



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

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

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 Membership of the Royal College of Surgeons (MRCS) as recognized by the Medical Board of Trinidad and Tobago or equivalent.<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.<input type="checkbox"/> Possession of specialist registration in the field of Orthopaedics from the Medical Board of Trinidad and Tobago.<input type="checkbox"/> A minimum of at least five (5) years experience in the field of Orthopaedics.<input type="checkbox"/> Any equivalent combination of experience and training.
9. SUPERVISORY RESPONSIBILITIES <ul style="list-style-type: none"><input type="checkbox"/> House Officer<input type="checkbox"/> Medical Intern<input type="checkbox"/> Nursing Staff
10. COMMUNICATION AND WORKING RELATIONSHIP <p><i>Internal:</i></p> <ul style="list-style-type: none"><input type="checkbox"/> Specialist Medical Officer (Orthopaedics)<input type="checkbox"/> Other members of the Clinical Team<input type="checkbox"/> Medical Director<input type="checkbox"/> Manager-Hospital Administration<input type="checkbox"/> Manager-Para Clinical Services<input type="checkbox"/> Nursing Personnel<input type="checkbox"/> Other Heads of Department <p><i>External:</i></p> <ul style="list-style-type: none"><input type="checkbox"/> Public<input type="checkbox"/> University of the West Indies<input type="checkbox"/> Other Regional Health Authorities<input type="checkbox"/> Private Medical Institutions<input type="checkbox"/> General practitioners in the area