



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE SPECIALIST MEDICAL OFFICER (INTERNAL MEDICINE)	2. DIVISION SANGRE GRANDE HOSPITAL	3. DEPARTMENT INTERNAL MEDICINE
4. ORGANISATIONAL RELATIONSHIP The Specialist Medical Officer will report to the Head of Department (Internal Medicine).	5. NATURE & SCOPE The Specialist Medical Officer is responsible for administering medical treatment to patients at a Hospital in the specialist field of Internal Medicine. Work involves serving as Consultant to lower level Medical Officers and attending clinics and wards to treat patients.	
6. SPECIFIC ACCOUNTABILITIES The Specialist Medical Officer (Internal Medicine): <ul style="list-style-type: none"> ❑ Organizes, plans and directs all activities in a hospital or perform specialist medical work in a specialist hospital or unit of a large General Hospital. ❑ Establishes work schedules and ensure efficient and adequate medical coverage and participants in Hospital training programmes. ❑ Initiates and direct staff conferences to discuss medical problems for instructional purposes. ❑ Performs emergency medical interventions and procedures within the scope of practice of Internal Medicine. ❑ Directs and supervise the work of junior medical officers. ❑ Administers emergency medical treatment to patients and serve as a Consultant to Medical Officers of a more junior level. ❑ Imparts standards of medical practice to both undergraduate and post-graduate students who are assigned to your unit from time-to-time. ❑ Coaches and mentors junior staff members assigned to the department. ❑ 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. ❑ Ensures the maintenance and upkeep of agreed standards of medical care for patients. ❑ Trains junior medical officers, nurses and nursing assistants, and other hospital staff, in the appropriate practice and policies of Internal Medicine, or other persons as part of outreach programmes. ❑ Performs related work as may be required by the appropriate Authority. 		
7. KEY KNOWLEDGE, SKILLS AND ABILITIES <ul style="list-style-type: none"> ❑ Extensive knowledge of the principles, practices, techniques and modern developments in Internal Medicine and Internal Medicine. ❑ Knowledge of the administrative practices and procedures, rules, policies and standards related to the Internal Medicine unit of the Hospital. ❑ Ability to examine patients, diagnose, prescribe and administer necessary treatment in the Internal Medicine field of specialization. ❑ Ability to organize and supervise the work of lower level medical officers, and to guide and advise them on medical matters. ❑ Ability to gain the confidence and co-operation of patients and to establish and maintain effective working relationships with other employees and the public. 		
8. MINIMUM TRAINING AND EXPERIENCE <ul style="list-style-type: none"> ❑ Post graduate qualifications in the field of Internal Medicine. ❑ Training as evidence by the possession of a Bachelor of Medicine and Bachelor of Surgery from a recognized school of medicine. ❑ Registered with the Medical Board of Trinidad and Tobago as a Medical Practitioner and as a Specialist in the relevant field. ❑ A minimum of seven (7) years' working experience in the field of Internal Medicine. ❑ Any other relevant experience in a similar field and/or environment. 		

9. SUPERVISORY RESPONSIBILITIES

- Registrar
- House Officer
- Medical Interns
- Medical Student

10. COMMUNICATION AND WORKING RELATIONSHIP

Internal:

- Medical Director
- Head of Department
- Manager-Hospital Administration
- Medical and Nursing personnel
- Other Heads of Department

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
- Clients and Family members