



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE HOUSE OFFICER (OTOLARYNGOLOGY)	2. DIVISION SANGRE GRANDE HOSPITAL CAMPUS	3. DEPARTMENT OTOLARYNGOLOGY
4. ORGANISATIONAL RELATIONSHIP The House Officer (Otolaryngology) will report to the designated Registrar/Specialist Medical Officer (Otolaryngology).	5. NATURE & SCOPE The House Officer (Otolaryngology) 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. Work involves the examination of patients, diagnosing, advising and carrying out necessary treatment in the investigation, eradication, prevention and control of diseases, or referring complicated cases for further professional attention.	
6. SPECIFIC ACCOUNTABILITIES The House Officer (Otolaryngology): <ul style="list-style-type: none">❑ 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.❑ Notifies the senior medical staff of communicable diseases.❑ Assists in operating theatre and clinic by performing simple operations and assist in major operations.❑ Assess clinical state, make prognosis, order investigations and review them.❑ Refers patients for future specialist care or to Social Worker if needed.❑ Assess progress, order and perform relevant investigations and review them.❑ Assess advisory order and review investigation to provide an immediate management plan.❑ Transfer patients to other medical institution when needed.❑ Keep up to date notes on all in-patients.❑ Reviews post-operative, chronic patients.❑ 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.		

<ul style="list-style-type: none"> □ Perform related work as required by the approved Authority.
7. KEY KNOWLEDGE, SKILLS AND ABILITIES <ul style="list-style-type: none"> □ 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 <ul style="list-style-type: none"> □ Training as evidence by the possession of a Medical Degree from a recognized school of medicine. □ Successful completion of one year's internship at a hospital. □ Registration as a medical practitioner by the Medical Board of Trinidad and Tobago.
9. SUPERVISORY RESPONSIBILITIES <ul style="list-style-type: none"> □ Medical Interns
10. COMMUNICATION AND WORKING RELATIONSHIP <p>Internal:</p> <ul style="list-style-type: none"> □ Registrar □ County Medical Officer of Health □ Primary Care Physicians □ Other Medical Personnel □ Other Heads of Department/Supervisors □ Nursing Personnel □ Other members of the health care team. □ Clerical staff <p>External:</p> <ul style="list-style-type: none"> □ Public □ University of the West Indies □ Other Regional Health Authorities □ Private Medical Institutions □ General practitioners in the area