

0288 Operating Room Manager

Overview

Title: Operating Room Manager	Commitment Level (1-4): 4
Reports To: Hospital Director	On Boarding Required (Y/N): Yes
Department: Hospital - Operating Room	Minimum Commitment: 2 Years
Job Code: 0288	Typical Service Commitment: 2+ Years
Date Modified: 24 March 2025	Date Reviewed: 24 October 2024

Summary Description

Key leadership position responsible for the overall management and effective functioning of the Operating Room Department including the Administrative Office, Operating Rooms, PACU/Holding Bay, and Sterilizing. In addition, the Operating Room Manager has a shared responsibility with other Hospital Departmental Managers to ensure effective patient flow management in the hospital. May provide education and training for partner country participants, trainees, and students in Mercy Ships training programs while providing clinical care.

Essential Duties and Responsibilities (include but not limited to)

To perform this job successfully, an individual must be able to perform each essential duty per the agreed-upon standard:

Clinical Leadership:

- Provide spiritual and visionary leadership, management, and direction to the Operating Room team in the delivery of quality medical care
- Define priorities and goals at a departmental level and manage the achievement thereof accordingly
- Ensure effective utilization of resources across the department in collaboration with the Clinical Operating Room Supervisor, e.g., weekly staff allocations, on-call rosters, etc.
- Assess, plan, implement, and evaluate healthcare services provided by the Operating Room Department
- Build and maintain collaborative partnerships with the other roles in the dual management structure (e.g., Anesthesia Supervisor and Chief Medical Officer) to ensure clear communication, direction, and development
- May participate in Mercy Ships training programs, functioning as an educator/preceptor for local healthcare providers and students.
- Provide guidance and support to the Operating Room Clinical Supervisor in the day-to-day delivery of quality medical care
- Ensure compliance with external and/or internal regulatory standards, policies and procedures, and frameworks required for safe and quality medical care
- Responsible for overseeing and improving patient flow management processes throughout the hospital areas in collaboration with the Ward Manager, Pre-Op Manager, and other members of the Hospital Leadership Team

Management:

- Liaise with the Biomedical Department to ensure that all medical equipment is available and had reported maintenance
- Ensure Departmental readiness is aligned with the approved surgical schedule and guidelines as well as the host nation's specific needs
- Oversee Operating Room staff issues, including disciplinary actions, dismissal, and reassignment
- Conduct regular staff meetings and participate in hospital leadership
- Build and maintain effective relationships with the relevant ship and ISC functions (e.g., Human Resources, Staffing, Supply, Biomed, etc.) to ensure departmental readiness and delivery
- Analyze, compile, and manage department-specific data, e.g., departmental/business plans, surgical schedules, staffing plans, volume reports, OR records, monthly statistics, incident reports, and personnel records
- Liaise with Specialty Consultants to complete an annual review of approved surgical procedure lists and initiate changes accordingly with the Programs Quality Manager

Quality Management:

- Initiate and oversee the development of comprehensive safety, quality, and performance improvement goals in collaboration with the Programs Quality Manager
- Provide strategic oversight and clear communication regarding patient safety and quality management decisions
- Review progress and activity reports to assess and ensure optimum effectiveness of operations, and determine needs for improvement in the Operating Room Department
- Enable and drive an excellent quality business culture for the Operating Room department
- Support the Operating Room Improvement through governance, clinical and managerial functions and participate as an active member of Hospital meetings
- Take an active role for the continued development of the Hospital's quality and safety management standards, policies and procedures, and continuous improvement areas, and liaise with the Hospital Executive Team accordingly
- Provide input for the quality management aspect of the Hospital's annual proposal for continuous professional development, both on a Hospital and organizational level; working in conjunction with the Programs Quality Manager

Qualifications (Knowledge, Skills, Abilities, and Requirements)

The requirements listed below are representative of the knowledge, skill, and/or ability required

- Supportive of Mercy Ships mission and vision, and committed to its core values
- Understand and apply servant leadership, work collaboratively with integrity and demonstrate accountability
- Able to live in and contribute to community life, requiring stable and healthy interpersonal skills
- Willingness to teach and share clinical knowledge with others
- Knowledge of Operating Room procedures, standards, and equipment
- Strong administrative & leadership skills with experience in Microsoft Office
- Demonstrated verbal and written communication skills
- Demonstrated organizational and time management skills
- Demonstrated interpersonal skills with the ability to lead and motivate volunteers
- Self-starter, detail-oriented, and accurate, with a desire to achieve organizational goals
- French language skills – International B1 Level (or equivalent) preferable

Education and Experience

The requirements listed below are representative of the education and/or experience required

- Mercy Ships alumni preferred, but not essential
- Current Registered Nurse license (or international equivalent) in home country
- Current BLS (Basic Life Support) certification; ACLS (Advanced Cardiac Life Support) and PALS (Pediatric Advanced Life Support) optional
- Formal education/qualification in Surgical Services Management/Business Administration with emphasis on healthcare preferred
- Minimum 5 years of Operating Room experience at a supervisor/team leader level required
- Working in a cross-cultural environment advantageous
- Previous Mercy Ships management/supervisory experience preferred
- Successful completion of Mercy Ships On Boarding program for commitments longer than 12 months

Name	_____
Signature	_____
Date	_____