



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE MEDICAL OFFICER I	2. DIVISION COUNTY HEALTH ADMINISTRATION: <ul style="list-style-type: none"> • ST. ANDREW/ST. DAVID • NARIVA/MAYARO 	3. DEPARTMENT MEDICAL
4. ORGANISATIONAL RELATIONSHIP The Medical Officer I will report to the Primary Care Physician II.	5. NATURE & SCOPE The Medical Officer I is responsible for diagnosing and administering general medical treatment to patients in a hospital or through extension services at a clinic, school, clinomobile or other designated place. Work involves the examination of patients, diagnosing, counseling and carrying out necessary treatment in the investigation, eradication, prevention and control of diseases, appropriate referral of cases for further professional attention and conducting medico-legal duties. He/She may also be required to perform surgical procedures.	
6. SPECIFIC ACCOUNTABILITIES The Medical Officer I would be required to:		
<ul style="list-style-type: none"> □ Perform clinical assessment. □ Refer clients to appropriate institutions for further management where necessary. □ Work in a coordinated manner with the nursing, clerical, pharmacists and other pharmaceutical staff of the Health Centre. □ Support health promotions in conjunction with other members. □ Consult with Primary Care Physician II to resolve issues related to client management. □ Notify the County Medical Officer of Health/Primary Care Physician II on any communicable diseases detected. □ Examine government employees and other categories of persons as outlined in government policy. □ Perform clinical examinations of out-patients, diagnose and initiate appropriate investigations and make prognostic suggestions; write and maintain up-to-date case records and prepare necessary medical reports (both clinical and medico-legal). □ Provide medical attention to armed forces personnel and their families, policemen, firemen and the staff of inmates of detention institutions. □ Write prescriptions for the provision of accurate prescriptions by the pharmacist. □ Undertake medico-legal duties as may be reasonably required with specialist advice if necessary. □ Participate in immunization procedures against infections or communicable diseases as directed and implement other preventative procedures outlined for the promotion of public health, e.g. School Health Programme. □ Provide medical attention in an assigned area in the event of a disaster. □ Engage in school and home visits, and other domiciliary activities. □ Provide leadership for the Health Centre/District e.g. lead Quality Circles. □ Work as per guidelines given by the Primary Care Physician II. □ Perform related work as required by the appropriate Authority. 		
7. KEY KNOWLEDGE, SKILLS AND ABILITIES		
<ul style="list-style-type: none"> □ Knowledge of the principles and practices of medicine including the diagnosis of a variety of diseases and injuries. □ Knowledge of principles and practices of preventative medicine. □ Knowledge of Public Health Ordinance and of medical jurisprudence. □ Ability to gain confidence and co-operation of patients, and to establish and maintain effective working relationships with other employees and the public. □ Non-judgmental, flexible, creative and tolerant. 		

8. MINIMUM TRAINING AND EXPERIENCE

- Training as evidence by the possession of a Medical Degree from a recognized institution.
- Post Graduate qualifications in Primary Care and Family Medicine or Public Health or equivalent training from a recognized institution.
- Registered as a medical practitioner by the Medical Board of Trinidad and Tobago.
- Three (3) to five (5) years' experience in a Public Health System.

9. SUPERVISORY RESPONSIBILITIES

House Officers

10. COMMUNICATION AND WORKING RELATIONSHIP

Internal:

- County Medical Officer of Health
- Primary Care Physician II
- Senior District Health Visitors
- Primary Health Care Services Administrative Officer
- Area Administrative Officers
- All other Medical, Nursing and Para Clinical personnel
- All staff assigned to Health Facility

External:

- Patients
- Ministry of Health
- Other Regional Health Authorities