TOBAGO REGIONAL HEALTH AUTHORITY
HUMAN RESOURCES DEPARTMENT
JOB DESCRIPTION

Job Title	**Registrar**
Department	**Medical Chief of Staff**
Reports to	**Specialist Medical Officer or duly authorised officer**
Head of Department	**Medical Chief of Staff**
Jobs Supervised	**House Officer, Medical Intern**

JOB SUMMARY:

The Registrar performs advanced medical work within a subspecialty field in the examination, diagnosis, and treatments of patients in a hospital setting or through extension services such as a clinic or other designated area under the supervision of a Specialist Medical Officer.

PRIMARY DUTIES & RESPONSIBILITIES:

- Reviews and confirms diagnoses and prescribed course of treatment for patients as recommended by junior officers, referring complicated cases for further professional attention.
- Conducts in and out- patient clinics as required.
- Reviews referrals from other disciplines and makes appropriate recommendations on case management.
- Ensures handover of patients' cases to incoming officer on completion of shift.
- Ensures that logistical arrangements are in place for the transfer of patients external to the institution.
- Liaises with other non-medical and medical professionals in the hospital for information and resources to guarantee high quality treatment.
- Completes Statistical Form and/or discharge summary on discharge of a patient.
- Supervises and provides guidance to junior doctors, interns and medical students.

- Examines government employees and other categories of persons in accordance with government policies, as required.

- Documents and maintains up-to-date case records.

- Undertakes medico-legal duties as required.

- Attends and participates in mandatory in–house continuing medical education activities including ward rounds and grand rounds.

- Participates in audit activities with the Department.

- Conducts research to ensure the best clinical practice is being delivered.

- Acts as the patient's advocate, by providing information and support, facilitating the patient's own choices with regard to clinical management of their condition and promoting independence and self-care as appropriate.

- 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.

ACCOUNTABILITY

- Continuity of patient care.
- Disclosure and non-disclosure of information.
- Maintaining currency of professional membership/registration/licensure during period of employment.
- Maintaining good standing with immigration and national security requirements, as applicable.
- Engaging in Continuing Medical Education (CME) - *minimum 12 credits annually*.

AUTHORITY:

- To recommend and implement alternate patient diagnosis and treatment.

SPECIAL REQUIRMENTS:

- Willing to work overtime, public holidays and weekends as requested by the Medical Chief of Staff or duly authorized officer is mandatory.

- Completion of a yearly medical to determine fitness for duty.
- Compliance with medical examination and 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.

QUALIFICATIONS & EXPERIENCE:

- Bachelor of Medicine, Bachelor of Surgery (MBBS) or Medical Degree from an accredited educational institution.
- Post-graduate qualifications in the respective field of study or its equivalent from a recognized institution.
- Minimum five [5] years' post internship experience in the medical field.
- Recognition Statement from the Accreditation Council of Trinidad and Tobago (ACTT).
- Specialist Registration with the Medical Board of Trinidad and Tobago where applicable.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of the principles and practices of medicine including the diagnosis and initial treatment of a variety of diseases and injuries.
- Knowledge of principles and practices of preventative medicine.
- Knowledge of Public Health Ordinances and of medical jurisprudence.
- Knowledge of the Patients Charter/ Patients' Bill of Rights.
- Some knowledge of administrative practices and procedures, rules, regulations, policies and standards related to medical services.
- Ability to examine patients, diagnose disease and prescribe and administer necessary treatment.
- Evidence of excellent communication skills for interaction with patients and their relatives, colleagues and staff at all levels to gain their confidence and cooperation.
- Ability to establish and sustain good working relationships with colleagues and all members of the multi-disciplinary team.
- Ability to conduct and participate in research.