



## THE EASTERN REGIONAL HEALTH AUTHORITY

### POSITION DESCRIPTION

<b>1. JOB TITLE</b> REGISTRAR (ACCIDENT AND EMERGENCY)	<b>2. DIVISION</b> SANGRE GRANDE HOSPITAL	<b>3. DEPARTMENT</b> CLINICAL SERVICES
<b>4. ORGANISATIONAL RELATIONSHIP</b> The Registrar (Accident and Emergency) will report to the designated Head of Department/Specialist Medical Officer (Accident and Emergency).		<b>5. NATURE &amp; SCOPE</b> 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.
<b>6. SPECIFIC ACCOUNTABILITIES</b> The Registrar: <ul style="list-style-type: none"> <li><input type="checkbox"/> Examines patients, diagnoses, advises and treats patients for the prevention and control of diseases or refer complicated cases for further professional attention.</li> <li><input type="checkbox"/> Supervises junior staff and assist in building competencies when and where required.</li> <li><input type="checkbox"/> Performs complicated medical examinations on patients as deemed necessary.</li> <li><input type="checkbox"/> Assists junior staff in the diagnoses of more complicated patients and make prognoses.</li> <li><input type="checkbox"/> Conducts patient rounds when required.</li> <li><input type="checkbox"/> Transcribes and maintains up-to-date case records and make necessary medicals reports.</li> <li><input type="checkbox"/> Prescribes and executes treatment in more complicated cases in light of examination findings.</li> <li><input type="checkbox"/> Examines employees and other categories of persons as laid down by policy.</li> <li><input type="checkbox"/> Assesses, stabilizes and manages patients seeking acute and emergent medical care.</li> <li><input type="checkbox"/> Supervises floor management and administration of care to various level of acuity of patients.</li> <li><input type="checkbox"/> Undertakes medico-legal duties as may be reasonably required to 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 emergency medicine including the diagnosis and treatment of emergency medical conditions</li> <li><input type="checkbox"/> Current knowledge of and certification in the provision of advanced life support to adult, pediatric, and trauma patients</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 and the Authority's policy and procedures.</li> <li><input type="checkbox"/> Ability coach and mentor in the development of junior medical staff.</li> <li><input type="checkbox"/> Ability to examine patients, diagnose disease and to prescribe and administer necessary treatment.</li> <li><input type="checkbox"/> Ability to establish and maintain effective working relationships with other employees and the public.</li> <li><input type="checkbox"/> Ability to build patient trust and compliance.</li> </ul>		
<b>8. MINIMUM TRAINING AND EXPERIENCE</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Doctor of Medicine (D.M.) in Emergency Medicine, as recognized by the Medical Board of Trinidad and Tobago or equivalent.</li> <li><input type="checkbox"/> Training as evidence by the possession of a medical degree from a recognized school of medicine.</li> <li><input type="checkbox"/> Specialist registration in the field with the Medical Board of Trinidad and Tobago.</li> <li><input type="checkbox"/> At least five (5) years' experience in the field of Emergency Medicine (Accident and Emergency)</li> <li><input type="checkbox"/> Registration as a medical practitioner by the Medical Board of Trinidad and Tobago.</li> </ul>		
<b>9. SUPERVISORY RESPONSIBILITIES</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> House Officer</li> <li><input type="checkbox"/> Nurse</li> <li><input type="checkbox"/> Nursing Assistant</li> </ul>		

## 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