nursing Assistant		

10. COMMUNICATION AND WORKING RELATIONSHIP

Internal:

- ☐ Specialist Medical Officer (Accident and Emergency)
- ☐ Medical Director
- ☐ Clinical Staff
- ☐ Nursing Personnel
- ☐ Other Heads of Department
- ☐ Quality Department

External:

- ☐ Public
- ☐ University of the West Indies
- ☐ Other Regional Health Authorities