



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE REGISTRAR (ONCOLOGY)	2. DIVISION SANGRE GRANDE HOSPITAL CAMPUS	3. DEPARTMENT ONCOLOGY
4. ORGANISATIONAL RELATIONSHIP The Registrar (Oncology) will report to the Specialist Medical Officer (Oncology).	5. NATURE & SCOPE The Registrar (Oncology) is responsible for diagnosing and administering general medical and Oncology treatment to patients in a hospital or through extension services at a Clinic or other designated area. Work may entail performing minor surgical procedures and also include the supervision of lower-level House Officers 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 (Oncology): <ul style="list-style-type: none"> ❑ Provides On-call coverage in the field of Oncology at the Sangre Grande Hospital. ❑ Performs ward rounds and consultations in collaboration with the Specialist Medical Officer (Oncology) on patients referred to the Oncology department. ❑ Collaborates with the Specialist Medical Officer (Oncology) for Oncology 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 when necessary. ❑ Performs medical examinations on inpatients and outpatients; diagnoses and makes prognoses; makes ward rounds; writes and maintains up-to-date case records and makes necessary medical reports. ❑ Prescribes and carries out treatment based on examination findings. ❑ Implements preventative procedures outlined for the protection and promotion of Public Health. ❑ Participates in immunization procedures against infectious or communicable diseases as directed. ❑ Provides professional services in the Nutrition services and other ancillary fields. ❑ Undertakes medico-legal duties as may be reasonably required of him/her with specialist advice if necessary. ❑ Performs 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 Oncology 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, to diagnose disease and to prescribe and administer the necessary treatment. ❑ Ability to perform minor surgical procedures, e.g. paracentesis and 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

- Doctor of Medicine in Oncology or Membership with the Royal College of Physician of the United Kingdom (MRCP) supplemented by Specialty Certification Examination (SCE) in Medical Oncology or American Board Certified in Oncology.
- 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 Oncology from the Medical Board of Trinidad and Tobago.
- A minimum of at least five (5) years experience in the field of Oncology.
- Any equivalent combination of experience and training.

9. SUPERVISORY RESPONSIBILITIES

- House Officer
- Medical Interns
- Medical Students

10. COMMUNICATION AND WORKING RELATIONSHIP

Internal:

- Specialist Medical Officer (Oncology)
- Head of Department (Haematology/Oncology & Palliative Care)
- Medical Director
- Medical, Nursing and Para Clinical personnel
- Other Heads of Department

External:

- Other Regional Health Authorities
- Private Medical Institutions
- Ministry of Health
- Medical Board of Trinidad and Tobago
- University of the West Indies