



## THE EASTERN REGIONAL HEALTH AUTHORITY

### POSITION DESCRIPTION

<b>1. JOB TITLE</b>  SPECIALIST MEDICAL OFFICER (PAEDIATRIC OPHTHALMOLOGY)	<b>2. DIVISION</b>  SANGRE GRANDE HOSPITAL	<b>3. DEPARTMENT</b>  OPHTHALMOLOGY
<b>4. ORGANISATIONAL RELATIONSHIP</b>  The Specialist Medical Officer will report to the Head of Department (Ophthalmology).	<b>5. NATURE &amp; SCOPE</b>  The Specialist Medical Officer is responsible for administering medical treatment to patients at a Hospital in the specialist field of Ophthalmology. Work involves serving as Consultant to lower level Medical Officers and attending clinics and wards to treat patients.	
<b>6. SPECIFIC ACCOUNTABILITIES</b>  The Specialist Medical Officer (Paediatric Ophthalmology): <ul style="list-style-type: none"> <li><input type="checkbox"/> Plans, organizes and direct all activities for Paediatric Ophthalmology including but not limited to Screening of Neonates, Screening Paediatric Population.</li> <li><input type="checkbox"/> Provides adult ophthalmology service as required.</li> <li><input type="checkbox"/> Performs specialist medical work at the Sangre Grande Hospital.</li> <li><input type="checkbox"/> Establishes work schedules and ensures efficient and adequate medical coverage and participation in Hospital training programmes.</li> <li><input type="checkbox"/> Initiates and directs staff conferences to discuss medical problems for instructional purposes.</li> <li><input type="checkbox"/> Directs and supervises the work of lower medical officers.</li> <li><input type="checkbox"/> Administers medical treatment to patients and serves as a Consultant to Medical Officers of a lower level as well as medical practitioners in private practice.</li> <li><input type="checkbox"/> Collaborates with the relevant Heads of Department within Primary Care for the establishment of Screening/Treatment clinics within the community.</li> <li><input type="checkbox"/> Performs related work as may be required by the appropriate Authority.</li> </ul>		
<b>7. KEY KNOWLEDGE, SKILLS AND ABILITIES</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Extensive knowledge of the principles, practices, techniques and modern developments in Ophthalmology and Paediatric Ophthalmology.</li> <li><input type="checkbox"/> Knowledge of the administrative practices and procedures, rules, policies and standards related to the Ophthalmology unit of the Hospital.</li> <li><input type="checkbox"/> Ability to examine patients, diagnose, prescribe and administer necessary treatment in the Ophthalmology field of specialization.</li> <li><input type="checkbox"/> Ability to organize and supervise the work of lower-level medical officers, and to guide and advise them on medical matters.</li> <li><input type="checkbox"/> Possesses the ability to show empathy.</li> <li><input type="checkbox"/> Ability to gain the confidence and co-operation of patients and to establish and maintain effective working relationships with other employees and the public.</li> </ul>		
<b>8. MINIMUM TRAINING AND EXPERIENCE</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Possession of a Medical Degree from a recognized school of medicine supplemented by the possession of a specialist training in the field of Ophthalmology and further evidence Training in Paediatric Ophthalmology.</li> <li><input type="checkbox"/> Registered with the Medical Board of Trinidad and Tobago as a Medical Practitioner and as a Specialist in the relevant field.</li> <li><input type="checkbox"/> A minimum of seven (7) years' working experience in the field of Ophthalmology.</li> </ul>		
<b>9. SUPERVISORY RESPONSIBILITIES</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Registrar</li> <li><input type="checkbox"/> House Officer</li> <li><input type="checkbox"/> Medical Interns</li> <li><input type="checkbox"/> Medical Student</li> </ul>		

## 10. COMMUNICATION AND WORKING RELATIONSHIP

### *Internal:*

- Medical Director
- County Medical Officer of Health
- Heads of Department
- Medical and Nursing personnel
- Other Heads of Department

### *External:*

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