



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

<b>1. JOB TITLE</b>  SPECIALIST MEDICAL OFFICER (ORTHOPAEDICS WITH SUBSPECIALTY IN SPINAL SURGERY)	<b>2. DIVISION</b>  SANGRE GRANDE HOSPITAL	<b>3. DEPARTMENT</b>  ORTHOPAEDICS
<b>4. ORGANISATIONAL RELATIONSHIP</b>  The Specialist Medical Officer (Orthopaedics with subspeciality in Spinal Surgery) will report to the Head of Department (Orthopaedics).	<b>5. NATURE &amp; SCOPE</b>  The Specialist Medical Officer (Orthopaedics with subspeciality in Spinal Surgery) is responsible for administering medical treatment to patients at a Hospital in the specialist field of Orthopaedics. Emergency procedures will be shared with the Orthopaedic trauma list and includes emergency decompression and stabilization of spinal injuries with an allocated two (2) dedicated elective spinal lists a month. Work involves serving as Consultant to lower level Medical Officers and attending clinics and wards to treat patients.	
<b>6. SPECIFIC ACCOUNTABILITIES</b>  The Specialist Medical Officer (Orthopaedics with subspeciality in Spinal Surgery): <ul style="list-style-type: none"><li>❑ Plans, organizes and direct all activities for the Orthopaedics Ward.</li><li>❑ Performs specialist medical work at the Sangre Grande Hospital.</li><li>❑ Establishes work schedules and ensure efficient and adequate medical coverage and participation in Hospital training programmes.</li><li>❑ Liaise with On-Call team for reviews of urgent spinal trauma and CT scans, as required.</li><li>❑ Performs both emergency and elective spinal surgery.</li><li>❑ Emergency procedures will be shared with the orthopaedic trauma list and include emergency decompression and stabilization of spinal injuries.</li><li>❑ Performs emergency medical interventions and procedures within the scope of practice of Orthopaedics.</li><li>❑ Initiates and directs staff conferences to discuss medical problems for instructional purposes.</li><li>❑ Imparts standards of medical practice to both undergraduate and post-graduate students who are assigned to your unit from time-to-time.</li><li>❑ Coaches and mentors junior staff members assigned to the department.</li><li>❑ 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.</li><li>❑ Ensures the maintenance and upkeep of agreed standards of medical care for patients.</li><li>❑ Directs and supervises the work of junior staff and assist in building competencies as required.</li><li>❑ 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.</li><li>❑ Performs related work as may be required by the appropriate Authority.</li></ul>		

<p><b>7. KEY KNOWLEDGE, SKILLS AND ABILITIES</b></p> <ul style="list-style-type: none"> <li>❑ Extensive knowledge of the principles, practices, techniques and modern developments in Internal Medicine and Orthopaedics.</li> <li>❑ Knowledge of the administrative practices and procedures, rules, policies and standards related to the Orthopaedics unit of the Hospital.</li> <li>❑ Ability to examine patients, diagnose, prescribe and administer necessary treatment in the Orthopaedics field of specialization.</li> <li>❑ Ability to organize and supervise the work of lower-level medical officers, and to guide and advise them on medical matters.</li> <li>❑ Ability to gain the confidence and co-operation of patients and to establish and maintain effective working relationships with other employees and the public.</li> <li>❑ The ability to work independently with minimal supervision.</li> </ul>
<p><b>8. MINIMUM TRAINING AND EXPERIENCE</b></p> <ul style="list-style-type: none"> <li>❑ 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.</li> <li>❑ Training as evidence by the possession of a medical degree from a recognized school of medicine.</li> <li>❑ Registered with the Medical Board of Trinidad and Tobago as a Medical Practitioner and as a Specialist in the relevant field.</li> <li>❑ A minimum of seven (7) years' working experience in the field of Orthopaedics.</li> </ul>
<p><b>9. SUPERVISORY RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>❑ Registrar</li> <li>❑ House Officer</li> <li>❑ Medical Interns</li> <li>❑ Medical Student</li> </ul>
<p><b>10. COMMUNICATION AND WORKING RELATIONSHIP</b></p> <p><b><i>Internal:</i></b></p> <ul style="list-style-type: none"> <li>❑ Medical Director</li> <li>❑ Head of Department</li> <li>❑ Manager-Hospital Administration</li> <li>❑ Medical and Nursing personnel</li> <li>❑ Other Heads of Department</li> </ul> <p><b><i>External:</i></b></p> <ul style="list-style-type: none"> <li>❑ Medical Specialist in other Regional Health Authorities</li> <li>❑ Medical Specialist in other private sector organizations</li> <li>❑ Ministry of Health</li> <li>❑ Medical Board of Trinidad and Tobago</li> <li>❑ University of the West Indies</li> <li>❑ Clients and Family members</li> </ul>