



WESTERN CHILD AND ADOLESCENT HOSPITAL

CAREER OPPORTUNITY

Applications are invited from suitably qualified persons for the position of:

MANAGER, OPERATING THEATRE (GMG/SEG 1)

One (1) Position

(Salary Scale \$3,501,526 - \$4,709,163 per annum)

The **Western Child and Adolescent Hospital**, under the Western Regional Health Authority (a Statutory Body under the Ministry of Health & Wellness) is currently seeking to employ one (1) **Manager, Operating Theatre (GMG/SEG 1)**. Under the general supervision of the Deputy Chief Executive Officer, the Manager, Operating Theatre (GMG/SEG 1) is responsible for the day-to-day management of the non-medical aspects of the operating theatre to ensure adherence to the preventative maintenance of general and critical equipment; management of supplies inventory; assessment of patients to ensure collection of appropriate fees and; the initiation and execution of approved strategies to enhance the income generating capacity of the Operating Theatre.

RESPONSIBILITIES:

Administrative

- In consultation with the Deputy Chief Executive Officer, Head of Surgery, Senior Medical Officer and the Operating Theatre Nurse, prepare and submit the Unit's operational plan and annual budget.
- Coordinate operating theatre committee meetings, ensuring minutes are recorded, and relevant actions are followed.
- Attend and participate in meetings, conferences and workshops.
- Prepare and submit individual work plan and reports.

Technical

- Oversee all non-medical aspects of the Operating Theatre on a day-to-day basis.
- Monitor the adherence to preventative maintenance of critical equipment assigned to the Operating Theatre.
- Liaise with Surgeons and all other Operating Theatre staff to schedule elective and emergency procedures to minimize the prolonged turnover time between cases and to organize the rescheduling of deferred cases.
- Liaise with Medical and Nursing staff to ensure pre-surgical planning activities are completed within agreed-upon timelines to reduce cancellations due to service delivery inefficiencies.
- Ensure systems are in place to efficiently conduct preparatory activities for patients.
- Synchronize the operating theatre timetable to ensure that procedural delays are kept at a minimum.
- Maintain the Operating Theatre Department Register in keeping with the Operating Theatre Department Operational Policy Manual and Standard Operating Procedures in the department.
- Coordinate the supply of materials to the operating theatre to ensure that there is an adequate supply of instruments, anaesthetic drugs/gases, sterile linen, operating theatre gowns and attire.
- Supervise the provision of operating theatre materials such as fluids and sutures.
- Coordinate patient billing with the Assessment Officer to ensure that all patients are billed and payments made prior to surgery.
- Ensure that the sanitation of the Operating Theatre is kept at optimal levels.
- Ensure that there is a programme of continuing in-service education on the Operating Theatre Department policies and procedures for all staff using the department.
- Coordinate maintenance schedules to ensure that the physical plant and equipment of the theatre are kept at acceptable standards.
- In association with the consultant anaesthesiologist and department sister, is responsible for coordinating the orientation of new staff members to the department.
- Liaise with the Infection Control Nurse/Committee Chairman to ensure all infection control issues that may arise in the operating theatre, are promptly addressed.
- Monitor infection control measures in the Operating Theatre, to ensure they are adhered to.
- Prepare and submit monthly reports on the functioning of the operating theatre including usage and barriers, to the Chief Executive Officer.

- Liaise with the security supervisor to ensure that adequate security measures are in place, and access to the operating theatre is restricted.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:

- May be required to work beyond normal working hours, nights, weekends, and holidays.
- Highly stressful and demanding work environment.
- Will be exposed to traumatic incidents.
- Will be required to do an extensive amount of walking.

QUALIFICATION & EXPERIENCE:

- BSc. in Management, Public Administration, Health Services Administration, Operations Management or Public Sector Management.
- A minimum of two (2) years of working experience in a management position.

SPECIFIC SKILLS/KNOWLEDGE REQUIRED:

- Excellent oral and written communication skills
- Excellent time management skills and cooperation skills
- Excellent interpersonal skills and teamwork
- Proactive work attitude and the ability to work on own initiative
- Knowledge of relevant computer software applications
- Knowledge of Office Management & Administrative procedures and practices

Application letter along with a detailed resume should be sent no later than

September 30, 2026 to:

**Manager, Human Resource Management and Development
Cornwall Regional Hospital
P.O. Box 900
Mt. Salem
Montego Bay, St. James
Email: wcahjobs@wrha.gov.jm**

ONLY SHORTLISTED APPLICATIONS WILL BE CONTACTED