



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE	2. DIVISION	3. DEPARTMENT
REGISTRAR (ONCOLOGY)	SANGRE GRANDE HOSPITAL	ONCOLOGY DEPARTMENT
4. ORGANISATIONAL RELATIONSHIP	5. NATURE & SCOPE	
The Registrar (Oncology) will report directly to the Specialist Medical Officer (Oncology).	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. Work may also include the supervision of lower-level House Officers and duties are performed with considerable independence and reviewed by a professional superior through observations, consultations and analysis of findings and reports.	
6. SPECIFIC ACCOUNTABILITIES		
The Registrar:  <ul style="list-style-type: none"><li>❑ Provides on call coverage in the field of Oncology at the Sangre Grande Hospital.</li><li>❑ Performs ward rounds and consultations in collaboration with the Specialist Medical Officer (Oncology) on patients referred to the Oncology service.</li><li>❑ Collaborates with the Specialist Medical Officer (Oncology) for Oncology clinic.</li><li>❑ Examines patients, diagnoses, advises and carries out necessary treatment plans including chemotherapy delivery.</li><li>❑ Supervises House Officers and medical interns with a view to building competencies.</li><li>❑ Refers patients to professional superiors for more detailed attention as may be necessary.</li><li>❑ Performs medical examinations on inpatients and outpatients; diagnoses and makes prognoses; makes ward rounds; write and maintain up-to-date case records and make necessary medical reports.</li><li>❑ Prescribe and carry out treatment in light of examination findings.</li><li>❑ Implement preventative procedures outlined for the protection and promotion of Public Health.</li><li>❑ Participate in immunization procedures against infectious or communicable diseases as directed.</li><li>❑ Provide professional services in the Nutrition services and other specialist fields.</li><li>❑ Undertake medico-legal duties as may be reasonably required to him/her with specialist advice if necessary.</li><li>❑ Perform related work as may be required by the appropriate Authority.</li></ul>		
7. KEY KNOWLEDGE, SKILLS AND ABILITIES		
<ul style="list-style-type: none"><li>❑ Knowledge of Public Health Ordinances and of medical jurisprudence.</li><li>❑ Considerable knowledge of the principles and practices of Internal Medicine and Oncology including the diagnosis and treatment of common diseases.</li><li>❑ Considerable knowledge of the principles and practices of preventative medicine.</li><li>❑ Some knowledge of administrative practices and procedures, rules, regulations policies and standards related to medical services.</li><li>❑ Ability to supervise and aid in the development of junior medical staff.</li><li>❑ Ability to examine patients, diagnose disease and to prescribe and administer necessary treatment.</li><li>❑ Ability to performs minor surgical procedures inclusive of, but not limited to paracentesis, pleurocentesis would be an asset.</li><li>❑ 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>		

<b>8. MINIMUM TRAINING AND EXPERIENCE</b> <ul style="list-style-type: none"><li>❑ Doctor of Medicine in Oncology or Membership of the Royal College of Physicians of the United Kingdom (MRCP) and Specialty Certification Examination (SCE) in Medical Oncology.</li><li>❑ Training as evidence by the possession of a Bachelor of Medicine and Bachelor of Surgery from a recognized school of medicine.</li><li>❑ Possession of a Specialist Registration in the field of Oncology from the Medical Board of Trinidad and Tobago.</li><li>❑ A minimum of at least five (5) years experience in the field of Oncology.</li><li>❑ Any equivalent combination of experience and training.</li></ul>
<b>9. SUPERVISORY RESPONSIBILITIES</b> <ul style="list-style-type: none"><li>❑ House Officer</li><li>❑ Medical Interns</li><li>❑ Medical Students</li></ul>
<b>10. COMMUNICATION AND WORKING RELATIONSHIP</b> <p><b><i>Internal:</i></b></p> <ul style="list-style-type: none"><li>❑ Specialist Medical Officer (Oncology)</li><li>❑ Head of Department (Haematology/Oncology &amp; Palliative Care)</li><li>❑ Medical Director</li><li>❑ Medical, Nursing and Para Clinical personnel</li><li>❑ Other Heads of Department</li></ul> <p><b><i>External:</i></b></p> <ul style="list-style-type: none"><li>❑ Other Regional Health Authorities</li><li>❑ Private Medical Institutions</li><li>❑ Ministry of Health</li><li>❑ Medical Board of Trinidad and Tobago</li><li>❑ University of the West Indies</li></ul>