



**TOBAGO REGIONAL HEALTH AUTHORITY
HUMAN RESOURCES DEPARTMENT
JOB DESCRIPTION**

Job Title	Clinical Manager – Primary Care Services
Department	Primary Care Services Department
Reports to	General Manager, Primary Care Services
Head of Department	General Manager, Primary Care Services
Jobs Supervised	District Medical Officers, House Officers

The Clinical Manager, Primary Care Services is responsible the leadership and management of all clinical operations of primary care services to achieve optimal healthcare delivery within the community. The incumbent will review the day-to-day activities and make recommendations for improvement of the clinical services.

PRIMARY DUTES & RESPONSIBILITIES

- Leads and manages all clinical operations such as directing and stewarding Primary Care Physicians, scheduling routine daily rosters and collaborating with the County Medical Officer of Health (CMOH) towards finalizing monthly forensic duty coverage.
- Monitors and evaluates the performance of District Medical Officers and House Officers and completes performance appraisals as required by the TRHA to inform contract renewals.
- Liaises with administrative peers in streamlining, coordinating and adapting clinical practice and procedures to meet the safety requirements of novel diseases while maximizing population health.
- Directs and recommends education and training to medical officers to keep current with clinical practice, processes and procedures to meet all clinical benchmarks for consistent, high-quality outcomes.
- Fulfils sixteen (16) hours of clinic routine volume.
- Functions in the third-on-call forensic role to share responsibility, duty and oversight with the CMOH.
- Manages the leave roster effectively to ensure that service delivery is adequately maintained.
- Monitors the adaptation of clinical performance at the clinics.

- Holds monthly meetings with Medical Officers and Primary Care Managers and attends meetings as requested by the General Manager, Primary Care Services.
- Prepares and submits reports regarding the operational challenges within the department and makes recommendations based on the issues identified.
- Participates in disaster preparedness or management planning and disseminates information pertinent to TRHA and risk management.
- Performs other related duties as assigned.

QUALIFICATIONS & EXPERIENCE

- Training as evidence by the possession of a recognized medical degree.
- Postgraduate training and certification in family or community medicine.
- Minimum of seven (7) years post internship experience, of which three (3) years in community medicine.
- Current registration with the Medical Board of Trinidad and Tobago
- Management training and /or experience would be an asset.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of principles and practices of medicine including the diagnosis of a variety of diseases and injuries.
- Knowledge of the principles and practices of preventative medicine.
- Knowledge of Public Health Ordinance and of medical jurisprudence.
- Examines patients, diagnose disease, and prescribes and administer necessary treatment.
- Establish and maintains effective relationship with other employees and the public.
- Excellent presentation and communication skills (both oral and written).
- Proficient in the Microsoft Office Suite.

SPECIAL REQUIRMENTS

- Willing to work overtime, public holidays and weekends as requested:
 - The incumbent is required to perform Emergency On-call duties based on an On-call roster as directed by the Essential Service Industry Standards for a 24-hour Health Care System.
 - The incumbent is also required to work in a shift environment covering 24 hours per day, 7 days per week.
- Maintains the confidentiality of patients' information at all times.