



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE REGISTRAR (OBSTETRICS AND GYNAECOLOGY)	2. DIVISION SANGRE GRANDE HOSPITAL	3. DEPARTMENT CLINICAL SERVICES
4. ORGANISATIONAL RELATIONSHIP The Registrar (Obstetrics and Gynaecology) will report to the designated Specialist Medical Officer (Obstetrics and Gynaecology) in his/her area of assignment.	5. NATURE & SCOPE The Registrar (Obstetrics and Gynaecology) 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. Work may entail performing surgery or assisting in major operations and this employee may work in a specialized area of medicine. Work may also include the supervision of lower-level House Officers and 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 (Obstetrics and Gynaecology): <ul style="list-style-type: none"> <input type="checkbox"/> Consults with senior to ensure that the daily clinical operations are effectively organized, monitored and controlled. <input type="checkbox"/> Performs regular clinical rounds with the house officer to assess patients' day to day management and care. <input type="checkbox"/> Collaborates and communicates with surgical staff to ensure the best practices in the management of patients under care. <input type="checkbox"/> Supervises the performance of House Officers when on shift and monitor all seriously ill patients within the shortest possible time. <input type="checkbox"/> Recommends intelligent and cost-effective use of the surgical services and such contributions to diagnose and manage inherent reliability. <input type="checkbox"/> Ensures that surgical forms are adequately annotated to assist such staff in providing optimal services. <input type="checkbox"/> Prepares reports and relevant documentation when required. <input type="checkbox"/> Ensures that all patients are treated in accordance with the Patient Charter Standards. <input type="checkbox"/> Ensures that all case discharge summaries are promptly written by the House Officer or Medical Intern, and are accurate, relevant and concise, and must be countersigned. <input type="checkbox"/> Keeps the Consultant informed of any difficulties that may arise in the management of any patient and seek such assistance. <input type="checkbox"/> Supervises the clinical competencies of House Officers and Interns and advises the Consultant when required. <input type="checkbox"/> Coaches and initiates knowledge sharing to House Officers and Interns assigned to the unit in collaboration with other Consultants. <input type="checkbox"/> Guides, monitors and recommends to House Officers and Interns, appropriate management practices in patient care. <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"/> Participates in teaching clinics, rounds and lectures. <input type="checkbox"/> Performs other 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 Ordinances and of medical jurisprudence. <input type="checkbox"/> Considerable knowledge of the principles and practices of medicine including the diagnosis and treatment of a variety of preventative medicine. <input type="checkbox"/> Considerable knowledge of the principles and practices of preventative medicine. <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"/> Ability to examine patients, diagnose disease and to prescribe and administer necessary treatment. <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

- Post graduate qualifications in the field of Obstetrics and Gynaecology.
- Training as evidenced by the possession of a Bachelor of Science and Bachelor of Medicine or equivalent from a recognized University.
- Possession of a Specialist Registration in the field of Obstetrics and Gynaecology from the Medical Board of Trinidad and Tobago.
- A minimum of at least five (5) years experience in the field of Obstetrics and Gynaecology.
- Any equivalent combination of experience and training.

9. SUPERVISORY RESPONSIBILITIES

- House Officer
- Medical Intern
- Head Nurse
- Nurse
- Nursing Assistants
- Clerk
- Patient Care Assistants

10. COMMUNICATION AND WORKING RELATIONSHIP

Internal:

- Specialist Medical Officer
- Medical Director
- Manager-Hospital Administration
- Manager-Para Clinical Services
- 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