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|  NORTH WEST REGIONAL HEALTH AUTHORITY |
| JOB DESCRIPTION  |
| **JOB TITLE: SPECIALIST MEDICAL OFFICER, SMO (RADIATION/CLINICAL ONCOLOGY)** |
| HOSPITALSt. James Medical Complex | SERVICE**Cancer Centre of Trinidad and Tobago**  | DEPARTMENT**Hess Benjamin Wing** | UNIT**Radiation Oncology** |
| GEOGRAPHIC LOCATIONSt. James Medical Complex  | TITLE OF IMMEDIATE SUPERVISOR**Clinical Lead Radiation Oncology/Medical Director** |
| 1. **MANDATE**

The incumbent will be required to safely administer radiation and medical treatment to patients at a hospital or designated institution and to direct and supervise the work of junior medical officers and other clinical staff. |
| 1. **KEY FUNCTIONS**
2. Assess patients and deliver high quality oncologic care.
3. Participate in the teaching of undergraduate and postgraduate medical students.
4. Attend meetings as a representative for the radiation oncology program, as needed, and participates/chairs committees on which the individual has been appointed.
5. Contribute to professional education and assessment programmes.
6. Participate in an audit of oncology care related to morbidity/morality and critical incidents.
7. Participate in clinical research where appropriate and actively promote research activities.
8. Prepares operational and informational reports and analyses as required.
9. Prepares draft budget proposals and administers approved budgets.
10. Creates and reviews radiation plans and prescribes appropriate treatment.
11. Provides direct input on patient positioning for simulation and treatment.
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| 1. **KEY DUTIES**
2. Provides support to the Medical Director as necessary regarding the oncology program.
3. Liaises with the Medical Director to determine and monitor budgets for major projects.
4. Communicates with and mentors junior doctors to facilitate follow up care of patients.
5. Works to enhance the patient experience by constantly assessing clinic flow and logistics, identifying areas for improvement and collaborating with team members, the Clinical Lead/Head and Medical Director to implement changes.
6. Exhibits leadership qualities in departmental tasks/work. Involved in leading and coordinating aspects/activities related to clinical/departmental oversight where applicable or outlined by the Medical Director/Clinical Lead.
7. Directs departmental personnel functions.
8. Attends and participates in regular clinical audits. Audit generation is considered a key part of academic development and institutional enhancement. SMOs must lead departmental audits and/or be involved in research for presentation or publication.
9. Maintains effective interpersonal relationship with multidisciplinary staff, patients and relatives.
10. Provides service in a sensitive way to users of the service and be culturally sensitive in all personal decisions and actions.
11. Ensures that patients receives an appropriate level of information regarding their condition and its management.
12. Communicates with next of kin, particularly where patients or minors are unable to comprehend fully the implications of management options.
13. Communicates with other medical teams who previously or subsequently have responsibility for patient care to ensure appropriate patient hand over.
14. Function effectively within a multi-disciplinary team (MDT) including attending and participating in MDT meetings.
15. Collaborates with Human Resource department to enhance staff recruitment, staff retention and staff development.
16. May be called on to complete staff appraisals for junior staff.
17. Develop or participate in the development of appropriate policies and programs which are related directly or indirectly to the delivery of care.
18. Designing and delivering academic lectures to peers, junior doctors, and allied specialty areas (eg nursing, medical physicists).
19. Presenting and supervising junior doctor presentations at journal clubs, grand rounds, chart rounds, morbidity and mortality meetings and/or other academic functions.
20. or other academic functions.
21. Performs other related duties as required by the job function.
22. Clinical Oncologists can be called upon to provide clinical support at the medical oncology department but Radiation Oncologists will not be asked to do so.
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| 1. **KEY RELATIONSHIPS**
2. Reports directly to the Medical Director and Clinical Head of Department.
3. Liaises with the Hospital Administrator, Nursing Administrator and other staff at the St. James Medical Complex as required following appropriate channels and pathways for communication and escalation of concerns/issues.
4. Liaises and networks with other government, non-governmental and international agencies ad required.
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| 1. **KEY AUTHORITIES**

Authorised to:1. Develop and interpret Policies and Programmes with respect to oncology.
2. Recommend the approval of utilization review/research studies.
3. Supervise and discipline subordinate staff in accordance with the policy and procedures of the authority.
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| 1. **KEY REPORTS**
2. Operational and/or informational reports.
3. Technical reports and studies as requested or assigned.
4. Institutional and cross-institutional audits
5. Annual academic development plan including: outlining CME attendance/participation, research/audit involvement, MDT participation as well as any key roles in departmental development or initiatives.
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| 1. **PERFORMANCE PARAMETERS**
2. Achievement of targets in the areas of responsibility such as: patient load numbers for clinic visits, audits generated, audits supervised, committees chaired, attendance at MDTs, meeting presentations, chairing chart round meetings, protocols developed/updated, participation in specialty related patient support initiatives/programs.
3. Timeliness in the implementation of projects.
4. Timeliness, accuracy, reliability and relevance of reports, technical and forecast.
5. Extent to which Human Resource Development indicators facilitate desired behaviour modification and/or performance enhancement.
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| 1. **MINIMUM PERSONAL QUALIFICATIONS AND JOB REQUIREMENTS**

The incumbent should possess well developed knowledge, clinical abilities and experience in Oncology as well as the ability to succeed in research and or clinical investigation, sound comprehension, analytical ability, communication, and interpersonal skills, as well as working knowledge of the institutional, regulatory and governmental framework in which the above functions are performed.The following minimum requirements should be met:* Fully Qualified (Post-graduate specialist qualifications) to practice in the specialty of Radiation Clinical Oncology through an accredited program (must have Accreditation recognized by the Accreditation Council of Trinidad and Tobago).
* *For graduates of programs outside of the Caribbean,* all related medical qualifications must be verified by ECFMG/EICS (application for verification must be submitted to the EICS portal in order to be eligible) and verification must be submitted to the authority. Contracts will not be renewed without confirmation.
* Specialist Registration with the Medical Board of Trinidad and Tobago
* At least three (3) years Radiation/Clinical Oncology post-graduate experience or five (5) years experience working in a Radiation/Clinical Oncology unit.
* Minimum of two (5) years of experience with Cobalt -60 machines, Varian accelerators, ARIA Radiation Oncology Information Management System, GammaMed Plus iX System.
* External beam radiation planning including 3DCRT, IMRT, VMAT, IGRT
* Brachytherapy treatment delivery (particularly for gynecological malignancies with CT/MRI based planning).
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| 1. **ADDITIONAL SKILLS & ABILITIES**
* Advanced computer skills with adaptability to quickly familiarise oneself and utilise electronic Hospital Information systems (HIS). HIS is a requirement for patient documentation.
* Excellent verbal and written communication skills (in English)
* Excellent time management skills
* Rapid thinking and strategic problem solving
* Oriented toward process improvement
* Team player
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| 1. **PREFERRED:**
* Membership in national and/or international specialty related/specific societies or organizations
* Publications in specialty related peer reviewed journals
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| *This document is intended to reflect those factors considered necessary to describe the principal functions of your job and should not be construed as a detailed description of all work requirements that may be inherent in the job.* |