



## THE EASTERN REGIONAL HEALTH AUTHORITY

### POSITION DESCRIPTION

<b>1. JOB TITLE</b>  SPECIALIST MEDICAL OFFICER (OBSTETRICS AND GYNAECOLOGY)	<b>2. DIVISION</b>  SANGRE GRANDE HOSPITAL	<b>3. DEPARTMENT</b>  OBSTETRICS AND GYNAECOLOGY
<b>4. ORGANISATIONAL RELATIONSHIP</b>  The Specialist Medical Officer will report to the Head of Department (Obstetrics and Gynaecology).		<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 Obstetrics and Gynaecology. 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 (Obstetrics and Gynaecology):		
<ul style="list-style-type: none"> <li><input type="checkbox"/> Organizes, plans and directs all activities in a hospital or perform specialist medical work in a specialist hospital or unit of a large General Hospital.</li> <li><input type="checkbox"/> Establishes work schedules and ensure efficient and adequate medical coverage and participants in Hospital training programmes.</li> <li><input type="checkbox"/> Initiates and direct staff conferences to discuss medical problems for instructional purposes.</li> <li><input type="checkbox"/> Performs emergency medical interventions and procedures within the scope of practice of Obstetrics and Gynaecology.</li> <li><input type="checkbox"/> Directs and supervise the work of junior medical officers.</li> <li><input type="checkbox"/> Administers emergency medical treatment to patients and serve as a Consultant to Medical Officers of a more junior level.</li> <li><input type="checkbox"/> Imparts standards of medical practice to both undergraduate and post-graduate students who are assigned to your unit from time-to-time.</li> <li><input type="checkbox"/> Coaches and mentors junior staff members assigned to the department.</li> <li><input type="checkbox"/> Implements and supervises the standard, format and accuracy of the reports of all patients under your care and to review these from time-to-time.</li> <li><input type="checkbox"/> Ensures the maintenance and upkeep of agreed standards of medical care for patients.</li> <li><input type="checkbox"/> Trains junior medical officers, nurses and nursing assistants, and other hospital staff, in the appropriate practice and policies of Obstetrics and Gynaecology, or other persons as part of outreach programmes.</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 Obstetrics and Gynaecology.</li> <li><input type="checkbox"/> Knowledge of the administrative practices and procedures, rules, policies and standards related to the Obstetrics and Gynaecology unit of the Hospital.</li> <li><input type="checkbox"/> Ability to examine patients, diagnose, prescribe and administer necessary treatment in the Obstetrics and Gynaecology 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"/> 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"/> Post graduate qualifications in the field of Obstetrics and Gynaecology.</li> <li><input type="checkbox"/> Training as evidence by the possession of a Bachelor of Medicine and Bachelor of Surgery from a recognized school of medicine.</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 Obstetrics and Gynaecology.</li> <li><input type="checkbox"/> Any other relevant experience in a similar field and/or environment.</li> </ul>		

**9. SUPERVISORY RESPONSIBILITIES**

- Registrar
- House Officer
- Medical Interns
- Medical Student

**10. COMMUNICATION AND WORKING RELATIONSHIP**

***Internal:***

- Medical Director
- Head of Department
- Manager-Hospital Administration
- 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