



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE SPECIALIST MEDICAL OFFICER (ORTHOPAEDICS)	2. DIVISION SANGRE GRANDE HOSPITAL	3. DEPARTMENT ORTHOPAEDICS
4. ORGANISATIONAL RELATIONSHIP The Specialist Medical Officer will report to the Head of Department (Orthopaedics).		5. NATURE & SCOPE The Specialist Medical Officer (Orthopaedics) is responsible for administering medical treatment to patients at a Hospital in the specialist field of Orthopaedics. Work involves serving as Consultant to lower level Medical Officers and attending clinics and wards to treat patients.
6. SPECIFIC ACCOUNTABILITIES The Specialist Medical Officer (Orthopaedics): <ul style="list-style-type: none"> <input type="checkbox"/> Plans, organizes and direct all activities for the Orthopaedics Ward. <input type="checkbox"/> Performs specialist medical work at the Sangre Grande Hospital. <input type="checkbox"/> Establishes work schedules and ensure efficient and adequate medical coverage and participation in Hospital training programmes. <input type="checkbox"/> Initiates and directs staff conferences to discuss medical problems for instructional purposes. <input type="checkbox"/> Performs emergency medical interventions and procedures within the scope of practice of Orthopaedics. <input type="checkbox"/> Imparts standards of medical practice to both undergraduate and post-graduate students who are assigned to your unit from time-to-time. <input type="checkbox"/> Coaches and mentors junior staff members assigned to the department. <input type="checkbox"/> Implements and supervises the standard, format and accuracy of the reports of all patients under your care and to review these from time-to-time. <input type="checkbox"/> Ensures the maintenance and upkeep of agreed standards of medical care for patients. <input type="checkbox"/> Directs and supervises the work of junior staff and assist in building competencies as required. <input type="checkbox"/> Administers medical treatment to patients and serves as a Consultant to Medical Officers of a lower level as well as medical practitioners in private practice. <input type="checkbox"/> Performs related work as may be required by the appropriate Authority. 		
7. KEY KNOWLEDGE, SKILLS AND ABILITIES <ul style="list-style-type: none"> <input type="checkbox"/> Extensive knowledge of the principles, practices, techniques and modern developments in Internal Medicine and Orthopaedics. <input type="checkbox"/> Knowledge of the administrative practices and procedures, rules, policies and standards related to the Orthopaedics unit of the Hospital. <input type="checkbox"/> Ability to examine patients, diagnose, prescribe and administer necessary treatment in the Orthopaedics field of specialization. <input type="checkbox"/> Ability to organize and supervise the work of lower level medical officers, and to guide and advise them on medical matters. <input type="checkbox"/> Ability to gain the confidence and co-operation of patients and to establish and maintain effective working relationships with other employees and the public. <input type="checkbox"/> The ability to work independently with minimal supervision. 		
8. MINIMUM TRAINING AND EXPERIENCE <ul style="list-style-type: none"> <input type="checkbox"/> Doctor of Medicine (D.M.) in the field of Orthopaedics or Fellowship of the Royal College of Surgeons (FRCS) as recognized by the Medical Board of Trinidad and Tobago or equivalent. <input type="checkbox"/> Training as evidence by the possession of a medical degree from a recognized school of medicine. <input type="checkbox"/> Specialist registration in the field with the Medical Board of Trinidad and Tobago. <input type="checkbox"/> At least seven (7) years' experience in the field of Orthopaedics. <input type="checkbox"/> Registration as a medical practitioner by the Medical Board of Trinidad and Tobago. 		

9. SUPERVISORY RESPONSIBILITIES

- Registrar
- House Officer
- Medical Interns
- Medical Student

10. COMMUNICATION AND WORKING RELATIONSHIP

Internal:

- Medical Director
- Head of Department
- Manager-Hospital Administration
- Medical and Nursing personnel
- Other Heads of Department

External:

- Medical Specialist in other Regional Health Authorities
- Medical Specialist in other private sector organizations
- Ministry of Health
- Medical Board of Trinidad and Tobago
- University of the West Indies
- Clients and Family members