



## THE EASTERN REGIONAL HEALTH AUTHORITY

### POSITION DESCRIPTION

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| 1. JOB TITLE   | 2. DIVISION   | 3. DEPARTMENT     |
| SPECIALIST MEDICAL OFFICER (CARDIOLOGY)  | SANGRE GRANDE HOSPITAL  | INTERNAL MEDICINE |
| 4. ORGANISATIONAL RELATIONSHIP   | 5. NATURE & SCOPE   |                   |
| The Specialist Medical Officer will report to Head Of Department Internal Medicine and the Medical Director.   | 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. |                   |
| 6. SPECIFIC ACCOUNTABILITIES   |   |                   |
| The Specialist Medical Officer (Cardiology): <ul style="list-style-type: none"><li>❑ 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>❑ Establishes work schedules and ensure efficient and adequate medical coverage and participants in Hospital training programmes.</li><li>❑ Initiates and direct staff conferences to discuss medical problems for instructional purposes.</li><li>❑ Directs and supervise the work of junior medical officers.</li><li>❑ Administers emergency medical treatment to patients and serve as a Consultant to Medical Officers of a more junior level.</li><li>❑ Imparts standards of medical practice to both undergraduate and post-graduate students who are assigned to your unit from time-to-time.</li><li>❑ Coaches and mentors junior staff members assigned to the department.</li><li>❑ 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>❑ Ensures the maintenance and upkeep of agreed standards of medical care for patients.</li><li>❑ 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>❑ Performs 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>❑ Extensive knowledge of the principles, practices, techniques and modern developments in the field of Cardiology.</li><li>❑ Knowledge of the administrative practices and procedures, rules, policies and standards related to the Cardiology Department</li><li>❑ Ability to examine patients, diagnose, prescribe and administer necessary treatment in the specialty of Cardiology.</li><li>❑ Ability to organize and supervise the work of junior medical officers, and to guide and advise them on medical matters.</li><li>❑ 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>❑ Must be able perform and report echocardiograms, stress echocardiogram/ stress tests, trans esophageal echocardiograms and 24-hour Holter-monitors.</li><li>❑ Ability to place temporary pacemakers.</li></ul>  |   |                   |
| 8. MINIMUM TRAINING AND EXPERIENCE   |   |                   |
| <ul style="list-style-type: none"><li>❑ Post graduate qualifications in the field of Cardiology.</li><li>❑ Training as evidence by the possession of a Bachelor of Medicine and Bachelor of Science Degree from a recognized school of medicine.</li><li>❑ Registered with the Medical Board of Trinidad and Tobago as a Medical Practitioner and Specialist Registration in Cardiology.</li><li>❑ A minimum of seven (7) years' medical experience in Cardiology.</li></ul>   |   |                   |

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| <div><input type="checkbox"/> Any other relevant experience in a similar field and/or environment.</div>   |
| <div><div>9. SUPERVISORY RESPONSIBILITIES</div><div><div><input type="checkbox"/> Registrar</div><div><input type="checkbox"/> House Officer</div><div><input type="checkbox"/> Echocardiograph / Stress Test / 24 hr. Holter department</div><div><input type="checkbox"/> Nursing Staff</div></div></div>  |
| <div><div>10. COMMUNICATION AND WORKING RELATIONSHIP</div><div><div>Internal:</div><div><div><input type="checkbox"/> Medical Director</div><div><input type="checkbox"/> Manager-Hospital Administration</div><div><input type="checkbox"/> Manager-Para Clinical Services</div><div><input type="checkbox"/> Other members of the Management Team at the Sangre Grande Hospital</div><div><input type="checkbox"/> All Medical, Nursing and Para Clinical personnel</div><div><input type="checkbox"/> All other staff members</div></div></div><div><div>External:</div><div><div><input type="checkbox"/> Medical Specialist in other Regional Health Authorities</div><div><input type="checkbox"/> Medical Specialist in other private sector organizations</div><div><input type="checkbox"/> Ministry of Health</div><div><input type="checkbox"/> Medical Board of Trinidad and Tobago</div><div><input type="checkbox"/> University of the West Indies</div></div></div></div> |