

SCHEDULE

TERMS OF REFERENCE

The Contractor shall report to the Head of Department and to the County Medical Officer of Health or any other party designated by that Officer in connection with the performance of the duties under this Agreement and shall fulfil any other duties reasonably requested by the Employer and agreed to by the Contractor. During the period of this Agreement, the Contractor shall ensure that the services performed pursuant to the requirements hereof shall conform to all applicable laws and regulations promulgated by the legally constituted Authorities of the government of Trinidad and Tobago.

The purpose of this scope is to identify the minimum requirements expected of the Contractor for the provision of Radiography Services.

All relevant internal monitoring and control measures will be established by the County Medical Officer of Health to ensure adherence to the tasks and deliverables outlined hereunder.

Tasks:

The Contractor is responsible for taking medical images for diagnostic purposes. Work involves positioning and imaging patients for optimum diagnostic image quality and is performed generally in the Radiology department of a health institution. Work is reviewed by a professional superior through discussions and analysis of images taken. The contract is required to provide services for the Rio Claro Health Centre and the Mayaro District Health Facility in accordance with the following:

- Dispenses radiation in keeping with the as Low as Reasonably Achievable (ALARA) principles.
- Dispenses radiation to patients as necessary by the nature of the examination to be done, in accordance with departmental imaging protocols.
- Ensures that radiographs and other images are produced to satisfy image quality requirements.
- Organizes the assigned work area, in accordance with departmental procedures, to promote quality care.
- Assists the Radiologists in special procedures and in preparing and administering contrast media for imaging purposes.

- Assists Surgeons and Clinicians in complex radiological studies in and out of the Operating Theatre.
- Maintains radiation safety and general safety of the patient while in the department.
- Adheres to departmental quality assurance and control protocols such as, but not limited to, recording of imaging identification, documentation of patient procedures and protocols and reject analysis.
- Counsels patients by explaining the nature of activity prior to positioning and imaging.
- Maintains proper care and use of equipment, reporting faults as they occur to the relevant supervisor and/or responsible department
- Assists with the replenishment of stocks necessary for the efficient running of the department.
- Conducts training with interns in the field of Radiology.
- Maintains the professional code of conduct and code of ethics as regulated by the Radiographers Board of Trinidad and Tobago.

Terms of Engagement

- 1.1 The Contractor would be required to perform services within the Scope of Services for any part of the hours set out in the Schedule hereinafter appearing and in accordance with a monthly roster which will be provided at least one week before the start of each said month for the duration of the contract to facilitate Radiology services with the Eastern Regional Health Authority.