



## THE EASTERN REGIONAL HEALTH AUTHORITY

### POSITION DESCRIPTION

<b>1. JOB TITLE</b>  REGISTRAR (INTERNAL MEDICINE)	<b>2. DIVISION</b>  SANGRE GRANDE HOSPITAL	<b>3. DEPARTMENT</b>  CLINICAL SERVICES
<b>4. ORGANISATIONAL RELATIONSHIP</b>  The Registrar (Internal Medicine) will report to the designated Specialist Medical Officer (Internal Medicine) in his/her area of assignment.	<b>5. NATURE &amp; SCOPE</b>  The Registrar (Internal Medicine) is responsible for diagnosing and administering general medical treatment to patients in a hospital or through extension services at a Clinic or other designated area. This employee would be required to work on a rotational basis in the various sub specialties within the field of Internal Medicine. 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.	
<b>6. SPECIFIC ACCOUNTABILITIES</b>  The Registrar (Internal Medicine): <ul style="list-style-type: none"> <li><input type="checkbox"/> Consults with senior to ensure that the daily clinical operations are effectively organized, monitored and controlled.</li> <li><input type="checkbox"/> Performs regular clinical rounds with the house officer to assess patients' day to day management and care.</li> <li><input type="checkbox"/> Collaborates and communicates with staff to ensure the best practices in the management of patients under care.</li> <li><input type="checkbox"/> Supervises the performance of House Officers when on shift and monitor all seriously ill patients within the shortest possible time.</li> <li><input type="checkbox"/> Prepares reports and relevant documentation when required.</li> <li><input type="checkbox"/> Ensures that all patients are treated in accordance with the Patient Charter Standards.</li> <li><input type="checkbox"/> Ensures that all case discharge summaries are promptly written by the House Officer or Medical Intern, and are accurate, relevant and concise, and must be countersigned.</li> <li><input type="checkbox"/> Keeps the Consultant informed of any difficulties that may arise in the management of any patient and seek such assistance.</li> <li><input type="checkbox"/> Supervises the clinical competencies of House Officers and Interns and advises the Consultant when required.</li> <li><input type="checkbox"/> Coaches and initiates knowledge sharing to House Officers and Interns assigned to the unit in collaboration with other Consultants.</li> <li><input type="checkbox"/> Guides, monitors and recommends to House Officers and Interns, appropriate management practices in patient care.</li> <li><input type="checkbox"/> Adheres to the professional code of conduct, Medico-legal principles and human resources policies and procedures of the Authority.</li> <li><input type="checkbox"/> Participates in teaching clinics, rounds and lectures.</li> <li><input type="checkbox"/> Performs other related work as may be required by the appropriate Authority.</li> </ul>		

## 7. KEY KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of Public Health Ordinances and of medical jurisprudence.
- Considerable knowledge of the principles and practices of medicine including the diagnosis and treatment of a variety of preventative medicine.
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- Some knowledge of administrative practices and procedures, rules, regulations policies and standards related to medical services.
- Ability to supervise and aid in the development of junior medical staff.
- Ability to examine patients, diagnose disease and to prescribe and administer necessary treatment.
- Ability to gain the co-operation and confidence of patients and to establish and maintain effective working relationships with other employees and the public.

## 8. MINIMUM TRAINING AND EXPERIENCE

- Post graduate qualification in the field Internal Medicine and training as evidence by the possession of a medical degree from a recognized school of medicine.
- Specialist registration in the field with the Medical Board of Trinidad and Tobago.
- At least five (5) years' experience in a specialized field of medicine.
- Registration as a medical practitioner by the Medical Board of Trinidad and Tobago.
- Any equivalent combination of experience and training.

## 9. SUPERVISORY RESPONSIBILITIES

- House Officer
- Medical Intern

## 10. COMMUNICATION AND WORKING RELATIONSHIP

### ***Internal:***

- Specialist Medical Officer
- Medical Director
- Manager-Hospital Administration
- Manager-Para Clinical Services
- Nursing Personnel
- Other Heads of Department

### ***External:***

- Public
- University of the West Indies
- Other Regional Health Authorities
- Private Medical Institutions
- General practitioners in the area