
	<b>MTI - HAYATABAD MEDICAL COMPLEX</b>	Doc. No.	HMC-HRD-F-02
	<b>HUMAN RESOURCE DEPARTMENT</b>	Version No.	00
	<b>JOB DESCRIPTION</b>	Date	02-05-2022

<b>JD No.</b>	01-OT
<b>Job Title</b>	MANAGER OT
<b>Department</b>	OT
<b>Reporting To</b>	HOSPITAL DIRECTOR

<b>Job Overview</b>	<p>The Manager – Operation Theatre (OT) is responsible for overseeing the overall functioning, coordination, and efficiency of the hospital's operation theatre complex. This includes managing surgical schedules, supervising OT staff, ensuring compliance with infection control protocols, and maintaining equipment and supplies. The Manager OT serves as a key liaison between surgical teams, anesthesiology, nursing, and hospital administration to ensure safe, timely, and high-quality surgical care. The role requires strong leadership, organizational skills, and the ability to respond effectively in a high-pressure, clinical environment.</p>
<b>Duties &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>• Ensure the day-to-day management of all OTs and recovery rooms.</li> <li>• Monitor OT utilization, turnaround times, and surgical schedules to maximize efficiency.</li> <li>• Coordinate elective and emergency surgical lists in collaboration with surgeons and anesthesiologists.</li> <li>• Implement and monitor compliance with OT protocols, checklists, and safety procedures.</li> <li>• Supervise OT nursing, technical, and support staff.</li> <li>• Ensure adequate staff coverage based on workload and emergency needs.</li> <li>• Facilitate onboarding, orientation, and skill enhancement of OT staff.</li> <li>• Resolve conflicts and ensure effective communication among OT teams.</li> <li>• Enforce strict aseptic protocols and infection prevention measures.</li> <li>• Liaise with infection control teams for routine audits and compliance.</li> <li>• Monitor adherence to WHO Surgical Safety Checklist and MSDS (Minimum Service Delivery Standards).</li> <li>• Maintain availability of surgical instruments, consumables, and emergency drugs.</li> <li>• Coordinate with biomedical and supply chain teams for equipment maintenance and stock replenishment.</li> <li>• Prepare OT supply usage and consumption reports for cost tracking and budgeting.</li> <li>• Maintain accurate surgical records, utilization logs, and incident reports.</li> <li>• Generate performance metrics and submit regular reports to hospital leadership.</li> <li>• Ensure compliance with hospital policies, licensing, and MTI regulations.</li> </ul>
<b>Job Requirements / Hiring Criteria</b>	<p><b>Academic &amp; Professional Qualifications:</b></p> <p><b>a)</b> MBBS/ BSCN Or BS in Surgical Technology.</p> <p><b>b)</b> Further an MPH from recognized university will be given preference.</p>

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	<b>Related Experience:</b> At least 05 years of relevant experience will be preferred.
	<b>Skills/Competencies:</b> <ul style="list-style-type: none"> <li>• Strong leadership and team management skills.</li> <li>• In-depth knowledge of OT protocols, aseptic techniques, and hospital safety standards.</li> <li>• Excellent organizational and crisis management skills.</li> <li>• Familiarity with hospital information systems and surgical scheduling tools.</li> <li>• Effective communication and conflict-resolution abilities.</li> </ul>
Working Environment	<b>Working Conditions:</b> <ul style="list-style-type: none"> <li>• On-site, full-time position.</li> <li>• May require on-call duties during emergencies or special procedures.</li> </ul>
	<b>Physical Effort:</b> <ul style="list-style-type: none"> <li>• The role is primarily administrative and supervisory, requiring extended periods of standing and walking within the Operation Theatre complex.</li> </ul>

	Name	Designation	Date	Signature
Prepared by	Mr. Abid Ali	Manager HR		
Reviewed by	Dr. Shehzad Akbar	Medical Director		
Approved by	Dr. Shehzad Akbar	Medical Director		

#### Acknowledgment:

*I have read and understood my position description. I understand that these responsibilities may be modified to meet arising needs in the department*

Employee:	Date:
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