



## THE EASTERN REGIONAL HEALTH AUTHORITY

### POSITION DESCRIPTION

<b>1. JOB TITLE</b>  HOUSE OFFICER	<b>2. DIVISION</b>  □ SANGRE GRANDE HOSPITAL □ ST. ANDREW/ST. DAVID □ NARIVA/MAYARO	<b>3. DEPARTMENT</b>  MENTAL HEALTH
<b>4. ORGANISATIONAL RELATIONSHIP</b>  The House Officer will report to the designated Registrar/Specialist Medical Officer (Mental Health)		<b>5. NATURE &amp; SCOPE</b>  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.
<b>6. SPECIFIC ACCOUNTABILITIES</b>  The House Officer:  □ Assesses patients entering the hospital or ward and to ensure an appropriate management plan is carried out while ordering and receiving appropriate investigations. □ Reviews all patients with Senior Doctors and to adjust management plan accordingly. □ Ensures continuity of care for all patients when appropriate. □ Performs medical examination of police and suspected police (criminal) cases and write the appropriate report. □ Assesses clinical state, make prognosis, order investigations and review them. □ Refers patients for future specialist care or to Social Worker if needed. □ Assesses progress, order and perform relevant investigations and review them. □ Assesses advisory order and review investigation to provide an immediate management plan. □ Transfers patients to other medical institution when needed. □ Keeps up to date notes on all in-patients. □ Reviews chronic patients in out-patient clinic. □ Takes blood for investigations. □ Performs electrocardiogram (ECG) tests. □ Performs medical examinations of out-patients; diagnose and make prognoses; write and maintain up-to-date case records and make necessary medical reports. □ Carries out medical examinations and prescribe treatment. □ Refers patients to professional superiors for more detailed attention, as may appear necessary. □ Provides medical attention in an assigned area. □ Attends and participates in Ward conferences. □ Performs related work as required by the approved Authority.		

## **7. KEY KNOWLEDGE, SKILLS AND ABILITIES**

- ❑ 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 evidenced by the possession of a Bachelor of Science and Bachelor of Medicine from a recognized institution.
- ❑ Registration as a medical practitioner by the Medical Board of Trinidad and Tobago.
- ❑ Successful completion of one year's internship at a hospital.
- ❑ Any other combination of training and experience

## **9. SUPERVISORY RESPONSIBILITIES**

- ❑ Medical Interns – review all patients seen by them.

## **10. COMMUNICATION AND WORKING RELATIONSHIP**

### ***Internal:***

- ❑ Medical Director
- ❑ County Medical Officer of Health
- ❑ Staff of the Mental Health Department both in Primary and Secondary Care
- ❑ Manager-Hospital Administration
- ❑ Manager-Para Clinical Services
- ❑ 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