



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 127-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:**

**MEDICAL SECRETARY**

**Salary range: CI\$42,444 - CI\$57,036 per annum**

**The Medical Secretary provides clerical and secretarial support to the Health Services Authority's medical doctors as well as visiting specialists.**

**Primary Responsibilities:** The successful candidate will be required to answer the telephone, screen callers, record minutes at regular physician meetings, provide assistance regarding various medical issues, take messages, and transfer calls as necessary. The candidate drafts letters, memorandums and more for Physicians and will also provide typing support for other Medical Officers. This support would include typing clinical and operation notes and discharge summaries by way of audio typing. The Medical Secretary collects information from various sections for the preparation of the physician roster and ensures that copies are distributed in a timely manner to the relevant sections. The selected candidate would provide administrative support to the Clinical Heads of Department and cover in the absence of the Medical Director's Secretary, as necessary. The candidate creates and maintains an efficient filing system and assists in ensuring the office is always equipped with stationery.

**Qualifications and Experience:** The successful candidate should have a High School diploma with a minimum of five (5) years of secretarial experience. Must have the ability to type 60 words per minute and be knowledgeable of shorthand, audio typing and medical terminology. The candidate must be proficient in the use of Windows and Microsoft products. Must be able to maintain confidentiality and have the ability to work with minimum supervision.

**A remuneration and benefit package, commensurate with experience and qualifications will be offered to the successful candidates for this post.**

**NOTE: Incomplete applications will not be considered. All applicants must complete and submit an HSA Application Form, via e-mail to [hsa.jobs@hsa.ky](mailto:hsa.jobs@hsa.ky) using pdf format. Log on to our website at [www.hsa.ky](http://www.hsa.ky) to access Application Form and Job Description.**

**Application Deadline: February 2<sup>nd</sup>, 2025**

*Committed to Caring for You*



## Job Description

<b>Job title</b>	Medical Secretary	<b>Job Holder</b>	
<b>Reports to</b>	Medical Director	<b>Section</b>	Physicians Department

### Background Information

The Cayman Islands Health Services Authority is a full-service 24-hour provider of health care services in the Cayman Islands, working across multiple sites.

The postholder co-ordinates with the Medical Director's office in providing secretarial help to resident doctors and visiting consultants. The incumbent provides clerical/receptionist services to the office.

### Job purpose

To provide clerical and secretarial support to the Health Services medical officers.

### Dimensions

- A. Post holder does not supervise any other staff.
- B. Post holder has no budgetary responsibilities.
- C. Post holder will be required to provide secretarial assistance and typing for medical doctors working for the Health Services as well as visiting specialists.

### Duties and responsibilities

1. Answers telephone, screen callers, provides assistance regarding various medical issues, take messages and transfer where necessary.
2. Substitute for the Medical Director's medical secretary as necessary.
3. Type clinic notes, operation notes and discharge summaries by way of audio typing.
4. Types/drafts letters, memorandum etc, for Physicians and provides typing support for other Medical Officers.

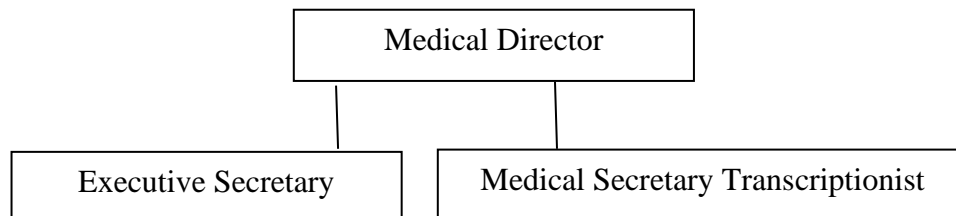
5. Responsible for the creation and maintenance of a filing system and to open new files when necessary.
6. Minute secretary to meetings as requested.
7. Collect information from different sections for the preparation of the physician roster and ensure that copies are distributed in a timely manner to the relevant sections.
8. Assist in ensuring the office is equipped with necessary stationery at all times.
9. Provide administrative support to the Clinical Heads of Department.
10. Perform any other duties or assignments as directed.

### **Qualifications, Experience & Skills Requirement**

High School Diploma with a minimum of 5 years secretarial experience and 60 wpm typing skill with knowledge of shorthand, audio typing and medical terminology. Needs to be competent in the use of Windows and Microsoft products.

Must be able to maintain a code of confidentiality and have the ability to work with minimum supervision.

### **Reporting Relationship**



### **Direct reports**

Post holder reports to the Medical Director.

### **Other Working Relationships**

The Post holder is required to maintain a good working relationship with all doctors and departments/sections.

### Decision Making Authority and Controls

Post holder will be required to make decisions within the scope of his/her duties therefore providing an opportunity to use own initiative, but within policy, guidelines and regulations.

### Working conditions

May be subject to verbal abuse from clients.

### Physical requirements

Be able to perform the Essential functions, fulfill the basic responsibilities and meet the physical status changes of the position.

### Problem/Key Features

Working for a large number of doctors can be very demanding.

The job is rewarding in terms of accomplishments and experience gained.

### Evaluation Metrics

Punctuality  
Interpersonal, Organizational and typing skills  
Medical Terminology  
Knowledge and experience of the job  
Communicating skills  
Maintaining trust & Confidentiality  
Acting with honesty and integrity

<b>Approved by:</b>	<i>Dr. Delroy Jefferson Medical Director</i>
<b>Date approved:</b>	<i>30.11.2017</i>
<b>Reviewed:</b>	<i>30.11.2020</i>
<b>Next Review</b>	<i>30.11.2024</i>
<b>Manager's Signature:</b>	
<b>Date:</b>	
<b>Employee Signature:</b>	
<b>Date:</b>	