



## THE EASTERN REGIONAL HEALTH AUTHORITY

### POSITION DESCRIPTION

<b>1. JOB TITLE</b> REGISTRAR (ORTHOPAEDICS)	<b>2. DIVISION</b> SANGRE GRANDE HOSPITAL	<b>3. DEPARTMENT</b> ORTHOPAEDICS
<b>4. ORGANISATIONAL RELATIONSHIP</b> The Registrar will report to the designated Specialist Medical Officer (Orthopaedics).	<b>5. NATURE &amp; SCOPE</b> The Registrar 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.	
<b>6. SPECIFIC ACCOUNTABILITIES</b> The Registrar: <ul style="list-style-type: none"> <li><input type="checkbox"/> Consults with senior to ensure that the daily clinical operations are effectively organized, monitored and controlled.</li> <li><input type="checkbox"/> Performs regular clinical rounds with the house officer to assess patients' day to day management and care.</li> <li><input type="checkbox"/> Collaborates and communicates with orthopaedic staff to ensure the best practices in the management of patients under care.</li> <li><input type="checkbox"/> Supervises the performance of House Officers when on shift and monitor all seriously ill patients within the shortest possible time.</li> <li><input type="checkbox"/> Recommends intelligent and cost-effective use of the orthopaedic services and such contributions to diagnose and manage inherent reliability.</li> <li><input type="checkbox"/> Ensure that orthopaedic forms are adequately annotated to assist such staff in providing optimal services.</li> <li><input type="checkbox"/> Prepares reports and relevant documentation when required</li> <li><input type="checkbox"/> Ensures that all patients are treated in accordance with the Patient Charter Standards.</li> <li><input type="checkbox"/> 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.</li> <li><input type="checkbox"/> Keeps the Consultant informed of any difficulties that may arise in the management of any patient and seek such assistance.</li> <li><input type="checkbox"/> Supervises the clinical competencies of House Officers and Interns and advises the Consultant when required.</li> <li><input type="checkbox"/> Coaches and initiates knowledge sharing to House Officers and Interns assigned to the unit in collaboration with other Consultants.</li> <li><input type="checkbox"/> Guides, monitors and recommends to House Officers and Interns, appropriate management practices in patient care.</li> <li><input type="checkbox"/> Adheres to the professional code of conduct, Medico-legal principles and human resources policies and procedures of the Authority.</li> <li><input type="checkbox"/> Participates in teaching clinics, rounds and lectures.</li> <li><input type="checkbox"/> Performs related work as may be required by the appropriate Authority.</li> </ul>		
<b>7. KEY KNOWLEDGE, SKILLS AND ABILITIES</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Knowledge of Public Health Ordinances and of medical jurisprudence.</li> <li><input type="checkbox"/> Considerable knowledge of the principles and practices of medicine including the diagnosis and treatment of a variety of preventative medicine.</li> <li><input type="checkbox"/> Some knowledge of administrative practices and procedures, rules, regulations policies and standards related to medical services.</li> <li><input type="checkbox"/> Sound clinical judgment in the field of Orthopaedics.</li> <li><input type="checkbox"/> Ability to coach and mentor junior medical staff.</li> <li><input type="checkbox"/> Ability to examine patients, diagnose disease and to prescribe and administer necessary treatment.</li> <li><input type="checkbox"/> Ability to gain the co-operation and confidence of patients and to establish and maintain effective working relationships with other employees and the public.</li> </ul>		
<b>8. MINIMUM TRAINING AND EXPERIENCE</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Post graduate qualifications in the field of Orthopaedics</li> <li><input type="checkbox"/> Training as evidence by the possession of a Bachelor of Medicine and a Bachelor of Science Degree or its equivalent from a recognized University.</li> </ul>		

- Possession of specialist registration in the field of Orthopaedics from the Medical Board of Trinidad and Tobago.
- A minimum of at least five (5) years experience in the field of Orthopaedics.
- Any equivalent combination of experience and training.

**9. SUPERVISORY RESPONSIBILITIES**

- House Officer
- Medical Intern
- Nursing Staff

**10. COMMUNICATION AND WORKING RELATIONSHIP**

***Internal:***

- Specialist Medical Officer (Orthopaedics)
- Other members of the Clinical Team
- Medical Director
- Manager-Hospital Administration
- Manager-Para Clinical Services
- Nursing Personnel
- Other Heads of Department

***External:***

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