



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

<b>1. JOB TITLE</b>  SPECIALIST MEDICAL OFFICER (HAEMATOLOGY)		<b>2. DIVISION</b>  SANGRE GRANDE HOSPITAL CAMPUS	<b>3. DEPARTMENT</b>  HAEMATOLOGY
<b>4. ORGANISATIONAL RELATIONSHIP</b>  The Specialist Medical Officer will report to the Head of Department (Haematology).		<b>5. NATURE &amp; SCOPE</b>  The Specialist Medical Officer is responsible for administering medical treatment to patients at a Hospital in the specialist field of Haematology. Work involves serving as Consultant to lower level Medical Officers and attending clinics and wards to treat patients.	
<b>6. SPECIFIC ACCOUNTABILITIES</b>  The Specialist Medical Officer (Haematology): <ul style="list-style-type: none"><li>❑ Plans, organizes and direct all activities for the Haematology Ward.</li><li>❑ Performs specialist medical work at the Sangre Grande Hospital.</li><li>❑ Establishes work schedules and ensure efficient and adequate medical coverage and participation in Hospital training programmes.</li><li>❑ Initiates and directs staff conferences to discuss medical problems for instructional purposes.</li><li>❑ Directs and supervises the work of lower medical officers.</li><li>❑ 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.</li><li>❑ Performs 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>❑ Extensive knowledge of the principles, practices, techniques and modern developments in Internal Medicine and Haematology.</li><li>❑ Knowledge of the administrative practices and procedures, rules, policies and standards related to the Haematology unit of the Hospital.</li><li>❑ Ability to examine patients, diagnose, prescribe and administer necessary treatment in the Haematology field of specialization.</li><li>❑ Ability to organize and supervise the work of lower level medical officers, and to guide and advise them on medical matters.</li><li>❑ Ability to gain the confidence and co-operation of patients and to establish and maintain effective working relationships with other employees and the public.</li></ul>			
<b>8. MINIMUM TRAINING AND EXPERIENCE</b> <ul style="list-style-type: none"><li>❑ Possession of a Medical Degree from a recognized school of medicine supplemented by the possession of a specialist training in the field of Haematology.</li><li>❑ Registered with the Medical Board of Trinidad and Tobago as a Medical Practitioner and as a Specialist in the relevant field.</li><li>❑ A minimum of seven (7) years' working experience in the field of Haematology.</li></ul>			
<b>9. SUPERVISORY RESPONSIBILITIES</b> <ul style="list-style-type: none"><li>❑ Registrar</li><li>❑ House Officer</li><li>❑ Medical Interns</li><li>❑ Medical Student</li></ul>			
<b>10. COMMUNICATION AND WORKING RELATIONSHIP</b>  <i>Internal:</i> <ul style="list-style-type: none"><li>❑ Medical Director</li><li>❑ Head of Department</li><li>❑ Manager-Hospital Administration</li><li>❑ Medical and Nursing personnel</li><li>❑ Other Heads of Department</li></ul>			

***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