



## THE EASTERN REGIONAL HEALTH AUTHORITY

### POSITION DESCRIPTION

<b>1. JOB TITLE</b>  HOUSE OFFICER	<b>2. DIVISION</b>  <input type="checkbox"/> SANGRE GRANDE HOSPITAL <input type="checkbox"/> ST. ANDREW/ST. DAVID <input type="checkbox"/> NARIVA/MAYARO	<b>3. DEPARTMENT</b>  CARDIOLOGY
<b>4. ORGANISATIONAL RELATIONSHIP</b>  The House Officer will report to the designated Registrar/Specialist Medical Officer (Cardiology)	<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: <ul style="list-style-type: none"> <li><input type="checkbox"/> Assesses patients entering the hospital or ward and to ensure an appropriate management plan is carried out while ordering and receiving appropriate investigations.</li> <li><input type="checkbox"/> Reviews all patients with Senior Doctors and to adjust management plan accordingly.</li> <li><input type="checkbox"/> Ensures continuity of care for all patients when appropriate.</li> <li><input type="checkbox"/> Performs medical examination of police and suspected police (criminal) cases and write the appropriate report.</li> <li><input type="checkbox"/> Assesses clinical state, make prognosis, order investigations and review them.</li> <li><input type="checkbox"/> Refers patients for future specialist care or to Social Worker if needed.</li> <li><input type="checkbox"/> Assesses progress, order and perform relevant investigations and review them.</li> <li><input type="checkbox"/> Assesses advisory order and review investigation to provide an immediate management plan.</li> <li><input type="checkbox"/> Transfers patients to other medical institution when needed.</li> <li><input type="checkbox"/> Keeps up to date notes on all in-patients.</li> <li><input type="checkbox"/> Reviews chronic patients in out-patient clinic.</li> <li><input type="checkbox"/> Takes blood for investigations.</li> <li><input type="checkbox"/> Performs electrocardiogram (ECG) tests.</li> <li><input type="checkbox"/> Performs medical examinations of out-patients; diagnose and make prognoses; write and maintain up-to-date case records and make necessary medical reports.</li> <li><input type="checkbox"/> Carries out medical examinations and prescribe treatment.</li> <li><input type="checkbox"/> Refers patients to professional superiors for more detailed attention, as may appear necessary.</li> <li><input type="checkbox"/> Provides medical attention in an assigned area.</li> <li><input type="checkbox"/> Attends and participates in Ward conferences.</li> <li><input type="checkbox"/> Performs related work as required by the approved Authority.</li> </ul>		

## 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