



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE	2. DIVISION	3. DEPARTMENT
REGISTRAR (HAEMATOLOGY)	SANGRE GRANDE HOSPITAL CAMPUS	HAEMATOLOGY
4. ORGANISATIONAL RELATIONSHIP	5. NATURE & SCOPE	
The Registrar (Haematology) will report to the designated Head of Department/Specialist Medical Officer (Haematology).	The Registrar (Haematology) is responsible for diagnosing and administering general medical and Haematology treatment to patients in a hospital or through extension services at a Clinic or other designated area. Work may entail performing minor surgical procedures. 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.	
6. SPECIFIC ACCOUNTABILITIES		
The Registrar (Haematology): <ul style="list-style-type: none">❑ Provides on call coverage in the field of Haematology at the Sangre Grande Hospital Campus.❑ Performs ward rounds and consultations in collaboration with the Specialist Medical Officer (Haematology) on patients referred to the Haematology service.❑ Collaborates with the Specialist Medical Officer (Haematology) for Haematology clinic.❑ Examines patients, diagnoses, advises and carries out necessary treatment plans including chemotherapy delivery.❑ Supervises House Officers and medical interns with a view to building competencies.❑ Refers patients to professional superiors for more detailed attention as may be necessary.❑ Performs medical examinations on inpatients and outpatients; diagnoses and makes prognoses; makes ward rounds; write and maintain up-to-date case records and make necessary medical reports.❑ Prescribe and carry out treatment in light of examination findings.❑ Implement preventative procedures outlined for the protection and promotion of Public Health.❑ Participate in immunization procedures against infectious or communicable diseases as directed.❑ Provide professional services in the Nutrition services and other specialist fields.❑ Undertake medico-legal duties as may be reasonably required to him/her with specialist advice if necessary.❑ Perform related work as may be required by the appropriate Authority.		
7. KEY KNOWLEDGE, SKILLS AND ABILITIES		
<ul style="list-style-type: none">❑ Knowledge of Public Health Ordinances and of medical jurisprudence.❑ Considerable knowledge of the principles and practices of Internal Medicine and Haematology including the diagnosis and treatment of common diseases.❑ 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.❑ Ability to supervise and aid in the development of junior medical staff.❑ Ability to examine patients, diagnose disease and to prescribe and administer necessary treatment.❑ Ability to performs minor surgical procedures inclusive of, but not limited to paracentesis, pleurocentesis would be an asset.❑ Ability to gain the co-operation and confidence 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">❑ Post graduate qualifications in the field of Haematology.❑ Training as evidence by the possession of a Bachelor of Medicine and Bachelor of Surgery from a recognized school of medicine.❑ Possession of a Specialist Registration in the field of Haematology from the Medical Board of Trinidad and Tobago.❑ A minimum of at least five (5) years experience in the field of Haematology.❑ Any equivalent combination of experience and training.
9. SUPERVISORY RESPONSIBILITIES <ul style="list-style-type: none">❑ House Officer❑ Medical Interns❑ Medical Students
10. COMMUNICATION AND WORKING RELATIONSHIP <p><i>Internal:</i></p> <ul style="list-style-type: none">❑ Specialist Medical Officer (Haematology)❑ Head of Department (Palliative Care)❑ Medical Director❑ Medical, Nursing and Para Clinical personnel❑ Other Heads of Department <p><i>External:</i></p> <ul style="list-style-type: none">❑ Other Regional Health Authorities❑ Private Medical Institutions❑ Ministry of Health❑ Medical Board of Trinidad and Tobago❑ University of the West Indies