



The Health Services Authority is responsible for the provision and administration of primary and secondary levels of healthcare services and public health functions for residents of the three Cayman Islands through a 124-bed hospital on Grand Cayman, a 18-bed hospital in Cayman Brac, satellite outpatient clinic in Little Cayman and four District Health Centers on Grand Cayman offering the most comprehensive range of inpatient and outpatient services in a single health system in the Cayman Islands.

We invite applications for the following position:

NON-EMERGENCY MEDICAL TRANSPORTATION ATTENDANT

Salary range: CI\$22,322 - CI\$25,151 per annum

The post holder will provide safe non-emergency medical transportation of clients by stretcher or wheelchair to their destination. The post holder will coordinate, prioritize and complete scheduled transfers for the assigned in a professional, timely manner while keeping safety, privacy, and efficiency as top priorities. The job purpose is to provide and maintain a caring environment for non-emergency patients and provide service as appropriate for the patient's needs.

Primary Responsibilities: The successful candidate will ensure patient safety remains paramount and that a safe work environment is adhered to regarding stretchers, carry chairs, wheelchairs, ramps, seat belts etc. Assist with safe loading and unloading patients on and off the vehicle by operating a hydraulic wheelchair lift. To ensure that appropriate reaching, lifting, and handling techniques are applied as per training when moving patients under non-emergency conditions, using the proper equipment. At all times, follow standard operational procedures (SOP) set forth by the H.S.A. Complete an informal and formal risk assessment to assess hazards, then implement a safe environment of work and reduce risk to yourself, patients and other persons involved. Operate a stretcher with a partner to safely transport the patient in the vehicle. Transport patients to appointments and return them to their destinations at the appointed time in a safe manner. Report any incidents, traffic problems, accidents, or other hazards to a team lead, EMS Manager, or 911 dispatch. If medical assistance is needed, request assistance through 911. Assist clients with first aid until EMS arrives.

Qualifications and Experience: The successful candidate must possess a valid High School Diploma/Certificate plus three (3) years minimum driving experience with a clean record and excellent driving history. A valid Cayman Islands Drivers' License (minimum of Group 3) will be required. Excellent customer service, communication, problem solving, and interpersonal skills are mandatory. Must be willing to work various shifts, weekends, holidays, and unsociable hours. Physically fit to safely lift and handle equipment proficiently and effectively. Demonstrate safe operation of the non-emergency vehicle and understand and follow infection control and safety standards.

A remuneration and benefit package, commensurate with experience and qualifications will be offered to the successful candidates of these posts. If you are interested in joining our dynamic team of professionals, please forward your resume and HSA application online to: hsa.jobs@hsa.ky using PDF format.

IMPORTANT: All resumes must be accompanied by a HSA Application Form or they will not be considered for processing without this.

Covid19 Vaccine is required for employment with the Health Services Authority

Deadline for post: December 12, 2021

JOB DESCRIPTION

Job Title: Driver/Attendant, Non-Emergency Transport Vehicle	Reports To:	EMS Manager
Job Holder:	Cost Centre:	Ambulance Service

BACKGROUND INFORMATION

The Cayman Islands Health Services Authority (“HSA”) provides and administers health care services and public health functions for residents of the Cayman Islands in accordance with the National Strategic Plan for Health.

Services are delivered primarily through the 124-beds at the Cayman Islands Hospital (the country’s principal health care facility), and the 18-beds at the Faith Hospital on Cayman Brac. Ancillary services are offered at district health centres, and clinics for dental and ophthalmologic care. Residents of Little Cayman can access care through the island’s clinic, which is a purpose-built facility.

The effective and efficient function of the non-emergency transport vehicle service is critical for the coordination of care for patients.

JOB PURPOSE

To transport patients with limited mobility between their home and scheduled medical appointments and within facilities, to transport specimens, equipment, documents, and supplies as needed to improve patient flow and customer service.

DIMENSIONS

- Postholder has no budgetary responsibilities.
- Postholder has no supervisory responsibilities.

PRINCIPAL ACCOUNTABILITIES

- a. Assist patients getting in and out of the vehicles from their home or healthcare appointments.
- b. Operate a hydraulic wheelchair lift loading and unloading patients safely on and off the vehicle.
- c. Operate a stretcher with partner to safely transport patient in vehicle.
- d. Operate non-emergent transport vehicle to transporting patients to appointments and safely returning them to their destinations at appointed time.
- e. Provide courteous customer service.
- f. Any related duties assigned within competency ability.
- g. Uphold the HSA mission and values.

ORGANISATION CHART

KNOWLEDGE, EXPERIENCE AND SKILLS

- High school certificate
- CPR/First-Aid

- In-house training on obtaining vital signs (heart rate, respiration rate, blood pressure, and temperature, Oxygen saturation level)
- Excellent customer service and teamwork skills

Post holder must:

- Possess a valid Cayman Islands Drivers' License
- Demonstrate safe operation of the non-emergency vehicle.
- Understand and follow infection control and safety standards.
- Have demonstrated ability to perform efficiently in high stress situations.
- Be proficient in the use of transport equipment, utilized in the department.
- Be physically fit to lift and be able to manipulate equipment for long hours at various hours and days of the week.
- Exhibit a caring and compassionate attitude, respecting diversity of religion, race, culture, gender, sexual orientation and medical diagnosis.
- Ability to prioritize tasks.
- Demonstrate high levels of trust and responsibly to work unsupervised to fulfil role responsibilities.

ASSIGNMENT AND PLANNING OF WORK

- Workload is generated by staff and patient demand.
- Routine rounding with additional attention as the need arises.

OTHER WORKING RELATIONSHIPS

- Physicians
- All nursing personnel
- Nurse Educators
- All other clinicians
- Quality, Risk and Safety staff

DECISION MAKING AUTHORITY AND CONTROLS

Post holder prioritizes response to requests

PROBLEM/KEY FEATURES

- Competing demands for attention
- Long hours walking
- Physically and emotionally stressful at times

WORKING CONDITIONS

- Unsocial hours

Approved by:	
Date approved:	
Reviewed:	
Next Review	