



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE REGISTRAR (PAEDIATRICS/NEONATAL INTENSIVE CARE)	2. DIVISION SANGRE GRANDE HOSPITAL CAMPUS	3. DEPARTMENT PAEDIATRICS/NEONATAL INTENSIVE CARE
4. ORGANISATIONAL RELATIONSHIP The Registrar (Paediatrics/Neonatal Intensive Care) will report to the designated Head of Department/Specialist Medical Officer.		5. NATURE & SCOPE The Registrar (Paediatrics/Neonatal Intensive Care) 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.
6. SPECIFIC ACCOUNTABILITIES The Registrar (Paediatrics/Neonatal Intensive Care):		
<ul style="list-style-type: none"> <input type="checkbox"/> Examines, reviews and provides support to all Paediatric, Adolescent and Neonatal patients seen by the House Officers to arrive at an appropriate management plan. <input type="checkbox"/> Collaborates with the Specialist Medical Officer/Head of Department daily to ensure optimal efficiency within the Paediatric/Neonatal Department <input type="checkbox"/> Assists in the development of specialized treatment plans for newborns, infants, children and adolescent inpatients within the Paediatric/Neonatal Department. <input type="checkbox"/> Stabilizes newborns after caesarean section, assists deliveries or any other complicated births. <input type="checkbox"/> Provides care to neonates both within the Neonatal Intensive Care Unit and Postnatal Wards. <input type="checkbox"/> Collaborates and discusses with Specialist Medical Officer/Head of Department, referrals from the Accident and Emergency Department, Primary Care/Community Clinics or other referring facilities. <input type="checkbox"/> Conducts and provides follow up care through ward rounds and clinics. <input type="checkbox"/> Collaborates in the provision of supervision and medical education to staff assigned to the unit, as required. <input type="checkbox"/> Reviews all case discharge summaries to ensure compliance with the established standard. <input type="checkbox"/> Collaborates with Specialist Medical Officers on any complex cases, diagnostic difficulties or complications with expected management. <input type="checkbox"/> Collaborates with colleagues within other medical or surgical specialities, support services, social services, dietitian etc. in cases where multi-disciplinary team management is required. <input type="checkbox"/> Advocates and adheres to the Patient Charter Standards. <input type="checkbox"/> Adheres to the Professional Code of Conduct, Medico-legal principles and human resources policies and procedures of the Authority. <input type="checkbox"/> Performs related work as may be required by the appropriate Authority. 		
7. KEY KNOWLEDGE, SKILLS AND ABILITIES		
<ul style="list-style-type: none"> <input type="checkbox"/> Knowledge of Public Health Ordinance and of medical jurisprudence. <input type="checkbox"/> Considerable knowledge of the principles and practices in the field of Paediatrics, Adolescent Health and Neonatology. <input type="checkbox"/> Some knowledge of administrative practices and procedures, rules, regulations policies and standards related to medical services. <input type="checkbox"/> Ability to supervise and aid in the development of junior medical staff. <input type="checkbox"/> Some knowledge of administrative practices and procedures, rules, regulations policies and standards related to medical services. <input type="checkbox"/> 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"> <input type="checkbox"/> Post graduate qualifications in the field of Doctor of Medicine Paediatrics/Neonatal Intensive Care or MRCPCH or equivalent. <input type="checkbox"/> Training as evidenced by the possession of a Bachelor of Science and Bachelor of Medicine or equivalent from a recognized University. <input type="checkbox"/> Possession of a Specialist Registration in the field of Paediatrics from the Medical Board of Trinidad and Tobago. <input type="checkbox"/> A minimum of at least five (5) years experience in the field of Paediatrics. <input type="checkbox"/> Any equivalent combination of experience and training. 		

9. SUPERVISORY RESPONSIBILITIES

- House Officer
- Medical Interns

10. COMMUNICATION AND WORKING RELATIONSHIP

Internal:

- Medical Director
- Manager-Hospital Administration
- Manager-Para-Clinical Services
- Specialist Medical Officer (Paediatrics)
- Specialist Medical Officer (Neonatal)
- 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