



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE SPECIALIST MEDICAL OFFICER (MENTAL HEALTH)	2. DIVISION <input type="checkbox"/> SANGRE GRANDE HOSPITAL <input type="checkbox"/> ST. ANDREW/ST. DAVID <input type="checkbox"/> NARIVA/MAYARO	3. DEPARTMENT MENTAL HEALTH
4. ORGANISATIONAL RELATIONSHIP The Specialist Medical Officer (Mental Health) will report to Head of Department/Medical Director	5. NATURE & SCOPE The Specialist Medical Officer (Mental Health) 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 (Mental Health): <input type="checkbox"/> Organizes, plan and direct all activities in a hospital or perform specialist medical work in the field of mental health for the department <input type="checkbox"/> Establishes work schedules and ensure efficient and adequate medical coverage and participants in Hospital training programmes. <input type="checkbox"/> Conducts initial assessment for first-time patients in out-patient clinic. <input type="checkbox"/> Initiates and direct staff conferences to discuss medical problems for instructional purposes. <input type="checkbox"/> Directs and supervise the work of junior medical officers. <input type="checkbox"/> Administers emergency medical treatment to patients and serve as a Consultant to Medical Officers of a more junior level. <input type="checkbox"/> Provides medical treatment within a model of multi-disciplinary care <input type="checkbox"/> Attends clinical team meetings and performing medical duties that are decisions of that meeting <input type="checkbox"/> Compiles patient history from a number of sources, and preparing case summaries and discharge summaries <input type="checkbox"/> Prepares reports for Mental Health Review Tribunals and Managers’ Hearings and provides advice where necessary evidence <input type="checkbox"/> Liaises with other clinical teams within and outside the trust <input type="checkbox"/> Liaises with general practitioners and medical specialists with regards the physical health of the patients <input type="checkbox"/> Provides specialist assessments relevant to the service e.g. Forensic, Learning Disabilities, CAMHS etc. <input type="checkbox"/> Trains junior medical officers, nurses and nursing assistants, and other hospital staff, or other persons as part of outreach programmes <input type="checkbox"/> Performs related work as may be required by the appropriate Authority.		
7. KEY KNOWLEDGE, SKILLS AND ABILITIES <input type="checkbox"/> Extensive knowledge of the principles, practices, techniques and modern developments in the field of Mental Health. <input type="checkbox"/> Knowledge of the administrative practices and procedures, rules, policies and standards related to the Mental Health Department <input type="checkbox"/> Ability to examine patients, diagnose, prescribe and administer necessary treatment in the specialty of Mental Health <input type="checkbox"/> Ability to organize and supervise the work of junior medical officers, and to guide and advise them on medical matters <input type="checkbox"/> Ability to gain the confidence and co-operation of patients and to establish and maintain effective working relationships with other employees and the public <input type="checkbox"/> Must be able perform and report echocardiograms, stress echocardiogram/ stress tests, trans esophageal echocardiograms and 24-hour Holter-monitors.		

<p>8. MINIMUM TRAINING AND EXPERIENCE</p> <ul style="list-style-type: none">❑ Post graduate qualifications in the field of Mental Health.❑ Training as evidence by the possession of a Bachelor of Medicine and Bachelor of Science Degree from a recognized school of medicine.❑ Registration with the Medical Board of Trinidad and Tobago as a Medical Practitioner as a specialist in the field of Psychiatry.❑ A minimum of seven (7) years’ medical experience in Psychiatric Services.❑ Any other relevant experience in a similar field and/or environment.
<p>9. SUPERVISORY RESPONSIBILITIES</p> <ul style="list-style-type: none">❑ Registrar❑ House Officer❑ Psychologist❑ Psychiatric Social Worker I❑ Mental Health Officer I❑ Nurse❑ Nursing Assistant❑ Clerical staff
<p>10. COMMUNICATION AND WORKING RELATIONSHIP</p> <p><i>Internal:</i></p> <ul style="list-style-type: none">❑ Manager-Mental Health Services❑ Medical Director❑ County Medical Officer of Health❑ Manager-Hospital Administration❑ Manager-Para Clinical Services❑ Other members of the Management Team at the Sangre Grande Hospital❑ All Medical, Nursing and Para Clinical personnel❑ All other staff members <p><i>External:</i></p> <ul style="list-style-type: none">❑ 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