



## TOBAGO REGIONAL HEALTH AUTHORITY

### Job Title: REGIONAL MANAGER

New

Position Number: \_\_\_\_\_

Revised

Reports to: **Chief Executive Officer**

Department: Emergency Medical Services

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

### **JOB SUMMARY**

The Regional Manager has overall responsibility and accountability for the strategic and operational direction and performance; administrative and resources management; and clinical leadership of all staff within the specified department. The incumbent will take the professional lead role in developing policies and strategies, to initiate and advise on service development, and to plan and deliver an equitable and accessible service for Tobago. He/She will incorporate best practice and evidence based treatment and service delivery and lead by example.

The function of the Regional Manager is both clinical and administrative. The incumbent is also required to adhere to the principles of care outlined by the vision and mission statement of the TRHA.

### **RESPONSIBILITIES**

#### ***General***

- Oversees the operations of the Tobago Emergency Medical Services (TEMS).
- Directs the management and administrations of the service.
- Reviews and Recommends Quality Standards of Care.
- Reviews and manages the annual budget determined for efficient operations.
- Directs the development and implementation of quality improvement and assurance systems for TEMS.
- Manages and recommends the development of the organisational structure of TEMS.
- Recommends and manages staff development and on-going staff certification.
- Provides covering approval of purchases of supplies and equipment in keeping with annual budget forecast.

- Reviews and provides covering approval for payment of Goods & Services.
- Represents the Tobago Regional Health Authority (TRHA) as required in meetings pertaining to the operations of TEMS.
- Performs other related duties as may be required.

### ***Management***

- Provides supportive and facilitative leadership to the team
- Identifies and manages the levels of staffing required within established resources, initiating the necessary approval processes thereby leading to recruitment as needed
- Plans and delivers induction and orientation programmes for new staff in accordance with the TRHA's Orientation Plan
- Promotes the development of team members by identifying their training and development needs
- Develops and implements trainings programmes for staff and assesses their improvements following such trainings programmes
- Facilitates self-appraisal and provide performance review to team members using performance management framework
- Ensures the effective and efficient use of resources available
- Ensures that the team performs their functions within the confines of the regulatory framework of the Authority

### ***Administration***

- Ensures the maintenance of accurate records and statistical returns as required by the Authority
- Maintains standards stipulated by the professional licensing bodies.
- Holds overarching responsibility for the care and safe keeping of all equipment within their remit, ensuring their maintenance and calibration, repair and loss or damage

### ***Personal and Professional***

- Adheres to Accreditation Standards, Public Health, Infection Control, Occupational Health and Safety, MoH/ DHSS, and TRHA Protocols, Guidelines, Policies and Procedures, RHA Clinical Standards and Guidelines and the Medical Board Code of Practice and Guideline
- Adheres to the Authority's Human Resource policy and procedures on performance management and disciplinary.
- Performs other related duties as assigned

***Accountabilities***

- Staff Development Plans and Progress Reports
- Budget Management and Reports
- Disclosure and non-disclosure of information
- Maintains appropriate and up to date knowledge and skills and undertake education in accordance with personal and service needs within a framework of a Personal Development Plan

***Authorities***

- To make decisions that support the best long-term interests of the organization and support the TRHA's strategic priorities/directions
- To sign documents on the Authority's behalf as deemed appropriate by the Chief Executive Officer

**SPECIAL REQUIRMENTS**

Willing to work overtime, public holidays and weekends as requested by the Chief Executive Officer or duly authorized officer

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 TEMS Bases.

**SUPERVISORY RESPONSIBILITY**

Operations Supervisor  
Vehicle Safety Officer  
Quality Personnel  
Emergency Medical Technicians  
Emergency Medical Dispatchers  
Clerical Support

**REPORTING**

Reports directly to the Chief Executive Officer or duly authorised officer

**CREDENTIALS AND EXPERIENCE**

- Possession of a Masters of Business Administration would be an asset.
- Training as evidenced by the possession of a Bachelor's degree with additional training in accounting or some other management related field.
- At least five years' management /supervisory experience in a large, complex organisation.

- Sound knowledge of emergency medical protocols and standards.
- Strong organisational, interpersonal and communication skills.
- Excellent computer skills.

**APPROVALS:**

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_

Date: \_\_\_\_\_

CEO: \_\_\_\_\_

Date: \_\_\_\_\_

**Employee Review:**

*I have read the above, and understand that it is intended to describe the general content of and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities or requirements. I understand that this description does not preclude my supervisor's authority to add or change duties or responsibilities, and understand that the performance of other duties will be required from time to time in order to meet the Authority's needs. I have been given a copy of this description.*

**Incumbent's Signature:** \_\_\_\_\_

Date: \_\_\_\_\_