



## THE EASTERN REGIONAL HEALTH AUTHORITY

### POSITION DESCRIPTION

1. JOB TITLE	2. DIVISION	3. DEPARTMENT
REGISTRAR (WOMEN’S HEALTH)	SANGRE GRANDE HOSPITAL	CLINICAL SERVICES
<b>4. ORGANISATIONAL RELATIONSHIP</b>  The Registrar (Women’s Health) will report to the designated Specialist Medical Officer (Women’s Health) in his/her area of assignment.	<b>5. NATURE &amp; SCOPE</b>  The Registrar (Women’s Health) 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. Work may entail performing surgery or assisting in major operations and this employee may work in a specialized area of 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 (Women’s Health): <ul style="list-style-type: none"><li>❑ Consults with senior to ensure that the daily clinical operations are effectively organized, monitored and controlled.</li><li>❑ Performs regular clinical rounds with the house officer to assess patients’ day to day management and care.</li><li>❑ Collaborates and communicates with surgical staff to ensure the best practices in the management of patients under care.</li><li>❑ Supervises the performance of House Officers when on shift and monitor all seriously ill patients within the shortest possible time.</li><li>❑ Recommends intelligent and cost-effective use of the surgical services and such contributions to diagnose and manage inherent reliability.</li><li>❑ Ensures that surgical forms are adequately annotated to assist such staff in providing optimal services.</li><li>❑ Prepares reports and relevant documentation when required.</li><li>❑ Ensures that all patients are treated in accordance with the Patient Charter Standards.</li><li>❑ 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>❑ Keeps the Consultant informed of any difficulties that may arise in the management of any patient and seek such assistance.</li><li>❑ Supervises the clinical competencies of House Officers and Interns and advises the Consultant when required.</li><li>❑ Coaches and initiates knowledge sharing to House Officers and Interns assigned to the unit in collaboration with other Consultants.</li><li>❑ Guides, monitors and recommends to House Officers and Interns, appropriate management practices in patient care.</li><li>❑ Adheres to the professional code of conduct, Medico-legal principles and human resources policies and procedures of the Authority.</li><li>❑ Participates in teaching clinics, rounds and lectures.</li><li>❑ Performs other 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>❑ Knowledge of Public Health Ordinances and of medical jurisprudence.</li><li>❑ Considerable knowledge of the principles and practices of medicine including the diagnosis and treatment of a variety of preventative medicine.</li><li>❑ Considerable knowledge of the principles and practices of preventative medicine.</li><li>❑ Some knowledge of administrative practices and procedures, rules, regulations policies and standards related to medical services.</li><li>❑ Ability to supervise and aid in the development of junior medical staff.</li><li>❑ Ability to examine patients, diagnose disease and to prescribe and administer necessary treatment.</li><li>❑ Ability to gain the co-operation and confidence of patients and to establish and maintain effective working relationships with other employees and the public.</li></ul>		

<div>8. MINIMUM TRAINING AND EXPERIENCE</div> <div><ul style="list-style-type: none"><li>❑ Post graduate qualifications in the field of Obstetrics and Gynaecology.</li><li>❑ Training as evidenced by the possession of a Bachelor of Science and Bachelor of Medicine or equivalent from a recognized University.</li><li>❑ Possession of a Specialist Registration in the field of Obstetrics and Gynaecology from the Medical Board of Trinidad and Tobago.</li><li>❑ A minimum of at least five (5) years experience in the field of Obstetrics and Gynaecology.</li><li>❑ Any equivalent combination of experience and training.</li></ul></div>
<div>9. SUPERVISORY RESPONSIBILITIES</div> <div><ul style="list-style-type: none"><li>❑ House Officer</li><li>❑ Medical Intern</li><li>❑ Head Nurse</li><li>❑ Nurse</li><li>❑ Nursing Assistants</li><li>❑ Clerk</li><li>❑ Patient Care Assistants</li></ul></div>
<div>10. COMMUNICATION AND WORKING RELATIONSHIP</div> <div><div>Internal:</div><div><ul style="list-style-type: none"><li>❑ Specialist Medical Officer</li><li>❑ Medical Director</li><li>❑ Manager-Hospital Administration</li><li>❑ Manager-Para Clinical Services</li><li>❑ Nursing Personnel</li><li>❑ Other Heads of Department</li></ul></div><div>External:</div><div><ul style="list-style-type: none"><li>❑ Public</li><li>❑ University of the West Indies</li><li>❑ Other Regional Health Authorities</li><li>❑ Private Medical Institutions</li><li>❑ General practitioners in the area</li></ul></div></div>