



THE EASTERN REGIONAL HEALTH AUTHORITY

**POSITION DESCRIPTION**

<b>1. JOB TITLE</b> REGISTRAR (HAEMATOLOGY)	<b>2. DIVISION</b> SANGRE GRANDE HOSPITAL	<b>3. DEPARTMENT</b> HAEMATOLOGY
<b>4. ORGANISATIONAL RELATIONSHIP</b> The Registrar (Haematology) will report to the designated Head of Department/Specialist Medical Officer (Haematology).	<b>5. NATURE &amp; SCOPE</b> The Registrar (Haematology) is responsible for diagnosing and administering general medical and Haematology treatment to patients in a hospital or through extension services at a Clinic or other designated area. Work may entail performing minor surgical procedures. 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.	
<b>6. SPECIFIC ACCOUNTABILITIES</b> The Registrar (Haematology): <ul style="list-style-type: none"> <li><input type="checkbox"/> Provides on call coverage in the field of Haematology at the Sangre Grande Hospital.</li> <li><input type="checkbox"/> Performs ward rounds and consultations in collaboration with the Specialist Medical Officer (Haematology) on patients referred to the Haematology service.</li> <li><input type="checkbox"/> Collaborates with the Specialist Medical Officer (Haematology) for Haematology clinic.</li> <li><input type="checkbox"/> Examines patients, diagnoses, advises and carries out necessary treatment plans including chemotherapy delivery.</li> <li><input type="checkbox"/> Supervises House Officers and medical interns with a view to building competencies.</li> <li><input type="checkbox"/> Refers patients to professional superiors for more detailed attention as may be necessary.</li> <li><input type="checkbox"/> Performs medical examinations on inpatients and outpatients; diagnoses and makes prognoses; makes ward rounds; write and maintain up-to-date case records and make necessary medical reports.</li> <li><input type="checkbox"/> Prescribe and carry out treatment in light of examination findings.</li> <li><input type="checkbox"/> Implement preventative procedures outlined for the protection and promotion of Public Health.</li> <li><input type="checkbox"/> Participate in immunization procedures against infectious or communicable diseases as directed.</li> <li><input type="checkbox"/> Provide professional services in the Nutrition services and other specialist fields.</li> <li><input type="checkbox"/> Undertake medico-legal duties as may be reasonably required to him/her with specialist advice if necessary.</li> <li><input type="checkbox"/> Perform 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"/> Knowledge of Public Health Ordinances and of medical jurisprudence.</li> <li><input type="checkbox"/> Considerable knowledge of the principles and practices of Internal Medicine and Haematology including the diagnosis and treatment of common diseases.</li> <li><input type="checkbox"/> Considerable knowledge of the principles and practices of preventative medicine.</li> <li><input type="checkbox"/> Some knowledge of administrative practices and procedures, rules, regulations policies and standards related to medical services.</li> <li><input type="checkbox"/> Ability to supervise and aid in the development of junior medical staff.</li> <li><input type="checkbox"/> Ability to examine patients, diagnose disease and to prescribe and administer necessary treatment.</li> <li><input type="checkbox"/> Ability to performs minor surgical procedures inclusive of, but not limited to paracentesis, pleurocentesis would be an asset.</li> <li><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.</li> </ul>		

#### **8. MINIMUM TRAINING AND EXPERIENCE**

- Post graduate qualifications in the field of Haematology.
- Training as evidence by the possession of a Bachelor of Medicine and Bachelor of Surgery from a recognized school of medicine.
- Possession of a Specialist Registration in the field of Haematology from the Medical Board of Trinidad and Tobago.
- A minimum of at least five (5) years experience in the field of Haematology.
- Any equivalent combination of experience and training.

#### **9. SUPERVISORY RESPONSIBILITIES**

- House Officer
- Medical Interns
- Medical Students

#### **10. COMMUNICATION AND WORKING RELATIONSHIP**

##### ***Internal:***

- Specialist Medical Officer (Haematology)
- Head of Department (Palliative Care)
- Medical Director
- Medical, Nursing and Para Clinical personnel
- Other Heads of Department

##### ***External:***

- Other Regional Health Authorities
- Private Medical Institutions
- Ministry of Health
- Medical Board of Trinidad and Tobago
- University of the West Indies