



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

<b>Job Title</b>	<b>Medical Chief of Staff</b>
<b>Department</b>	<b>Hospital Services</b>
<b>Reports to</b>	<b>Chief Executive Officer</b>
<b>Head of Department</b>	<b>Chief Executive Officer</b>
<b>Supervision Provided to</b>	<b>Medical Heads of Department/ Specialist Medical Officer Allied Healthcare Services Manager, Secondary Care Nurse Manager, Executive Administrative Assistant.</b>

**JOB SUMMARY**

The Medical Chief of Staff provides managerial and strategic direction to the Medical Team of the Scarborough Regional Hospital attuned to the delivery of quality patient care. The incumbent will be responsible and accountable for planning, establishing and implementing approved goals and policies; thereby creating an environment in which collaboration is valued and excellence in clinical care, education, and research is promoted and achieved. This must be done in compliance with institutional, regulatory and governmental requirements.

**PRIMARY DUTIES & RESPONSIBILITIES**

- Provides executive medical direction through the provision of secondary and tertiary healthcare services.
- Reviews, monitors and evaluates all clinical services to ensure that the delivery of healthcare is efficient, professional and of the highest quality.
- Provides input to the Authority's strategic plan, identifying long and short-term strategies for the Authority's growth and development and anticipating strategic opportunities to support the organisation's vision.
- Collaborates with the Executive Management Team in the implementation of the National Health Plan.
- Co-ordinate Hospital Services with Community Services.
- Facilitates the integration of all levels of Clinical Services to provide a continuum of Clinical Management.
- Integrates and coordinates the activities of the different levels of service providers on policy matters to optimize the use of available resources.
- Confers with professional and technical staff to ensure implementation of policies and procedures in healthcare, disease prevention and health promotion programmes.
- Provides leadership and supervision to a multi-disciplined medical team.
- Assess the training and development needs of medical officers and other subordinate staff.
- Monitors and evaluates staff performance.
- Promotes clinical research, particularly in relation to the work of the Authority and other stakeholders.

- Ensures the establishment of systems for continuous quality management throughout the Authority.
- Implements established systems and protocols to minimize the risk of legal action against the Authority.
- Analyses trends affecting the organization and advises and/or implements remedial strategies.
- Prepares budget recommendations for staffing, supplies and/or equipment that is required to maintain quality patient care.
- Represents the interest and position of the Authority, as required, in meetings with government officials, other RHAs and community organizations.
- Responds promptly and diplomatically to contentious and sensitive queries that potentially impact the clinical services of the Hospital.
- Establishes and implements mechanisms for maximizing the involvement of the Community, Voluntary and Non-governmental organizations in the formulation and implementation of plans for the delivery of quality healthcare.
- Creates and maintains links with Regional and International Health Agencies such as the Caribbean Epidemiology Centre, Pan American Health Organization and the World Health Organization to assist funding of healthcare projects.
- Accepts additional responsibility in the event of an emergency or disaster with direct responsibility for leading the development, review and execution, where required, of the TRHA's Disaster Preparedness Plan including Fire and Evacuation Plans for the Hospital.
- Represents the Authority on Committees of the Board of Directors, contributing collaboratively to the success of each Committee's annual Work Plan.
- Works collaboratively with all other General Managers to ensure the proper functioning of the service (e.g. staff allocation).
- Adheres to protocols, guidelines, policies and procedures relevant to the Department, Accreditation Standards, Public Health, Infection Control, Occupational Health and Safety, Ministry of Health / Division of Health Wellness and Social Protection, Registering Board / Association and the TRHA.
- Performs other related duties as assigned.

### **QUALIFICATIONS & EXPERIENCE**

- Post Graduate medical specialist qualifications from an accredited educational institution.
- A minimum of ten (10) years progressive experience in a senior capacity in a similar or related job function.
- Current Full Registration with the Medical Board of Trinidad and Tobago
- Specialized training and/or experience in Health Sector Management would be an asset

### **KNOWLEDGE, SKILLS & ABILITIES**

- Comprehensive knowledge of current trends, principles and practices, methods and techniques in Health Services Administration.
- Current knowledge of issues in healthcare management.
- Current knowledge of healthcare regulation and legislation.
- Knowledge of quality improvement strategies and standard setting systems.

- Superior analytical and problem-solving abilities to analyze and interpret complicated, highly technical information and utilize the knowledge to develop, present and implement a detailed work plan to address complex issue.
- The ability to take personal accountability to identify, respond to and act on service needs, maintaining a focus on the patient/stakeholder.
- The ability to understand and value individual differences and to consider these differences when working with others.
- The ability to maintain a level of sensitivity and flexibility for the diverse needs and perspectives of others.
- The ability to work with others and establish relationships through trust, feedback and demonstrating mutual respect, acknowledging that learning to work with and for others is an active, co-evolutionary process.
- A compelling track record of success as a senior executive in complex organizations with superb communication, adaptive leadership skills and a strong propensity for action.

**SPECIAL REQUIREMENTS:**

- Required to work overtime, public holidays, and weekends.
- 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 or disaster or major adverse incident and is directly responsible for leading the development, review and execution, where required, of the TRHA's Disaster Preparedness Plan including Fire and Evacuation Plans for the Hospital.