



## THE EASTERN REGIONAL HEALTH AUTHORITY

### POSITION DESCRIPTION

<b>1. JOB TITLE</b>  SPECIALIST MEDICAL OFFICER (OPHTHALMOLOGY AND VITREORETINAL SURGERY)	<b>2. DIVISION</b>  SANGRE GRANDE HOSPITAL CAMPUS	<b>3. DEPARTMENT</b>  OPHTHALMOLOGY
<b>4. ORGANISATIONAL RELATIONSHIP</b>  The Specialist Medical Officer (Ophthalmology and Vitreoretinal Surgery) will report to the Head of Department/Medical Director.	<b>5. NATURE &amp; SCOPE</b>  The Specialist Medical Officer (Ophthalmology and Vitreoretinal Surgery) is responsible for administering medical and surgical treatment to patients at a hospital in the specialist field of Ophthalmology and specifically Vitreoretinal Surgery. Work involves serving as Consultant to Ophthalmology Officers and attending clinics to treat patients and performing surgeries.	
<b>6. SPECIFIC ACCOUNTABILITIES</b>  The Specialist Medical Officer (Ophthalmology and Vitreoretinal Surgery): <ul style="list-style-type: none"><li>❑ Diagnoses and manages patients under the direct care of the Ophthalmology department.</li><li>❑ Maintains continuous clinical responsibility for all patients until final discharge.</li><li>❑ Provides both inpatient and outpatient care, including specialist consultations and surgical interventions.</li><li>❑ Establishes and manages subspecialty services for vitreoretinal eye conditions.</li><li>❑ Organizes and conducts weekly vitreoretinal clinics and surgeries.</li><li>❑ Performs a wide range of major and minor ophthalmologic procedures, including but not limited to laser treatments.</li><li>❑ Provides on-call surgical coverage as required.</li><li>❑ Directs and upholds high standards of medical practice and ethics within the department.</li><li>❑ Ensures adherence to agreed standards of medical care and continuously reviews patient reports for accuracy and quality.</li><li>❑ Coaches, mentors, and supervises junior medical officers, nurses, and paramedical staff.</li><li>❑ Conducts instructional staff conferences to discuss surgical cases and share knowledge as required.</li><li>❑ Oversees undergraduate and postgraduate clinical education within the department.</li><li>❑ Assists the Head of Department in organizing and planning clinics, surgical theatre schedules, and other departmental activities.</li><li>❑ Establishes efficient work schedules ensuring adequate clinical and surgical coverage.</li><li>❑ Participates in hospital-wide training programmes and quality improvement initiatives.</li><li>❑ Engages in continuous professional development and departmental research activities.</li><li>❑ Keeps abreast of current developments in ophthalmology through ongoing study and training.</li><li>❑ Performs related work as may be required by the appropriate Authority.</li></ul>		

**7. KEY KNOWLEDGE, SKILLS AND ABILITIES**

- ☐ Extensive knowledge of the principles, practices, techniques and modern developments in a Ophthalmology and Vitreoretinal Surgery
- ☐ Knowledge of the administrative practices and procedures, rules, policies and standards related to the particular unit of the Hospital.
- ☐ Ability to examine patients, diagnose, prescribe and administer necessary treatment in the particular field of Ophthalmology.
- ☐ Ability to coach, mentor and impart knowledge to lower-level staff.
- ☐ Ability to gain the confidence and co-operation of patients and to establish and maintain effective working relationships with other employees and the public.
- ☐ Good Supervisory Management Skills
- ☐ Knowledge of policies and procedures that govern the Regional Health Authorities

**8. MINIMUM TRAINING AND EXPERIENCE**

- ☐ Specialist Registration in Ophthalmology as recognized by the Medical Board of Trinidad and Tobago.
- ☐ Training as evidenced by the possession of a Medical Degree from a recognized school of medicine and Specialist training in Ophthalmology and Vitreoretinal Surgery.
- ☐ A minimum of seven (7) years working experience in the field of Ophthalmology and at least three (3) in Vitreoretinal Eye Conditions.
- ☐ Any other relevant experience in a similar field and/or environment.

**9. SUPERVISORY RESPONSIBILITIES**

- ☐ Registrar
- ☐ House Officer
- ☐ Interns
- ☐ Nursing Staff

**10. COMMUNICATION AND WORKING RELATIONSHIP*****Internal:***

- ☐ Medical Director
- ☐ Manager-Hospital Administration
- ☐ Manager-Para Clinical Services
- ☐ Other members of the Management Team at the Sangre Grande Hospital Campus
- ☐ All Medical, Nursing and Para Clinical personnel
- ☐ All other staff members

***External:***

- ☐ Specialist in other Regional Health Authorities
- ☐ Specialist in other private sector organizations
- ☐ Ministry of Health
- ☐ Medical Board of Trinidad and Tobago
- ☐ University of the West Indies