



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE SPECIALIST MEDICAL OFFICER (OTOLARYNGOLOGY)	2. DIVISION SANGRE GRANDE HOSPITAL	3. DEPARTMENT OTOLARYNGOLOGY
4. ORGANISATIONAL RELATIONSHIP The Specialist Medical Officer (Otolaryngology) will report to the Medical Director.	5. NATURE & SCOPE The Specialist Medical Officer (Otolaryngology) is responsible for administering medical treatment to patients at a hospital in the specialist field of Otolaryngology. Work involves serving as consultant to lower-level officers and attending clinics and wards to treat patients.	
6. SPECIFIC ACCOUNTABILITIES The Specialist Medical Officer (Otolaryngology): <ul style="list-style-type: none"> <input type="checkbox"/> Diagnoses and treats conditions like chronic sinusitis, hearing loss, allergies, and voice disorders. <input type="checkbox"/> Performs ENT surgical procedures such as tonsillectomies, sinus surgeries, difficult airways management etc. <input type="checkbox"/> Manages more complicated conditions such as head and neck cancers or congenital anomalies. <input type="checkbox"/> Collaborates with other healthcare providers, including Oncologists, Anaesthetic and ICU, Speech Therapists, Audiometry staff and occupational Specialist in the provision of comprehensive patient care. <input type="checkbox"/> Manages diseases of the larynx (voice box) and the upper aero-digestive tract or esophagus, including voice and swallowing disorders. <input type="checkbox"/> Establishes work schedules and ensure efficient and adequate medical coverage and participation in Hospital training programmes. <input type="checkbox"/> Initiates and directs staff conferences to discuss medical problems for instructional purposes. <input type="checkbox"/> Directs and supervises the work of junior staff within the Department. <input type="checkbox"/> Administers medical treatment to patients and serve as a Consultant to Medical Officers of a lower level as well as medical practitioners in private practice. <input type="checkbox"/> Performs any other 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"/> Extensive knowledge of the principles, practices, techniques and modern developments in Otolaryngology. <input type="checkbox"/> Knowledge of the administrative practices and procedures, rules, policies and standards related to the Otolaryngology unit of the Hospital. <input type="checkbox"/> Ability to examine patients, diagnose, prescribe and administer necessary treatment in the Otolaryngology field of specialization. 		

- Ability to organize and supervise the work of lower-level medical officers, and to guide and advise them on medical matters.
- Ability to gain the 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

- Doctor of Medicine (D.M) in Otorhinolaryngology as recognized by the Medical Board of Trinidad and Tobago or equivalent.
- Training as evidence by the possession of a Medical Degree from a recognized school of medicine.
- Registered with the Medical Board of Trinidad and Tobago as a Medical Practitioner and as a Specialist in Otolaryngology.
- Extensive experience in the field of Otolaryngology.
- Any other combination of training and experience.

9. SUPERVISORY RESPONSIBILITIES

- Registrar
- House Officer
- Medical Interns
- Nursing Staff
- Audiometry staff

10. COMMUNICATION AND WORKING RELATIONSHIP

Internal:

- Medical Director
- Manager-Hospital Administration
- Manager-Para Clinical Services
- Other members of the Management Team at the Sangre Grande Hospital
- All Medical, Nursing and Para Clinical personnel
- All other staff members

External:

- Medical Specialist in other Regional Health Authorities
- Medical Specialist in other private sector organizations
- Ministry of Health
- Medical Board of Trinidad and Tobago
- University of the West Indies
- Clients and Family members