



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE	2. DIVISION	3. DEPARTMENT
REGISTRAR (ORTHOPAEDICS)	SANGRE GRANDE HOSPITALCAMPUS	ORTHOPAEDICS
4. ORGANISATIONAL RELATIONSHIP	5. NATURE & SCOPE	
The Registrar will report to the designated Specialist Medical Officer (Orthopaedics).	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): ❑ 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		
❑ 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 ❑ 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. ❑ Training as evidence by the possession of a Bachelor of Medicine and a Bachelor of Science Degree or its equivalent from a recognized University. ❑ Possession of specialist registration in the field of Orthopaedics from the Medical Board of Trinidad and Tobago. ❑ A minimum of at least five (5) years experience in the field of Orthopaedics. ❑ Any equivalent combination of experience and training.
9. SUPERVISORY RESPONSIBILITIES ❑ House Officer ❑ Medical Intern ❑ Nursing Staff
10. COMMUNICATION AND WORKING RELATIONSHIP Internal: ❑ Specialist Medical Officer (Orthopaedics) ❑ Other members of the Clinical Team ❑ Medical Director ❑ Manager-Hospital Administration ❑ Manager-Para Clinical Services ❑ Nursing Personnel ❑ Other Heads of Department External: ❑ Public ❑ University of the West Indies ❑ Other Regional Health Authorities ❑ Private Medical Institutions ❑ General practitioners in the area