



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE SPECIALIST MEDICAL OFFICER (OBSTETRICS AND GYNAECOLOGY WITH SUBSPECIALITY IN GYNAE ONCOLOGY)	2. DIVISION SANGRE GRANDE HOSPITAL	3. DEPARTMENT OBSTETRICS AND GYNAECOLOGY
4. ORGANISATIONAL RELATIONSHIP The Specialist Medical Officer (Obstetrics and Gynaecology with subspeciality in Gynae Oncology) will report to the Head of Department (Obstetrics and Gynaecology) and Medical Director.	5. NATURE & SCOPE The Specialist Medical Officer (Obstetrics and Gynaecology with subspeciality in Gynae Oncology) is responsible for administering medical treatment to patients at a Hospital in the specialist field of Obstetrics and Gynaecology. The Consultant is also responsible for administering medical treatment to patients at a hospital in the specialist field of Gynaecology Oncology. Work involves serving as Consultant to lower level Medical Officers and attending clinics and wards to treat patients.	
6. SPECIFIC ACCOUNTABILITIES The Specialist Medical Officer (Obstetrics and Gynaecology with subspeciality in Gynae Oncology): <ul style="list-style-type: none"> ❑ 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. ❑ Establishes work schedules and ensure efficient and adequate medical coverage and participants in Hospital training programmes. ❑ Performs emergency medical interventions and procedures within the scope of practice of Obstetrics and Gynaecology and Gynaecology Oncology ❑ Schedules consultation for patients with complaints of gynaecology or gncology in nature including but not limited to cancer of the ovaries, uterus, fallopian tube, uterus, cervix, vagina, and vulva. Consultations may include review of case notes, results of investigations and physical examination of patients as needed at the Authority. ❑ Collaborate with a multidisciplinary team in the planning of the management of these patients. This may include consultations with other medical and para-clinical team members. ❑ Performs complex surgical procedures relevant to the management of these patients where necessary. These surgical lists will be arranged in conjunction with the Obstetrics and Gynaecology Team who will provide assistance and maintain the direct day to day responsibility for these patients. ❑ Educates patients and their families on various forms of cancer, possible progression and treatment options. ❑ Assists in ensuring that the ERHA meets the deliverables for Gynaecology/Oncology as per the Annual Services Agreement with the Ministry of Health including the timely review and surgical treatment of these patients. ❑ Supports the training of medical students and postgraduate residents during the consultations, review and surgical lists. ❑ Coordinates/consults with the Oncology team at Sangre Grande Hospital and nationally with respect to in-patients who may require treatment with other modalities of therapy including radiation and chemotherapy. ❑ Promotes and adheres to the principles of Good Medical Practice. ❑ Reports to the Medical Director in a timely manner of any adverse events. ❑ Performs related work as may be required by the appropriate Authority. 		
7. KEY KNOWLEDGE, SKILLS AND ABILITIES <ul style="list-style-type: none"> ❑ Extensive knowledge of the principles, practices, techniques and modern developments in Obstetrics and Gynaecology and Gynaecology Oncology. ❑ Knowledge of the administrative practices and procedures, rules, policies and standards related to the Obstetrics and Gynaecology and Gynaecology Oncology unit of the Hospital. ❑ Ability to examine patients, diagnose, prescribe and administer necessary treatment in the Obstetrics, Gynaecology and Gynaecology Oncology field of specialization. ❑ Ability to organize and supervise the work of lower-level medical officers, and to guide and advise them on medical matters. 		

- Ability to gain the confidence and co-operation of patients and to establish and maintain effective working relationships with other employees and the public.

8. MINIMUM TRAINING AND EXPERIENCE

- Any other relevant experience in a similar field and/or environment.
- Post graduate qualifications in the field of Obstetrics, Gynaecology and Gynaecology Oncology.
- Training as evidence by the possession of a Bachelor of Medicine and Bachelor of Surgery from a recognized school of medicine.
- Registered with the Medical Board of Trinidad and Tobago as a Medical Practitioner and as a Specialist in the relevant field.
- A minimum of seven (7) years' working experience in the field of Gynaecology Oncology.
- Any other relevant experience in a similar field and/or environment.

9. SUPERVISORY RESPONSIBILITIES

- Registrar
- House Officer
- Medical Interns
- Medical Student

10. COMMUNICATION AND WORKING RELATIONSHIP

Internal:

- Medical Director
- Heads of Department
- Manager-Hospital Administration
- Manager-Para-Clinical Services
- 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