



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

Job Title	Executive Medical Director
Department	Clinical Operations
Reports to	Chief Executive Officer
Head of Department	Executive Medical Director
Supervision Provided to	Medical Chief of Staff, General Manager - Primary Care Services, General Manager - Allied Health Care Services, General Manager - Nursing, Manager - TEMS, Manager - Occupational Health, Manager - Health Education and Promotion

JOB SUMMARY

The Executive Medical Director is a member of the Executive Management team and is responsible for providing executive clinical leadership, governance and oversight in all aspects of the operational and strategic objectives of the Authority under the strategic direction of the Chief Executive Officer. The incumbent is accountable for clinical oversight of all services and various departments of the Authority and ensures the efficient and effective delivery of health care services to the public in alignment with the national and regional health governances, policies and procedures.

PRIMARY DUTIES & RESPONSIBILITIES

Category	Duties & Responsibility
Strategic	<p>Directs the strategic development of clinical services</p> <ul style="list-style-type: none"> ● Leads the development and implementation of clinical governance frameworks to ensure safe, effective and patient centred care ● Aligns clinical operations with national health policies, strategic plans and public health needs ● Identifies and presents to the executive team on emerging health trends, service gaps, and opportunities for innovation ● Develops long term plans for clinical care, workforce, and service expansions needs to support sustainable and equitable healthcare delivery

	<ul style="list-style-type: none"> ● Support regional health system alignment by contributing to the strategic dialogue with the external stakeholders on clinical priorities and public health initiatives <p>Strengthens clinical partnerships and system integration</p> <ul style="list-style-type: none"> ● Establishes and maintains strategic partnerships with health authorities, academic institutes, and international agencies to support service delivery, training and research strategic goals ● Engages with external stakeholders to identify strategic opportunities for joint initiatives to enhance healthcare quality, access, and knowledge sharing. <p>Contributes to policy and legislative development</p> <ul style="list-style-type: none"> ● Participates in the review and development of clinical policies, procedures and legislations to ensure alignment with best practices and regulatory requirements ● Provides expert input into national and regional health planning forums and committees to influence policy direction and sectoral priorities ● Advocate for Tobago's interests in national health sector reforms, funding allocations, and legislative changes that impact clinical operations
Operational	<p>Oversees high level clinical operations</p> <ul style="list-style-type: none"> ● Provides executive oversight of clinical service delivery across all facilities, ensuring alignment with strategic goals and clinical compliance requirements ● Approves clinical protocols and standards in collaboration with department heads ● Reviews and endorses major clinical initiatives, programmes and service changes ● Ensure readiness and responsiveness of clinical services during public health emergencies or natural disasters ● Monitors key performance indicators and ensures corrective measures are implemented where necessary ● Oversees the adoption of technology-enabled care models to enhance service reach and responsiveness ● Oversees the integration of digital health and clinical technology systems
Fiscal	<p>Oversees clinical expenditure planning and auditing</p> <ul style="list-style-type: none"> ● Develops and manages the clinical operational budget and ensures expenditures align with organizational goals and financial constraints.

	<ul style="list-style-type: none"> • Monitors spending to prevent overruns and identifies cost-saving opportunities. • Participates in strategic financial planning for clinical operational services • Collaborates with executive leadership team to forecast revenue, allocate resources, and plan capital investments
People	<p>Oversees direct clinical staff:</p> <ul style="list-style-type: none"> • Provides coaching and mentoring to staff by offering feedback, advice and guidance to help employees develop • Ensures employees adhere to established policies, procedures, rules and regulations • Recommends training and developmental needs for staff by reviewing previous training participation and by monitoring the execution of duties to identify areas of improvement • Manages availability of staff by reviewing and authorizing applications for leave • Conducts performance appraisals by assessing staff performance and expected outputs in accordance with established guidelines and procedures <p>Liaise with internal and external stakeholders:</p> <ul style="list-style-type: none"> • Builds and maintains relationships with internal and external stakeholders to support integrated service delivery • Represent the Authority in national and regional health forums, conferences and strategic planning initiatives
Reporting & Compliance	<p>Prepares and communicates strategic and operational reports</p> <ul style="list-style-type: none"> • Develops quarterly and annual reports on clinical outcomes, strategic initiatives, and departmental performance • Present findings and recommendations to internal and external stakeholders to inform decision making and policy development • Monitors compliance with clinical standards and regulatory requirements • Reports on clinical and regulatory deviations with corrective action plans

QUALIFICATIONS & EXPERIENCE

- Master's degree in Public Health, Health Administration, or a related discipline from an accredited institute
- Bachelor of Medicine, Bachelor of Surgery, or a recognized medical degree accredited by the Trinidad and Tobago Accreditation Council
- Current and in Good Standing registration as a Medical Practitioner with the Medical Board of Trinidad and Tobago
- Certification in Project Management, Social Sciences or Management would be an asset

- At least fifteen (15) years experience in clinical practice, health management, or a related field
- A minimum of ten (10) years experience in a senior management role

KNOWLEDGE, SKILLS & ABILITIES

- Extensive/Expert knowledge of clinical governance frameworks, healthcare quality standards and patient safety protocols
- Extensive/Expert knowledge of national health policies and legislation
- Extensive/Expert knowledge of strategic health care planning, public health systems and public health service delivery models
- Extensive/Expert knowledge of health sector performance monitoring and evaluation frameworks
- Extensive/Expert knowledge to lead and manage multidisciplinary clinical teams across diverse service areas
- Extensive/Expert knowledge to exercise sound judgement and discretion in complex clinical and administrative matters
- Extensive/Expert skills in strategic planning, clinical auditing, and executive decision-making
- Specialist ability to analyse clinical data and translate findings into strategic decisions
- Specialist ability to engage stakeholders and foster collaborative partnerships across sectors
- Specialist ability to manage change and drive continuous improvement initiatives
- Specialist skills in policy development, report writing, public speaking, and performance management
- Specialist skills in negotiation, conflict resolution, coaching, mentoring and people management

SUPERVISORY RESPONSIBILITIES

Directly	Indirectly
<ul style="list-style-type: none"> ● Medical Chief of Staff Scarborough ● Medical Chief of Staff Roxborough ● General Manager - Primary Care Services ● General Manager - Allied Health Care Services ● General Manager - Nursing ● Manager - TEMS ● Manager - Occupational Health ● Manager - Health Education and Promotion 	<p>All clinical managers, heads of clinical units, and clinical staff</p>

KEY RELATIONSHIPS & CONTACTS

Internal	External
<p>Chief Executive Officer</p> <ul style="list-style-type: none"> To receive strategic directives and provide updates on clinical performance and services <p>Executive Management Team</p> <ul style="list-style-type: none"> To coordinate cross-departmental initiatives and integrate clinical strategies <p>General Manager - Administrative and Facility Services</p> <ul style="list-style-type: none"> To collaborate on clinical service quality improvements <p>Healthcare Quality and Assurance Department</p> <ul style="list-style-type: none"> To review key reports related to clinical services, standards and practices, adverse events, etc. To collaborate on clinical improvements <p>Direct Reports</p> <ul style="list-style-type: none"> To provide oversight, guidance, and performance management To oversee clinical operations and ensure alignment with objectives To coordinate strategic planning and service delivery initiatives To align clinical services with public health initiatives To ensure data integrity and support evidence-based decision making 	<p>Tobago House of Assembly</p> <ul style="list-style-type: none"> To provide strategic updates and receive policy directives <p>Health Wellness and Social Protection</p> <ul style="list-style-type: none"> To provide alignment with public health initiatives <p>Ministry of Health</p> <ul style="list-style-type: none"> To align the Authority with national health policies and priorities <p>Medical Board of Trinidad and Tobago</p> <ul style="list-style-type: none"> To ensure compliance with professional standards and registration <p>Other Regional Health Authorities</p> <ul style="list-style-type: none"> To collaborate on cross-regional clinical services and resources <p>International Health Agencies</p> <ul style="list-style-type: none"> To access support and align global best practices <p>Academic Institutions</p> <ul style="list-style-type: none"> To support clinical research, training, and innovation

KEY OUTPUTS & ACCOUNTABILITY

Accountable to	Output	Frequency
Chief Executive	<ul style="list-style-type: none"> Strategic and operational reporting of clinical services performance 	Monthly

Officer	<ul style="list-style-type: none"> • Collaborate on the development of the strategic and operational plan • Oversee development of annual man-power plans based on strategic goals and priorities 	Annually
Executive Management Team	<ul style="list-style-type: none"> • Submit memos and provides information to staff on official matters • Submit compliance reports on clinical standards and regulatory obligations • Recommends service improvements, policy changes, and resource allocation • Contributions to national and regional health planning forums 	Ad Hoc/ As Needed
Secretary for Health, Wellness and Social Protection - Tobago House of Assembly	<ul style="list-style-type: none"> • Strategic alignment of the Authority's clinical services with the Tobago House of Assembly's health priorities • Provision of reports for updates on public health initiatives 	Quarterly/ Annually/ As Needed
Ministry of Health	<ul style="list-style-type: none"> • Compliance with national health policies and participation in national and regional initiatives 	Ad Hoc/ As Needed

WORKING CONDITIONS

Condition	Description
Environmental	<ul style="list-style-type: none"> • Rarely exposed to hospital and clinical environments with potential risks including infectious diseases and biohazards
Physical & Travelling	<ul style="list-style-type: none"> • Regularly required to move between facilities to attend site visits, meetings, and inspections • Rarely required to participate in direct patient care or clinical procedures • Occasionally required to travel to attend regional and national health forums, conferences and stakeholder engagements • Regularly works at a computer for extended period of time in a seated position • Regularly exposed to rays from computer monitors that may lead to eye strain

Mental & Stress	<ul style="list-style-type: none"> ● Regularly required to make high stake decisions involving clinical governance, patient safety and strategic planning ● Regularly required to manage emotionally demanding situations, including adverse events, staff performance issues and public health emergencies ● Regularly required to process complex clinical and administrative matters ● Regularly concentrates for long hours in front of a computer screen ● Regularly manages tight deadlines brought about by project demands ● Regularly coordinates and performs simultaneous activities ● Regularly interrupted during activities (e.g. phone calls, meetings, etc.)
Special Requirements	<ul style="list-style-type: none"> ● Occasionally required to work overtime, public holidays, and weekends to respond to urgent clinical and administrative matters ● Completion of a yearly medical examination to determine fitness for duty, including drug testing as deemed appropriate ● The incumbent will be required to accept additional responsibility in the event of an emergency, disaster or major adverse event