



## THE EASTERN REGIONAL HEALTH AUTHORITY

### POSITION DESCRIPTION

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| <b>1. JOB TITLE</b><br>HOUSE OFFICER (UROLOGY)   | <b>2. DIVISION</b><br>SANGRE GRANDE HOSPITAL<br>CAMPUS | <b>3. DEPARTMENT</b><br>UROLOGY   |
| <b>4. ORGANISATIONAL RELATIONSHIP</b><br>The House Officer (Urology) will report to the designated Registrar/Specialist Medical Officer in his/her area of assignment.   |  | <b>5. NATURE &amp; SCOPE</b><br>The House Officer (Urology) 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. He/She performs under the general supervision of a professional superior who is available for consultation and is reviewed through observation, consultation and analysis of findings and reports. |
| <b>6. SPECIFIC ACCOUNTABILITIES</b><br>The House Officer:<br><ul style="list-style-type: none"> <li>□ 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>□ Reviews all patients with Senior Doctors and to adjust management plan accordingly.</li> <li>□ Ensures continuity of care for all patients when appropriate.</li> <li>□ Notifies of communicable diseases.</li> <li>□ Performs medical examination of police and suspected police (criminal) cases and writes the appropriate report.</li> <li>□ Assists in operating theatre and clinic by performing simple operations and assists in major operations.</li> <li>□ Assesses clinical state, makes prognosis, orders investigations and reviews them.</li> <li>□ Refers patients for future specialist care or to Social Worker if needed.</li> <li>□ Assesses progress, orders and performs relevant investigations and reviews them.</li> <li>□ Assesses advisory orders and reviews investigation to provide an immediate management plan.</li> <li>□ Transfers patients to other medical institution when needed.</li> <li>□ Updates notes on all in-patients.</li> <li>□ Reviews post-operative, chronic patients.</li> <li>□ Makes recovery room rounds and reviews clinical state.</li> <li>□ Attends to recovery room emergencies.</li> <li>□ Takes blood for investigations.</li> <li>□ Performs electrocardiogram (ECG) tests.</li> <li>□ 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>□ Performs medical examinations and prescribes treatment.</li> <li>□ Refers patients to professional superiors for more detailed attention, as necessary.</li> <li>□ Provides medical attention in an assigned area.</li> <li>□ Performs related work as required by the approved Authority.</li> </ul> |  |   |
| <b>7. KEY KNOWLEDGE, SKILLS AND ABILITIES</b> <ul style="list-style-type: none"> <li>□ Knowledge of the principles and practices of medicine including the diagnosis of a variety of diseases and injuries.</li> <li>□ Knowledge of principles and practices of preventative medicine.</li> <li>□ Knowledge of Public Health Ordinance and of medical jurisprudence.</li> <li>□ Ability to examine patients, diagnose diseases and to prescribe and administer necessary treatment.</li> <li>□ Ability to gain confidence and co-operation of patients, and to establish and maintain effective working relationships with other employees and the public.</li> </ul>  |  |   |
| <b>8. MINIMUM TRAINING AND EXPERIENCE</b> <ul style="list-style-type: none"> <li>□ Training as evidenced by the possession of a MBBS from a recognized institution.</li> <li>□ Successful completion of one year's internship at a hospital.</li> <li>□ Enrolment into postgraduate studies in the field and experience would be an asset.</li> </ul>  |  |   |

- Registration as a medical practitioner by the Medical Board of Trinidad and Tobago.

#### **9. SUPERVISORY RESPONSIBILITIES**

- Medical Interns

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

##### ***Internal:***

- Registrar
- Specialist Medical Officers
- Medical Director
- 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