THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE	2. DIVISION	3. DEPARTMENT
REGISTRAR (WOMEN'S HEALTH)	SANGRE GRANDE HOSPITAL CAMPUS	CLINICAL SERVICES

4. ORGANISATIONAL RELATIONSHIP	5. NATURE & SCOPE
The Registrar (Women's Health) will report to the designated Specialist Medical Officer (Women's Health) in his/her area of assignment.	The Registrar (Women's Health) is responsible for diagnosing and administering general medical treatment to patients in a hospital or through extension services at a Clinic or other designated area. Work may entail performing surgery or assisting in major operations and this employee may work in a specialized area of medicine. 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 (Women's Health):

- Consults with senior to ensure that the daily clinical operations are effectively organized, monitored and controlled.
- Performs regular clinical rounds with the house officer to assess patients' day to day management and care.
- Collaborates and communicates with surgical staff to ensure the best practices in the management of patients under care.
- Supervises the performance of House Officers when on shift and monitor all seriously ill patients within the shortest possible time.
- Recommends intelligent and cost-effective use of the surgical services and such contributions to diagnose and manage inherent reliability.
- Ensures that surgical forms are adequately annotated to assist such staff in providing optimal services.
- Prepares reports and relevant documentation when required.
- Ensures that all patients are treated in accordance with the Patient Charter Standards.
- Ensures that all case discharge summaries are promptly written by the House Officer or Medical Intern, and are accurate, relevant and concise, and must be countersigned.
- Keeps the Consultant informed of any difficulties that may arise in the management of any patient and seek such assistance.
- Supervises the clinical competencies of House Officers and Interns and advises the Consultant when required.
- Coaches and initiates knowledge sharing to House Officers and Interns assigned to the unit in collaboration with other Consultants.
- Guides, monitors and recommends to House Officers and Interns, appropriate management practices in patient care.
- Adheres to the professional code of conduct, Medico-legal principles and human resources policies and procedures of the Authority.
- Participates in teaching clinics, rounds and lectures.
- Performs other 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 medicine including the diagnosis and treatment of a variety of preventative medicine.
- 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 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

- Post graduate qualifications in the field of Obstetrics and Gynaecology.
- Training as evidenced by the possession of a Bachelor of Science and Bachelor of Medicine or equivalent from a recognized University.
- Possession of a Specialist Registration in the field of Obstetrics and Gynaecology from the Medical Board of Trinidad and Tobago.
- A minimum of at least five (5) years experience in the field of Obstetrics and Gynaecology.
- Any equivalent combination of experience and training.

9. SUPERVISORY RESPONSIBILITIES

- House Officer
- Medical Intern
- Head Nurse
- Nurse
- Nursing Assistants
- Clerk
- Patient Care Assistants

10. COMMUNICATION AND WORKING RELATIONSHIP

Internal:

- Specialist Medical Officer
- Medical Director
- Manager-Hospital Administration
- Manager-Para Clinical Services
- Nursing Personnel
- Other Heads of Department

External:

- Public
- University of the West Indies
- Other Regional Health Authorities
- Private Medical Institutions
- General practitioners in the area