



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:**

### **OPERATING ROOM ASSISTANT**

**Salary range: CI\$38,436 to CI\$51,732 per annum**

**The Operating Room Assistant ensures that rooms and equipment are clean and in good working order and that patients are transported safely supporting the clinicians for efficient use of the operating rooms. The successful candidate functions as a member of the surgical team under the direct supervision of a registered peri-operative nurse.**

**Primary Responsibilities:** The successful candidate assists with the transportation of patients to the OR, ACU, inpatient units, and the holding area. This includes positioning, lifting, and/or transferring patients as directed. Performs between-case cleaning of all designated equipment (transport beds, surgical specialty equipment, etc.). The candidate cleans all designated supply areas assigned and is responsible to restocks sterile supplies in OR as directed and according to departmental policies. Checks and restocks all solution carts, plaster carts and rotates supplies as needed. Transports clean equipment to storage area if no longer needed for a case. Assists in counting inventory and outdates, maintains/orders adequate supply levels. Communicates problems with equipment or supplies to the circulating nurse or control desk.

**Qualifications and Experience:** The successful candidate should possess a High School Diploma with three years' experience in a similar position in the operating room. Must be able to speak fluent English and communicate effectively with colleagues and patients. Must be able to stand for long periods and lift heavy objects.

**A remuneration and benefit package, commensurate with experience and qualifications will be offered to the successful candidates of these 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 23<sup>rd</sup>, 2025**

*Committed to Caring for You*



## Job Description

<b>Job title</b>	Operating Room Assistant (ORA)	<b>Job Holder</b>	
<b>Reports to</b>	Nurse Manager	<b>Section</b>	Operating Theatre

### 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 centers, 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 Operating Room (OR) is a fast-paced unit comprising 4 operating rooms, 1 endoscopy unit, 4 Post Anesthesia Care Unit (PACU) bays, and 3 holding bays. The department does approximately 20 surgical procedures a day.

### Job purpose

To work effectively within a multidisciplinary team, assisting with patient care activities under the direct supervision of a registered nurse. After appropriate training and assessment, undertake delegated clinical and non-clinical duties. Responsible for moving patients, equipment, and designated items within the Operating Room (OR) and contributing to a clean and safe environment. Uphold HSA values, demonstrating a commitment to compassionate patient care and continuous improvement.

### Dimensions

The OR performs approximately 300 cases per month, generating a monthly revenue of approximately 1 million dollars.

- The post holder has no budgetary responsibility.

- The post holder has no supervisory responsibility, however, will be mentoring the new starters.
- Establish and maintain effective communication with patients, visitors, and Trust colleagues, bridging communication gaps.
- Develop and maintain knowledge of departmental and HSA policies, procedures, and practices.
- Provide direct and indirect patient care; make referrals to other staff as needed.
- Undertake identified competency-based practices in the clinical area.
- Assist with patient transfers/escorts between clinical areas, documenting movements and supporting patient handling.
- Prioritize workload, support new staff induction, and demonstrate duties to new starters.
- Promote a positive image of HSA in all actions.

### • **Duties and responsibilities**

#### **Patient Care and Safety:**

- Assist with patient care, ensuring safety, comfort, privacy, dignity, and confidentiality.
- Escort patients, visitors, and staff within departments and around the hospital.
- Assist in patient preparation for theatre, following protocols, guidelines, and checklists.
- Demonstrate cultural and religious sensitivity, maintaining privacy and dignity.
- Treat all patients, colleagues, visitors, and others respectfully regardless of age, disability, gender, position, race, religion, or sexual orientation.
- Communicate effectively with patients, carers, and team members, utilizing alternative methods if needed.
- Frequently assist with patient movement using trolleys/wheelchairs within the hospital and department
- Participate in direct clinical care, respecting patient privacy and dignity e.g., providing bedpan/ urinal.
- Perform manual patient handling, lifting, and transferring.

#### **Environmental Cleanliness:**

- Adherence to Infection Prevention: Uphold infection prevention and control standards by strictly following established policies and procedures. This includes maintaining a consistently clean clinical environment to minimize the risk of infections.
- Effective Waste Management: Strictly adhere to waste and soiled linen management policies. Proper disposal of waste is crucial in preventing the spread of infections and maintaining a clean environment.

- **Thorough Decontamination:** Vigilantly uphold a robust decontamination regimen for both equipment and the operating room environment. This measure is critical to curbing cross-contamination and upholding patient safety.
- **Hygiene in the Central Sterilization Room (CSR):** Prioritize an elevated standard of hygiene and sanitation within the Central Sterilization Room. Ensuring an aseptic environment within the CSR is instrumental in averting potential cross-contamination and safeguarding the integrity of sterilized equipment.

**Adapting to Physicians' preferences as required:**

- Prepare equipment and consumables for assigned operating lists in consultation with a registered nurse.
- Prepare the OR with equipment according to the procedure and surgeon's preference.
- Collect and deliver items (blood products, specimens, instrumentation) within the OR as needed.
- Respond to emergencies and recognize limitations.
- Expected to take part to cover nights and On-call systems during, public holidays, weekends, and out-of-hours.

**Task and Resource Management:**

- **Equipment Management:** Assist with the management of surgical electrical equipment and ensure that all equipment is functioning and stored, including laparoscopic towers, monitors, suction devices, Laser equipment Neurosurgery microscopes, Diathermy machines, and surgical lights.
- Escalate to the RN, OR coordinator, or the Manager when an issue is identified with the functionality of equipment to act promptly.
- Prepare the OR with appropriate equipment based on the procedure.
- Ensure availability of oxygen/suction, promptly returning equipment to the Theatre when transferring patients.
- Maintain storage areas and corridors, support stock checking and rotation.
- Clean and store appropriately once the equipment is used.
- Push trolleys/wheelchairs frequently within the hospital and department.

**Team Efficiency and Workflow Optimization:**

- Assist RN in circulation in OR when required.
- Assist the unit in achieving OR Key Performance Indicators such as the first case start on time, efficient OR utilization, and turnaround times.
- Support and assist the team in preparing for the surgery as required.

- Follow routine procedures and practices independently.

**Enhanced Communication and Collaboration:**

- Communicate between different team members, fostering a collaborative environment.
- Maintain records when required per HSA standards and policy, using computer systems as required.
- Transport specimens, blood products, and human tissue per policy.

**Cross-Training and Mentoring:**

- Expected to cross-train Junior ORA's and new starters and adapt to changing demands in OR

**Professional Growth and Satisfaction:**

- Take responsibility for personal development, mandatory training, and participation in appraisal.

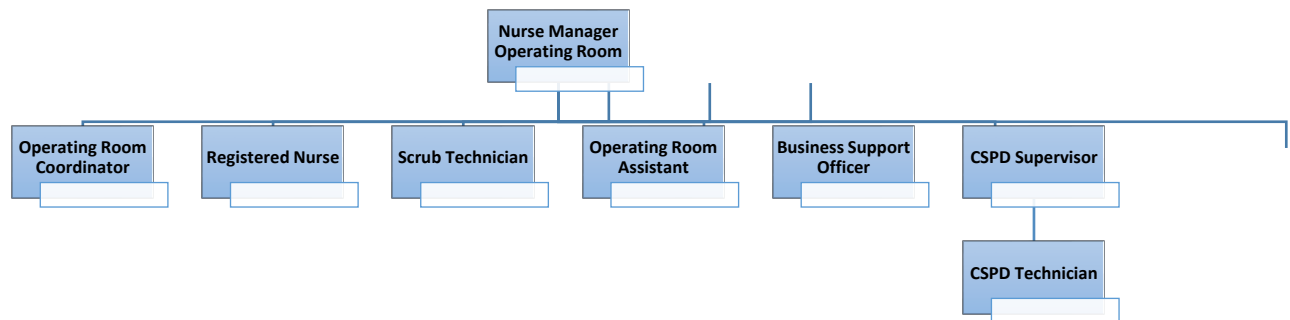
**Specific Duties Day to Day:**

- Transport patients to the OR, Ambulatory Care Unit (ACU), inpatient units, and holding areas.
- Assist in positioning, lifting according to the procedure, and transferring patients.
- Prepare the OR equipment according to the procedure intended.
- Assist the RN to prepare the OR according to the surgeons' preference.
- Assist RN in circulation in OR when required.
- Assist OR personnel in an emergency scenario.
- Attend on-call duties on weekends, out-of-hours, public holidays, and night duties when assigned.
- Perform between-case cleaning of designated equipment.
- Clean assigned supply areas.
- Perform weekly deep cleaning.
- Procure supplies within the department.
- Restock sterile supplies in OR as directed.
- Check and restock solution carts and plaster carts.
- Transport clean equipment to storage when not needed.
- Assist in inventory counting and maintenance.
- Communicate equipment/supply problems to relevant personnel.
- Clean and maintain the hygiene of the CSR.
- General cleaning of OR/CSR including restrooms.

## Qualifications, Experience & Skills Requirement -ORA

- High School Graduate
- 3 years' experience in a similar position in the operating room
- Practice independently under supervision
- Must be a team player.
- Effective Communication skills

## Organization Chart



## OTHER WORKING RELATIONSHIPS

The post holder must liaise daily with Nurse Managers, Registered nurses, Physicians, and Support Service staff ensuring smooth operation and appropriate patient care.

## DECISION-MAKING AUTHORITY AND CONTROLS

The post holder has no decision-making authority.

## PROBLEM/KEY FEATURES

None

## WORKING CONDITIONS

At risk for:

- Exposure/use of sharps
- Exposure to Blood/Body Fluids/Tissue
- Exposure to fumes/odors
- Exposure to Radiation
- Moving mechanical parts

Work involves:

- Lifting/Carrying
- Pushing/Pulling
- Stooping
- Kneeling
- Walking
- Sitting
- Flexing/Positioning/Twisting
- Standing for long periods

## EVALUATION METRICS

<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Reviewed:</b>	
<b>Next Review</b>	
<b>Manager's Signature:</b>	
<b>Date:</b>	
<b>Employee's Signature:</b>	
<b>Date:</b>	