



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

|                           |                                                                               |
|---------------------------|-------------------------------------------------------------------------------|
| <b>Job Title</b>          | <b>Specialist Medical Officer</b>                                             |
| <b>Department</b>         | <b>Medical Chief of Staff</b>                                                 |
| <b>Reports to</b>         | <b>Head of Department, Medical Chief of Staff or duly authorised officer.</b> |
| <b>Head of Department</b> | <b>Medical Chief of Staff</b>                                                 |
| <b>Jobs Supervised</b>    | <b>Registrar, House Officer, Medical Intern</b>                               |

**JOB SUMMARY**

The Specialist Medical Officer administers advanced medical treatment to patients within a subspecialty field in a hospital setting or through extension services such as a clinic or other designated area.

**PRIMARY DUTIES & RESPONSIBILITIES**

- Develops protocols and guidelines for managing patients under their care.
- Prepares duty roster and delegates duties in relation to staff competencies ensuring that adequate medical coverage is present at all times.
- Reviews and confirms diagnoses and prescribed course of treatment for patients as recommended by junior officers, referring complicated cases for further professional attention.
- Creates bi-annual reports as required.
- Supervises junior doctors and reviews patients in the department.
- Reviews referrals from other disciplines, including primary care and makes appropriate recommendations on case management.
- Ensures handover of patients' cases to incoming officer on completion of shift.
- Assists with service planning based on area of specialization.

- Liaises with other non-medical and medical professionals in the hospital for information and resources to guarantee high quality treatment.
- Supervises and provides guidance to junior doctors; ensuring that appropriate systems are in place to address any identified deficiencies.
- Assesses the performance of medical staff under purview.
- Documents and maintains up-to-date case records.
- Undertakes medico-legal duties as required including writing medical reports.
- Initiates and directs medical reviews for instructional purposes.
- Conducts, organizes and participates in mandatory in-house continuing medical education activities including daily ward rounds, teaching rounds and grand rounds with medical and nursing staff, as appropriate.
- Participates in mortality and morbidity reviews, peer reviews and research ensuring 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.
- Responds to complaints and incidents (clinical and non-clinical) within the Department.
- 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
- Staff Development Plans and Progress Reports
- 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.
- To sign documents on the Authority's behalf as deemed appropriate by the Chief Executive Officer and/ or Medical Chief of Staff.

**SPECIAL REQUIREMENTS**

- 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 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.

**QUALIFICATIONS & EXPERIENCE**

- Bachelor of Medicine, Bachelor of Surgery (MBBS) or Medical Degree from an accredited educational institution.
- Post-graduate qualifications in this field of study or its equivalent from a recognized institution.
- Minimum five [5] years post-graduate experience in specialist field.
- Recognition Statement from the Accreditation Council of Trinidad and Tobago (ACTT).
- Full Specialist Registration with the Medical Board of Trinidad and Tobago.
  - International applicants must submit their current medical registration from their country of practice.

**KNOWLEDGE, SKILLS AND 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.