DIVISION OF HEALTH AND WELLNESS

OFFICE OF THE ADMINISTRATOR
DIVISION OF HEALTH AND WELLNESS
TOBAGO HOUSE OF ASSEMBLY
#7 Montessori Drive, Glen Road, Scarborough, Tobago
Phone: 868-639-3395; Ext. 47465

VACANCIES

The Administrator in the Division of Health and Wellness (DHW) is seeking suitably qualified individuals to fill the following positions on contract, for a period of three (3) years:

SENIOR MEDICOLEGAL OFFICER

MEDICOLEGAL OFFICER

APPLICATION DEADLINE: SUNDAY, 18TH OCTOBER, 2026

Applications must be addressed to:
Administrator
Division of Health and Wellness
#7 Montessori Drive, Glen Road
Scarborough
Tobago

Applications with a detailed Curriculum Vitae and two (2) references, to include name, contact number and email address for each reference, can be delivered in person or submitted via email to: employment.health@gov.tt

Unsuitable applications will not be acknowledged.

DIVISION OF HEALTH AND WELLNESS

TOBAGO HOUSE OF ASSEMBLY
POSITION DESCRIPTION
CONTRACTUAL POSITION

JOB TITLE: SENIOR MEDICOLEGAL OFFICER

JOB SUMMARY:

The Senior Medicolegal Officer provides senior clinical leadership, governance and technical oversight for the Medicolegal Service. The incumbent provides second-on-call coverage from 4:00 p.m. to 8:00 a.m. Mondays to Fridays, 8:00 a.m. Saturdays to 8:00 a.m. Mondays, and 8:00 a.m. on Public Holidays to 8:00 a.m. the following day. The incumbent also mentors Medicolegal Officers, develops Standard Operating Procedures, coordinates quality assurance and supports the County Medical Officer of Health in maintaining professional standards.

REPORTS TO:	County Medical Officer of Health
SUPERVISION GIVEN TO:	• Medicolegal Officers • Provides technical guidance to Public Health Residents and Medicolegal Officers.

DUTIES AND RESPONSIBILITIES:

- Provide second-on-call coverage and senior clinical advice from 4:00 p.m. to 8:00 a.m. Mondays to Fridays, 8:00 a.m. Saturdays to 8:00 a.m. Mondays, and 8:00 a.m. on Public Holidays to 8:00 a.m. the following day.
- Respond to complex medicolegal cases from 4:00 p.m. to 8:00 a.m. Mondays to Fridays, 8:00 a.m. Saturdays to 8:00 a.m. Mondays, and 8:00 a.m. on Public Holidays to 8:00 a.m. the following day.
- Develop, review and update Standard Operating Procedures and clinical protocols.
- Review medicolegal reports and conduct quality assurance audits.
- Supervise and mentor Medicolegal Officers.

- Coordinate orientation and competency assessments.
- Assist with service planning, performance monitoring and public health emergency response.
- Perform other related duties assigned by the County Medical Officer of Health.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE:	• Advanced knowledge of medicolegal laws and regulations, experienced in conducting medicolegal examinations, clinical governance and court procedures.
SKILLS AND ABILITIES	• Strong leadership, mentoring, analytical, communication and decision-making skills.

MINIMUM EXPERIENCE AND TRAINING:

- Medical degree recognised by the Medical Board of Trinidad and Tobago.
- Full registration with the Medical Board of Trinidad and Tobago.
- Minimum of ten (10) years' clinical experience as a District Medical Officer in Primary Care.
- Doctorate of Medicine in Family Medicine or any equivalent Post-graduate degree.

SPECIAL CONDITIONS

Participation in second-on-call services, attendance outside normal working hours and travel throughout Tobago as required.

KEY RESULTS EXPECTED

- Effective second-on-call support for the Medicolegal Service.
- Up-to-date Standard Operating Procedures and clinical protocols.
- Successful mentoring and competency certification of newly appointed Medicolegal Officers.
- High-quality clinical audits and quality assurance reports.
- Continuous professional development programme implemented.
- Timely advice to the County Medical Officer of Health on service improvements and clinical governance.

DIVISION OF HEALTH AND WELLNESS

TOBAGO HOUSE OF ASSEMBLY
POSITION DESCRIPTION
CONTRACTUAL POSITION

JOB TITLE: MEDICOLEGAL OFFICER

JOB SUMMARY:

The Medicolegal Officer provides comprehensive medicolegal and related public health medical services within the Office of the County Medical Officer of Health. The incumbent responds to medicolegal incidents, prepares medicolegal reports, participates in judicial proceedings, undertakes occupational medical examinations and supports disease surveillance, outbreak investigations and public health emergency response activities.

REPORTS TO:	County Medical Officer of Health
PROFESSIONAL GUIDANCE:	Senior Medicolegal Officer, Public Health Resident, and Medical Officer I

DUTIES AND RESPONSIBILITIES:

- Comply with the 24-hour first-on-call roster.
- Respond to medicolegal-related calls from the Trinidad and Tobago Police Service (TTPS) in a timely manner. Return any missed calls within 20 minutes.
- Arrives at the site of the medicolegal event or health facility (in the case of alleged sexual offences), in a timely manner.
- Maintain a log of medicolegal cases attended to.
- Conduct medicolegal medical examinations.
- Prepare medicolegal reports and provide expert testimony.
- Conduct THA occupational medical examinations.
- Support disease surveillance, outbreak investigations and emergency public health response.
- Participate in clinical audits, quality assurance and continuing professional development.

- Familiarizes self with and adheres to protocols, guidelines, policies and procedures relevant to Laws and Regulations pertaining to Medicolegal Duties, Registering Board, and the Division of Health and Wellness.
- Maintain accurate records.
- Perform other related duties assigned by the County Medical Officer of Health.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE:	• 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.
SKILLS AND ABILITIES	• Ability to examine patients, diagnose diseases and prescribe and administer necessary treatment. • Evidence of excellent communication skills for interaction with patients and their relatives to gain their confidence and cooperation. • Ability to establish and sustain good working relationships with colleagues and all members of the multi-disciplinary team. • Excellent report writing, interpersonal and decision-making skills.

MINIMUM EXPERIENCE AND TRAINING:

- Medical degree recognised by the Medical Board of Trinidad and Tobago.
- Full registration with the Medical Board.
- Successful completion of appropriate internship period at an accredited hospital.
- Valid Driver's Permit

SPECIAL CONDITIONS

Required to participate in 24-hour on-call services, attend scenes outside normal working hours and travel throughout Tobago. Also required to travel to Trinidad to deliver samples to the Forensic Medical Sciences laboratory.

KEY RESULTS EXPECTED
• Timely response to first on-call medicolegal requests. • Accurate, complete and legally defensible medicolegal reports. • Timely completion of THA occupational medical examinations and reports. • Compliance with approved Standard Operating Procedures. • Effective participation in outbreak investigations and public health emergency responses. • High standards of professionalism, confidentiality and patient care.