



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE HOUSE OFFICER	2. DIVISION <input type="checkbox"/> SANGRE GRANDE HOSPITAL	3. DEPARTMENT HEALTH FACILITIES
4. ORGANISATIONAL RELATIONSHIP The House Officer will report to the designated Registrar/Specialist Medical Officer in his/her area of assignment.		5. NATURE & SCOPE The House Officer is responsible for diagnosing and administering general medical treatment to patients in a hospital or through extension services at a clinic, school or clinic mobile or other designated place. Work involves the examination of patients, diagnosing, advising and carrying out necessary treatment in the investigation, eradication, prevention and control of diseases, or referring complicated cases for further professional attention. He/She performs under the general supervision of a professional superior who is available for consultation and is reviewed through observation, consultation and analysis of findings and reports.
6. SPECIFIC ACCOUNTABILITIES The House Officer would be required to:		
<ul style="list-style-type: none"> <input type="checkbox"/> Be the first Medical Officer to assess patients entering the hospital or ward and to ensure an appropriate management plan is carried out while ordering and receiving appropriate investigations. <input type="checkbox"/> Reviews all patients with Senior Doctors and to adjust management plan accordingly. <input type="checkbox"/> Ensures continuity of care for all patients when appropriate. <input type="checkbox"/> Notify of communicable diseases. <input type="checkbox"/> Performs medical examination of police and suspected police (criminal) cases and writes the appropriate report. <input type="checkbox"/> Assists in operating theatre and clinic by performing simple operations and assists in major operations. <input type="checkbox"/> Assesses clinical state, makes prognosis, orders investigations and reviews them. <input type="checkbox"/> Refers patients for future specialist care or to Social Worker if needed. <input type="checkbox"/> Assesses progress, orders and performs relevant investigations and reviews them. <input type="checkbox"/> Assesses advisory orders and reviews investigation to provide an immediate management plan. <input type="checkbox"/> Transfers patients to other medical institution when needed. <input type="checkbox"/> Keep up to date notes on all in-patients. <input type="checkbox"/> Reviews post-operative, chronic patients. <input type="checkbox"/> Makes recovery room rounds and reviews clinical state. <input type="checkbox"/> Attends to recovery room emergencies. <input type="checkbox"/> Takes blood for investigations. <input type="checkbox"/> Performs electrocardiogram (ECG) tests. <input type="checkbox"/> Performs medical examinations of out-patients; diagnose and make prognoses; write and maintain up-to-date case records and make necessary medical reports. <input type="checkbox"/> Performs medical examinations and prescribes treatment. <input type="checkbox"/> Refers patients to professional superiors for more detailed attention, as necessary. <input type="checkbox"/> Provides medical attention in an assigned area. <input type="checkbox"/> Performs related work as required by the approved Authority. 		
7. KEY KNOWLEDGE, SKILLS AND ABILITIES		
<ul style="list-style-type: none"> <input type="checkbox"/> Knowledge of the principles and practices of medicine including the diagnosis of a variety of diseases and injuries. <input type="checkbox"/> Knowledge of principles and practices of preventative medicine. <input type="checkbox"/> Knowledge of Public Health Ordinance and of medical jurisprudence. <input type="checkbox"/> Ability to examine patients, diagnose diseases and to prescribe and administer necessary treatment. <input type="checkbox"/> Ability to gain confidence and co-operation of patients, and to establish and maintain effective working relationships with other employees and the public. 		

8. MINIMUM TRAINING AND EXPERIENCE

- Training as evidenced by the possession of a MBBS from a recognized institution.
- Successful completion of one year's internship at a hospital.
- Registration as a medical practitioner by the Medical Board of Trinidad and Tobago.

9. SUPERVISORY RESPONSIBILITIES

- Medical Interns – reviews all patients seen by them.

10. COMMUNICATION AND WORKING RELATIONSHIP

Internal:

- Registrar
- Specialist Medical Officers
- Medical Director
- Other Medical Personnel
- Other Heads of Department/Supervisors
- Nursing Personnel
- Other members of the health care team.
- Clerical staff

External:

- Public
- University of the West Indies
- Other Regional Health Authorities
- Private Medical Institutions
- General practitioners in the area