



THE QUEEN ELIZABETH HOSPITAL BOARD

JOB DESCRIPTION

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| JOB TITLE: | Consultant Haematologist |
| SALARY SCALE: | S5:S4:S3:S2 |
| DEPARTMENT: | Pathology Department |
| REPORTS TO: | Consultant Head, Pathology Department |

JOB SUMMARY

Under general supervision, ensures the provision of accurate, timely and well-interpreted testing services provided by the Hospital's Medical Laboratory to enable effective and efficient patient diagnosis and management processes. He/she will undertake to ensure the continuous improvement of clinical standards and protocols and departmental systems through the efficient management of staff, patients and clinical policies and audit procedures.

MAJOR DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as an illustration of the various types of work that may be performed:

1. Works as both a clinician and laboratory specialist and has full clinical responsibilities for their own patients with haematological conditions;
2. Co-manages with teams caring for patients with other clinical problems;
3. Efficiently executes laboratory responsibilities ensuring timely provision of a diagnostic service, interpretation of abnormal results and safe administration of blood and blood products;
4. Regularly consults with other teams, contributing to the care of patients managed under different specialties who have haematological problems;
5. Conducts/co-conducts outpatient clinics plus inpatient day-cover as well as on-call cover;
6. Investigates and manages anaemia, haematological cancers and other blood-related disorders;
7. Teaches doctors and professions allied to medicine in both basic clinical practice and laboratory interpretation;
8. Covers acute and chronic aspects of care, including prevention, psychological support and palliative care;
9. Educates patients and their families and caregivers in disease management;
10. Routinely conducts Consultant rounds with their team in the management of inpatients;
11. Conducts and/or partakes in hand-over and multidisciplinary team discussion to ensure safe and effective teamwork and case management;
12. Keeps accurate records and disease indexing;
13. Provides active consultancy services for patient care for both internal and external users of the services;
14. Manages orientation, trains, instructs, supervises and mentors Registrars, Senior House Officers, House Officers and/or new staff/students as appropriate;
15. Manages staff grievances to seek the best possible resolution of any arising issues or concerns;
16. Manages the performance management and employee performance evaluation processes through the guidance, counselling and provision of

- necessary feedback to employees and the completion/sign off of performance evaluation forms;
17. Consults with technologists regarding the validation and release of lab results/tests to ensure that all queries are adequately addressed;
 18. Receives, prepares and interprets results from blood samples and bone marrow aspirates;
 19. Analyses and interprets data to aid in diagnosis, research and instruction;
 20. Treats conditions through medication, blood transfusion and other clinical methods;
 21. Cross-matches blood for use in blood transfusions;
 22. Implements, maintains and monitors quality assurance programmes;
 23. Attends departmental meetings and provides the necessary feedback/guidance to staff at all levels pertaining to issues that have arisen within the department;
 24. Identifies and pursues appropriate research initiatives;
 25. Participates in (and/or assists in conducting, and/or recommends) routine in-service training, continuing education and other education where applicable;
 26. Keeps up-to-date with healthcare techniques and developments within the specialty and the general healthcare environment;
 27. Ensures the department provides the optimum safe environment for staff and visiting researchers;
 28. Assists in gathering data towards the preparation of budget proposals and annual reports;
 29. Ensures compliance to quality, health, safety and environmental standards;
 30. Using customer service skills, establishes and maintains effective working relationships with the technologists/technicians under their charge, other employees, officials and members of the general public.

KNOWLEDGE, SKILLS & ABILITIES

1. Knowledge of all aspects of Clinical Haematology
2. High levels of clinical expertise and intellectual rigour to cope with changes in the field
3. Knowledge of clinical audit and governance policies and procedures
4. Knowledge of effective systems and procedures for the transport, receipt and recording of biological specimens
5. Advanced knowledge in supervisory management
6. Sound knowledge of quality assurance protocols and practices
7. Thorough knowledge of laboratory safety and infection control procedures and practices including standard precautions and hazardous chemical handling
8. Must possess general administrative skills with regard to supervision of senior medical staff, interns, medical students, medical technologists, morgue attendants and other levels of staff who may require training in the department
9. Excellent, proven leadership, motivational and team building skills
10. Excellent interpersonal and communication skills
11. Excellent decision-making and problem-solving skills
12. Advanced organization and prioritization skills
13. Excellent coaching, motivation, counselling and mentoring skills
14. Ability to coordinate, develop and deliver presentations, teaching programmes and workshops
15. Ability to be patient, supportive and emotionally strong when working with patients
16. Ability to function efficiently in demanding, fast-paced environments

QUALIFICATIONS

A fully registered Medical Practitioner with post-graduate qualifications in Haematology from a recognized institution as recommended by the Barbados Medical Council.