



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE REGISTRAR (OTOLARYNGOLOGY)	2. DIVISION SANGRE GRANDE HOSPITAL	3. DEPARTMENT OTOLARYNGOLOGY
4. ORGANISATIONAL RELATIONSHIP The Registrar (Otolaryngology) will report to the designated Specialist Medical Officer (Otolaryngology)/Head of Department.	5. NATURE & SCOPE The Registrar (Otolaryngology) 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 (Otolaryngology):		
<ul style="list-style-type: none"> <input type="checkbox"/> Examines patients, diagnose, advise and carry out necessary treatment in the investigation, eradication, prevention and control of diseases or refer complicated cases for further professional attention. <input type="checkbox"/> Supervises House Officers and medical interns with a view to building competencies. <input type="checkbox"/> Refers patients to professional superiors for more detailed attention as may be necessary. <input type="checkbox"/> Performs medical examinations on inpatients and outpatients; diagnose and make prognoses; make daily ward rounds; write and maintain up-to-date case records and make necessary medical reports. <input type="checkbox"/> Prescribes and carries out treatment in light of examination findings. <input type="checkbox"/> Examines government employees and other categories of persons as laid down by Government policy. <input type="checkbox"/> Participates in immunization procedures against infectious or communicable diseases as directed. <input type="checkbox"/> Implements other preventative procedures outlined for the protection and promotion of Public Health. <input type="checkbox"/> Undertakes medico-legal duties as may be reasonably required to him/her with specialist advice if necessary. <input type="checkbox"/> Performs related work as may be required by the appropriate Authority. 		
7. KEY KNOWLEDGE, SKILLS AND ABILITIES		
<ul style="list-style-type: none"> <input type="checkbox"/> Knowledge of Public Health Ordinances and of medical jurisprudence. <input type="checkbox"/> Considerable knowledge of the principles and practices of medicine including the diagnosis and treatment of a variety of preventative medicine. <input type="checkbox"/> Considerable knowledge of the principles and practices of preventative medicine. <input type="checkbox"/> Some knowledge of administrative practices and procedures, rules, regulations policies and standards related to medical services. <input type="checkbox"/> Ability to supervise and aid in the development of 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 Otorhinolaryngology as recognized by the Medical Board of Trinidad and Tobago.
- Training as evidence by the possession of a Medical Degree from a recognized school of medicine.
- A minimum of five (5) years' experience in the field of Otolaryngology
- Any equivalent combination of experience and training.

9. SUPERVISORY RESPONSIBILITIES

- House Officer
- Medical Interns
- Nursing Staff

10. COMMUNICATION AND WORKING RELATIONSHIP

Internal:

- Specialist Medical Officer (Internal Medicine)
- Internal Medicine staff
- 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