



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE	2. DIVISION	3. DEPARTMENT
REGISTRAR (ACCIDENT AND EMERGENCY)	SANGRE GRANDE HOSPITAL CAMPUS	CLINICAL SERVICES
4. ORGANISATIONAL RELATIONSHIP		5. NATURE & SCOPE
The Registrar (Accident and Emergency) will report to the designated Head of Department/Specialist Medical Officer (Accident and Emergency).		The Registrar (Accident and Emergency) is responsible for diagnosing and administering emergency medical treatment to patients in a hospital or through extension services at a Clinic or other designated area. Work may include the supervision of House Officers and duties are performed with considerable independence.
6. SPECIFIC ACCOUNTABILITIES		
The Registrar:		
❑ Examines patients, diagnoses, advises and treats patients for the prevention and control of diseases or refer complicated cases for further professional attention. ❑ Supervises junior staff and assist in building competencies when and where required. ❑ Performs complicated medical examinations on patients as deemed necessary. ❑ Assists junior staff in the diagnoses of more complicated patients and make prognoses. ❑ Conducts patient rounds when required. ❑ Transcribes and maintains up-to-date case records and make necessary medicals reports. ❑ Prescribes and executes treatment in more complicated cases in light of examination findings. ❑ Examines employees and other categories of persons as laid down by policy. ❑ Assesses, stabilizes and manages patients seeking acute and emergent medical care. ❑ Supervises floor management and administration of care to various level of acuity of patients. ❑ Undertakes medico-legal duties as may be reasonably required to him/her with specialist advice if necessary. ❑ Performs related work as may be required by the appropriate Authority.		
7. KEY KNOWLEDGE, SKILLS AND ABILITIES		
❑ Knowledge of Public Health Ordinances and of medical jurisprudence. ❑ Considerable knowledge of the principles and practices of emergency medicine including the diagnosis and treatment of emergency medical conditions ❑ Current knowledge of and certification in the provision of advanced life support to adult, pediatric, and trauma patients ❑ Considerable knowledge of the principles and practices of preventative medicine. ❑ Some knowledge of administrative practices and procedures, rules, regulations policies and standards related to medical services and the Authority’s policy and procedures. ❑ Ability coach and mentor in the development of junior medical staff. ❑ Ability to examine patients, diagnose disease and to prescribe and administer necessary treatment. ❑ Ability to establish and maintain effective working relationships with other employees and the public. ❑ Ability to build patient trust and compliance.		
8. MINIMUM TRAINING AND EXPERIENCE		
❑ Doctor of Medicine (D.M.) in Emergency Medicine, as recognized by the Medical Board of Trinidad and Tobago or equivalent. ❑ 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 the field of Emergency Medicine (Accident and Emergency) ❑ Registration as a medical practitioner by the Medical Board of Trinidad and Tobago.		
9. SUPERVISORY RESPONSIBILITIES		
❑ House Officer ❑ Nurse ❑ Nursing Assistant		

10. COMMUNICATION AND WORKING RELATIONSHIP

Internal:

- ☐ Specialist Medical Officer (Accident and Emergency)
- ☐ Medical Director
- ☐ Clinical Staff
- ☐ Nursing Personnel
- ☐ Other Heads of Department
- ☐ Quality Department

External:

- ☐ Public
- ☐ University of the West Indies
- ☐ Other Regional Health Authorities