



The Cayman Islands Health Services Authority, is the principal healthcare service provider in the Cayman Islands, offering the most comprehensive range of inpatient, outpatient and public health services through a 127-bed hospital and four District Health Centres on Grand Cayman, an 18-bed hospital in Cayman Brac and a satellite outpatient clinic in Little Cayman.

**We invite applications for the following position:**

### **PHLEBOTOMIST**

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

**The Laboratory Department provides a wide variety of phlebotomy services at the Health Services Authority. Direct customer interaction relating to patient preparation, sample collection, transportation and storage is paramount to the post.**

**Primary Responsibilities:** The successful candidate must be proficient in the collection and transportation of blood and other body fluids. The successful candidate is responsible for ensuring that samples are collected from clients of all ages (including new-borns) as per documented procedure and transported to the laboratory in a reliable and timely manner.

**Qualifications & Experience:** The successful candidate must possess a High School Diploma, a Laboratory Assistant or Phlebotomy training certificate and must have a minimum of one (1) year post training experience working in the laboratory. Additionally, candidate should be a team player, possess good interpersonal skills and communicate effectively. Must be computer literate to use the Laboratory Information Systems (LIS). The successful candidate will be required to work shifts and on weekends.

**A remuneration and benefits package, commensurate with experience and qualifications will be offered to the successful candidate.**

**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>  | Phlebotomist         | <b>Job Holder</b> | Vacant                                 |
| <b>Reports to</b> | Pathology<br>Manager | Laboratory        | <b>Section</b><br>Pathology Laboratory |

### Background Information

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

The Pathology Laboratory performs tests which aid in the diagnosis of disease, as well as routine tests, which support the provision of primary health care.

The post holder provides phlebotomy services and performs some clerical duties thus ensuring that medical technologists receive samples in a timely manner, in order for laboratory tests to be done on patient samples efficiently.

### Job Purpose

Post holder is responsible for providing phlebotomy services to the CIHSA Laboratory in addition to some clerical duties.

### Dimensions

- 100-150 patients are dealt with on a daily basis by post holder.
- There are no other staff reporting to the post holder.
- Post holder has no budgetary responsibilities.

### Duties and responsibilities

1. Responsible for drawing blood from all in and out-patients, ensuring that adequate patient samples are obtained in order for the Medical Technologists to carry out relevant tests.
2. Responsible for booking appointments for patients requiring special blood tests.
3. Ensure that adequate supplies are available by notifying the Laboratory Manager/ Materials Management when supplies are approaching the minimum stock level.
4. Responsible for entering and activating all patient orders in the LIS.
5. Perform Maintenance duties as outlined in the procedure manual and document all findings

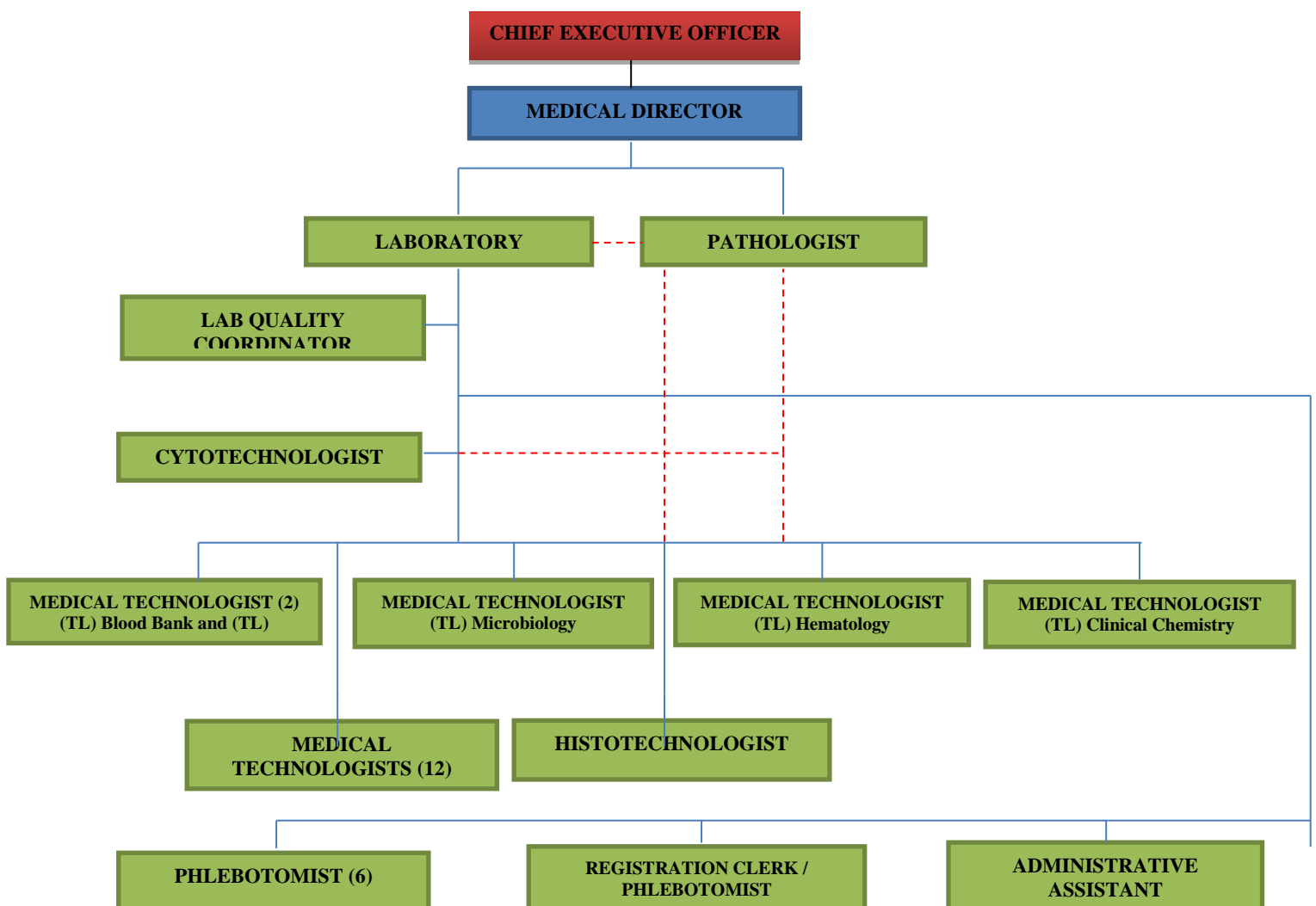
6. Responsible for providing patients with appropriate information relating to their preparation and sample collection methods and transport. This duty must be performed in accordance with the procedures of the Laboratory reference material provided.
7. Send samples to the Laboratory for testing each half hour, routinely and immediately for STAT samples drawn or received from other areas including private sector
8. Perform any other duties assigned.

### Qualifications, Experience and Skills Requirement

Incumbents must possess a minimum of 3 GCE/CXC passes or equivalent with Phlebotomy or Laboratory Assistant training and registration with a professional registration body. If trained, must have one (1) year of experience, if not, job training is provided. Good communication skills are essential.

### Reporting Relationships

#### ORGANIZATION AND RESPONSIBILITIES WITHIN THE LABORATORY



## Direct Reports

Post holder does not supervise any other staff.

## Other Working Relationships

On a daily basis incumbent must liaise with patients in order to collect blood samples and perform other tests. Incumbent also liaises with doctors and nurses to give patient reports and to collect blood samples. There is occasional liaison with Maintenance Personnel in order to check equipment and Materials Management personnel regarding the delivery of supplies.

## Decision Making Authority and Controls

Incumbent has no decision-making authority.

## Working conditions

Post holder is sometimes exposed to difficult patients and work on weekends, on a rotational basis. Post holder works with Biohazard and Infectious material on a daily basis.

## Physical requirements

Lifts heavy objects on occasion.

## Problem/Key Features

Post holder routinely deals with difficult patients and have difficulty reading handwritten requisitions.

## Evaluation Metrics

| Performance Standard  | Performance Evaluation Rating | Comments / Plan of action |
|---|-------------------------------|---------------------------|
| Ensure that adequate supplies are available by notifying the Laboratory/Manager and Materials Management when supplies are approaching the minimum stock level. |                               |                           |
| Perform Maintenance duties as outlined in the procedure manual and document all findings.   |                               |                           |
| Identify Patients as per Laboratory policy prior to collection of samples   |                               |                           |
| Practice proper infection control techniques  |                               |                           |
| Complies with established attendance and tardiness standards  |                               |                           |
| Successfully complete annual safety update, competencies and requirements within established time frames  |                               |                           |
| Respect co workers  |                               |                           |

|  |  |  |
|--|--|--|
| Consistently project positive professional image through appearance and behavior |  |  |
|--|--|--|

|                              |                           |
|------------------------------|---------------------------|
| <b>Approved by:</b>          | <i>Laboratory Manager</i> |
| <b>Date approved:</b>        | <i>May 2022</i>           |
| <b>Reviewed:</b>             |                           |
| <b>Next Review</b>           |                           |
| <b>Postholder Signature:</b> |                           |
| <b>Date:</b>                 |                           |