



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE HOUSE OFFICER (ONCOLOGY)	2. DIVISION SANGRE GRANDE HOSPITAL	3. DEPARTMENT ONCOLOGY
4. ORGANISATIONAL RELATIONSHIP The House Officer (Oncology) will report to the designated Registrar/Specialist Medical Officer (Oncology) in his/her area of assignment.		5. NATURE & SCOPE The House Officer (Oncology) 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 superior who is available for consultation and is reviewed through observation, consultation and analysis of findings and reports.
6. SPECIFIC ACCOUNTABILITIES The House Officer (Oncology):		
<ul style="list-style-type: none"> □ Assess patients entering the hospital or ward and to ensure an appropriate management plan is carried out while ordering and receiving appropriate investigations. □ Reviews patients with Senior Doctors and adjusts management plan accordingly. □ Ensures continuity of care for all patients when appropriate. □ Notifies supervisor of communicable diseases. □ Performs medical examination of police and suspected police (criminal) cases and writes the appropriate report. □ Assists in ward and clinic by performing simple procedures inclusive of, but not limited to intravenous access, paracentesis, electrocardiogram (ECG) tests etc. □ Assesses clinical state of patients, performs and reviews all relevant investigations not limited to blood and makes prognosis. □ Refers patients for further specialist care or to ancillary services. □ Assesses advisory orders and reviews investigation to provide an immediate management plan. □ Transfers patients to other medical institution when needed. □ Keep up to date notes on all in-patients. □ Reviews pre- and post-chemotherapy patients, and chronic patients. □ Assists with chemotherapy delivery. □ Performs medical examinations of out-patients; diagnose and make prognoses; write and maintain up-to-date case records and make necessary medical reports. □ Performs medical examinations and prescribes treatment. □ Refers patients to professional superiors for more detailed attention, as necessary. □ Provides medical attention in an assigned area. □ Performs related work as required by the approved 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 examine patients, diagnose diseases and to prescribe and administer necessary treatment. □ 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 evidence by the possession of a Bachelor of Medicine and Bachelor of Science Degree from a recognized school of medicine.
- 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.
- Medical Students

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