



TERMS OF REFERENCE

CARDIOLOGIST

The Contractor shall communicate with the Chief Executive Officer or any other party designated by that Officer in connection with the performance of the duties under this Agreement and shall fulfil any other duties reasonably requested by the Employer and agreed to by the Contractor.

During the period of this Agreement, the Contractor shall ensure that the services performed pursuant to the requirements hereof shall conform to all applicable laws and regulations promulgated by the legally constituted Authorities of the government of Trinidad and Tobago.

Tasks

The Contractor is required to provide services as follows:

1. Echocardiography reporting support services for the Sangre Grande Hospital (SGH).

Provide reporting / interpretation expertise for Echocardiograms and Holter Monitors as follows:

- Provide at least 40 Echocardiograms and at least 5 Holter Monitors per week.
- Provide In-patient reports with a turn-around time of 24 hours, with critical/emergency cases to be flagged by the Echocardiographer/clinician for his/her urgent attention to facilitate possible faster response.
- Provide Out-Patient reports with a maximum turn-around time of 4 days.
- Be available to discuss cases with the Echocardiographer/referring consultant, if required.
- Reporting will be facilitated via the establishment of remote reporting facilities by the ERHA.
- At minimum hand-written and signed off reports are to be scanned and submitted via email, which will then be transcribed and returned for electronic signature.

2. Provide Cardiology expertise with the liaison department Internal Medicine.

3. Provide weekly four (4) hour clinic sessions to manage conditions including, but not limited to:

- Ischemic Heart Disease;
- Vascular Heart Disease;
- Arrhythmia;
- Cardiomyopathy.

Selected outpatients will be seen in the Clinic, accompanied by resident doctors. These doctors will assist with the conducting of the clinic and the coordination of patients, therapeutic modalities and investigations. Doctors will generate a roster for rotation through the clinic with the contractor.

4. Be available for consults for emergencies.
5. Be part of a multidisciplinary team in the planning of the management of these patients. This may include consultations with other medical and para-clinical team members.
6. Assist in ensuring that the ERHA meets the deliverables for Cardiology as per the Annual Services Agreement with the MoH, including the timely review and treatment of these patients.
7. Provide telephone and electronic communication / consultation.
8. Promote and adhere to the principles of Good Medical Practice.
9. Report to the Medical Director in a timely manner of any adverse events.

Deliverables

The Contractor shall further provide:

1. Monthly reports of the number of patients seen.
2. Monthly reports of the number of diagnostic studies reported.
3. A six (6)-monthly summary of recommendations for future development of this service at the Sangre Hospital.
4. Regular audits of the service as well as an annual report. The postgraduate residents can be co-opted to assist in the audit process.
5. Recommendations for consumables, equipment and other special requirements as needed on a case-by-case basis.