



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE SPECIALIST MEDICAL OFFICER (ONCOLOGY)	2. DIVISION SANGRE GRANDE HOSPITAL	3. DEPARTMENT ONCOLOGY
4. ORGANISATIONAL RELATIONSHIP The Specialist Medical Officer will report to the Head of Department (Oncology).		5. NATURE & SCOPE The Specialist Medical Officer is responsible for administering medical treatment to patients at a hospital in the specialist field of Oncology. 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 (Oncology): <ul style="list-style-type: none"> <input type="checkbox"/> Manages patients suspected or diagnosed with cancer and discusses symptoms and care plan. <input type="checkbox"/> Requests necessary diagnostic tests such as blood tests and biopsies and analyze results once received. <input type="checkbox"/> Develops and adjust personalized cancers treatment plans to patients and relatives/support system. <input type="checkbox"/> Administers chemotherapy / immunotherapy etc. <input type="checkbox"/> Monitors patients progress during their cancer treatment and recovery and adjusts as required. <input type="checkbox"/> Manages cancer treatment and side effects with patients. <input type="checkbox"/> Provide advice and support relatives of cancer patients. <input type="checkbox"/> Collaborates palliative care where necessary. <input type="checkbox"/> Establishes work schedules and ensure efficient and adequate medical coverage and participation in Hospital training programmes. <input type="checkbox"/> Directs and supervises the work of lower medical officers. <input type="checkbox"/> Administers medical treatment to patients and serve as a Consultant to Medical Officers of a lower level as well as medical practitioners in private practice. <input type="checkbox"/> Guides the Authority on cancer screening and education. <input type="checkbox"/> Performs any other related work as may be required by the appropriate Authority. 		
7. KEY KNOWLEDGE, SKILLS AND ABILITIES <ul style="list-style-type: none"> <input type="checkbox"/> Extensive knowledge of the principles, practices, techniques and modern developments in Internal Medicine and Oncology. <input type="checkbox"/> Knowledge of the administrative practices and procedures, rules, policies and standards related to the Oncology unit of the Hospital. <input type="checkbox"/> Ability to examine patients, diagnose, prescribe and administer necessary treatment in the Oncology field of specialization. <input type="checkbox"/> Ability to organize and supervise the work of lower-level 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. 		
8. MINIMUM TRAINING AND EXPERIENCE <ul style="list-style-type: none"> <input type="checkbox"/> Doctor of Medicine in Oncology or Membership with the Royal College of Physician of the United Kingdom (MRCP) supplemented by Specialty Certification Examination (SCE) in Medical Oncology or American Board Certified in Oncology. <input type="checkbox"/> Registered with the Medical Board of Trinidad and Tobago as a Medical Practitioner and as a Specialist in the relevant field. <input type="checkbox"/> A minimum of seven (7) years' working experience in the field of Oncology. 		
9. SUPERVISORY RESPONSIBILITIES <ul style="list-style-type: none"> <input type="checkbox"/> Registrar <input type="checkbox"/> House Officer <input type="checkbox"/> Medical Interns <input type="checkbox"/> 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