



# **THE QUEEN ELIZABETH HOSPITAL BOARD**

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Senior Registrar
<b>SALARY SCALE:</b>	S6:S5
<b>DEPARTMENT:</b>	Anaesthesia Department
<b>REPORTS TO:</b>	Consultant, Anaesthesia Department

### **JOB SUMMARY**

The Senior Registrar under the supervision of the Consultant, participates in and deliver a quality health care service. Works in the Anaesthesia Department, applying medical knowledge and skills to the diagnosis, prevention and management of disease and refer patients to a wide range of other healthcare professionals.

## **DUTIES AND RESPONSIBILITIES**

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

1. Ensures good working practice and adherence to standards of best practice;
2. Assists with the continuous monitoring and evaluation of clinical outcomes for the service;
3. Assists with ensuring the safety of the service through regular review of clinical governance arrangements and dissemination/ implementation of updated practice;
4. Assists with clinical audit and quality assurance procedures as required;
5. Participates in the promotion of quality by reviewing and evaluating the service, identifying changing needs and opportunities to improve services;
6. Assists with the development of innovative, accessible, responsive and effective services for patients;
7. Assists with meeting such performance targets as may be required by the Head of Department;
8. Formulates plans for the formal treatment and/or management of a patient's problems;
9. Assists with overseeing care delivery and coordinating the activities of a multi-disciplinary team ensuring optimal patient outcomes are achieved, with the available resources while complying with requirements;
10. Provides medical patient care by interviewing, examining and treating of clinical patients in order to meet their medical needs;
11. Assists with the contribution to the identification of service priorities involving statutory and non-statutory agencies, as appropriate to clinical work;
12. Educates patients on wellness, prevention and early detection by providing materials and resources to the patients and families;

13. Determines which referrals are required based on examination and patient needs;
14. Determines level of urgency of follow-up, referral/consultation appointments;
15. Exercises final medical judgment in all issues of health care;
16. Prescribes medical treatment and clinical drugs to patients;
17. Documents all services in patient medical record;
18. Reviews on a regular basis long term cases that require ongoing medical attention;
19. Consults with Consultant and other professionals as needed regarding patient care, assessment, and education issues;
20. Participates in quality improvement, management, continuing education, and other patient care programs established by the hospital;
21. Oversees mid-level medical staff as assigned as well as nursing clinical staff;
22. Assists in the resolution of complaints, requests and inquiries from patients;
23. Maintains confidentiality of all patient information according to federal guidelines and regulations;
24. Adheres to the highest standards of medical practice, ethics, and professionalism at all times;
25. Assists the medical team in designing, implementing and evaluating educational programs for the Hospital's patients and clinical staff;
26. Assists the medical team in establishing medical policies, quality improvement procedures, evaluating current practices, policies and procedures;
27. Recommends changes in all clinical areas, and/or in general areas to improve the patient flow, medical records, billing practices, and appointment practices;
28. Responsible for the directing and supervising the clinical staff, as appropriate. monitoring and providing general care to patients on hospital wards and in outpatient clinics;

29. Admitting patients requiring special care followed by investigations and treatment;
30. Examining and talking to patients to diagnose their medical conditions;
31. Carrying out specific procedures, e.g. performing operations and specialist investigations;
32. Making notes, both as a legal record of treatment and for the benefit of other healthcare professionals;
33. Working with other doctors as part of a team, either in the same department or within other specialties;
34. Liaising with other medical and non-medical staff in the hospital to ensure quality treatment;
35. Promoting health education;
36. Undertaking managerial responsibilities such as planning the workload and staffing of the department, especially at more senior levels;
37. Teaching junior doctors and medical students, as well as auditing and research;
38. Attends Consultant & Registrar ward rounds (unless detained by a clinical emergency) and will have a current knowledge of the progress of patients under their care;
39. Attends timetabled outpatient clinics promptly and will endeavour to see outpatients at their scheduled appointment times. Outpatients not previously seen, or who are to be discharged or to be discussed with the clinic Consultant and any other cases the junior doctors requires senior input with;
40. Assists the Consultant in service development, including policy development and implementation;

## **KNOWLEDGE, SKILLS & ABILITIES**

1. Sound knowledge of current health policy development.
2. Knowledge of incident review and complaints resolution.
3. Knowledge of grievance procedures and disciplinary codes.
4. Knowledge and application of quality improvement programmes.
5. Excellent leadership skills.
6. Possesses excellent time management skills.
7. Skill at organizing and presenting information systematically.
8. Skilled in change management.
9. Ability to understand of human resources issues and procedures.
10. Ability to systematically organise and direct others.
11. Ability to deal with difficult and sensitive situations with tact and diplomacy.
12. Ability to guide the continual professional development of the team to ensure existing and future institutional needs is met.
13. Ability to make rational decisions in the face of adversity.
14. Capable of inspiring others, with the ability to quickly gain confidence of others, including clinicians, staff, patients and relatives

## **QUALIFICATIONS**

### **Senior Registrar**

A Fully Registered Medical Practitioner with an approved postgraduate qualification in the appropriate specialty from a recognized institution (as recommended by the Chief Medical Officer after consultation with the Medical Council).