



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

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| 1. JOB TITLE REGISTRAR (ORTHOPAEDICS) | 2. DIVISION SANGRE GRANDE HOSPITAL | 3. DEPARTMENT ORTHOPAEDICS |
| 4. ORGANISATIONAL RELATIONSHIP The Registrar (Orthopaedics) will report to the designated Specialist Medical Officer (Orthopaedics). | 5. NATURE & SCOPE The Registrar (Orthopaedics) is responsible for diagnosing and administering general medical treatment to patients in a hospital or through extension services at a Clinic or other designated area. Work may entail performing surgery or assisting in major operations and this employee may work in a specialized area of medicine. | |
| 6. SPECIFIC ACCOUNTABILITIES The Registrar (Orthopaedics): <ul style="list-style-type: none">❑ Consults with senior to ensure that the daily clinical operations are effectively organized, monitored and controlled.❑ Performs regular clinical rounds with the house officer to assess patients’ day to day management and care.❑ Collaborates and communicates with orthopaedic staff to ensure the best practices in the management of patients under care.❑ Supervises the performance of House Officers when on shift and monitor all seriously ill patients within the shortest possible time.❑ Recommends intelligent and cost-effective use of the orthopaedic services and such contributions to diagnose and manage inherent reliability.❑ Ensures that orthopaedic forms are adequately annotated to assist such staff in providing optimal services.❑ Prepares reports and relevant documentation when required.❑ Ensures that all patients are treated in accordance with the Patient Charter Standards.❑ Ensures that all case discharge summaries are promptly written by the House Officer or Medical Intern, and are accurate, relevant and concise, and must be countersigned.❑ Keeps the Consultant informed of any difficulties that may arise in the management of any patient and seek such assistance.❑ Supervises the clinical competencies of House Officers and Interns and advises the Consultant when required.❑ Coaches and initiates knowledge sharing to House Officers and Interns assigned to the unit in collaboration with other Consultants.❑ Guides, monitors and recommends to House Officers and Interns, appropriate management practices in patient care.❑ Adheres to the professional code of conduct, Medico-legal principles and human resources policies and procedures of the Authority.❑ Participates in teaching clinics, rounds and lectures.❑ Performs related work as may be required by the appropriate Authority. | | |
| 7. KEY KNOWLEDGE, SKILLS AND ABILITIES <ul style="list-style-type: none">❑ Knowledge of Public Health Ordinances and of medical jurisprudence.❑ Considerable knowledge of the principles and practices of medicine including the diagnosis and treatment of a variety of preventative medicine.❑ Some knowledge of administrative practices and procedures, rules, regulations policies and standards related to medical services.❑ Sound clinical judgment in the field of Orthopaedics.❑ Ability to coach and mentor junior medical staff.❑ Ability to examine patients, diagnose disease and to prescribe and administer necessary treatment.❑ Ability to gain the co-operation and confidence of patients and to establish and maintain effective working relationships with other employees and the public. | | |

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| <div>8. MINIMUM TRAINING AND EXPERIENCE</div> <div><div><div><input type="checkbox"/></div><div>Post graduate qualifications in the field of Orthopaedics</div></div><div><div><input type="checkbox"/></div><div>Training as evidence by the possession of a Bachelor of Medicine and a Bachelor of Science Degree or its equivalent from a recognized University.</div></div><div><div><input type="checkbox"/></div><div>Possession of specialist registration in the field of Orthopaedics from the Medical Board of Trinidad and Tobago.</div></div><div><div><input type="checkbox"/></div><div>A minimum of at least five (5) years experience in the field of Orthopaedics.</div></div><div><div><input type="checkbox"/></div><div>Any equivalent combination of experience and training.</div></div></div> |
| <div>9. SUPERVISORY RESPONSIBILITIES</div> <div><div><div><input type="checkbox"/></div><div>House Officer</div></div><div><div><input type="checkbox"/></div><div>Medical Intern</div></div><div><div><input type="checkbox"/></div><div>Nursing Staff</div></div></div> |
| <div>10. COMMUNICATION AND WORKING RELATIONSHIP</div> <div><div>Internal:</div><div><div><div><input type="checkbox"/></div><div>Specialist Medical Officer (Orthopaedics)</div></div><div><div><input type="checkbox"/></div><div>Other members of the Clinical Team</div></div><div><div><input type="checkbox"/></div><div>Medical Director</div></div><div><div><input type="checkbox"/></div><div>Manager-Hospital Administration</div></div><div><div><input type="checkbox"/></div><div>Manager-Para Clinical Services</div></div><div><div><input type="checkbox"/></div><div>Nursing Personnel</div></div><div><div><input type="checkbox"/></div><div>Other Heads of Department</div></div></div><div><div>External:</div><div><div><div><input type="checkbox"/></div><div>Public</div></div><div><div><input type="checkbox"/></div><div>University of the West Indies</div></div><div><div><input type="checkbox"/></div><div>Other Regional Health Authorities</div></div><div><div><input type="checkbox"/></div><div>Private Medical Institutions</div></div><div><div><input type="checkbox"/></div><div>General practitioners in the area</div></div></div></div></div> |