MS01905
NURSE SPECIALIST SUPERVISOR

Level 8

Reports to (Hierarchical)
Head Nurse

Reports to (Functional)
Head Nurse

Job Family
Medical & Paramedical

Main Purpose
Is responsible for the quality of care, maintenance and organization of operation theatres and the supervision of OT nurses, OT nurse aids and sterilization technicians, according to **MSF** protocols, values, universal hygiene standards and OT procedures in order to provide a high quality care to the patients

Accountabilities
- Reporting to, communicating and collaborating with the Hospital Head Nurse in order to ensure the smooth and efficient running of the OT activities, according to the protocols outlined for theatre procedures. Working together with all surgical team to achieve quality of care for patients and assisting in theater and sterilization, if necessary. Maintaining patient's confidentiality and dignity at all times and respecting the patient's rights and conditions, being compassionate to patient needs
- Maintaining the organization of the operation theater (OT) which includes defining the daily and weekly programs in collaboration with the surgeons, anticipating the needs and adapting the planning as required. Planning and delegating the tasks to his/her team members, ensuring that the tasks are accomplished and checking that staff are respecting their work schedule. Coordinating with all departments involved with OT activities (laundry, stretcher bearers, surgical wards and ER, etc.) to ensure quality and quantity of supply and timing.
- Ensuring the general organization of the department, checking that care protocols and rules on security, hygiene and sepsis are followed by the health care and maintenance personnel and monitoring the quality of the global patient case management and the continuity of care. Participating in medical rounds in order to know the patients and follow the department's activity. Encouraging daily health education sessions within the unit.
- Supervising and supporting the team under his/her responsibility e.g. OT nurses. OT nurse aids, sterilization technicians and cleaners. Planning and organizing their work (areas, days, absences, visits, holidays, etc.) and coaching them in their work with special focus on following all appropriate protocols and procedures.
- Ensuring the quality of care by respecting and ensuring respect of MSF OT procedures and proposing action plans to ensure the quality of hygiene, sterilization and respect of procedures. Evaluating the implementation of OT procedures by doing regular assessments and informing the Hospital Head Nurse of the assessment results and of any

problems.

- Ensuring that staff using medical devices are qualified and trained. Ensuring cleaning and maintenance tasks are performed according to the protocols. Reporting any malfunction to the project biomedical service.
- Managing the department’s stock and weekly orders (pharmacy, sterilization room and cleaners’ items, stationary). Ensuring the follow up of the consumption of drugs, consumables and other medical material and equipment under his/her responsibility and ensuring that OT registers are well fulfilled and kept
- In close collaboration with the HR department, supervising the associated HR processes (recruitment, training, induction, evaluation, potential detection, coaching, development and communication) in order to ensure both the sizing and the amount of knowledge required
- Ensuring that all the administrative procedures, patients’ data and documents are filled in correctly and registered for compiling monthly reports reflecting the activity in the department. Participating in the collection and analysis of medical data, identifying areas causing problems and implementing the necessary measures for the improvement of the service’s functioning

Education
Nurse Diploma

Experience
Minimum 2 year experience as OT Nurse

Languages
Mission language essential

Knowledge
Essential computer literacy (word, excel and internet)

Competencies
- Results and Quality Orientation **L2**
- Teamwork and Cooperation **L2**
- Behavioural Flexibility **L2**
- Commitment to MSF Principles **L2**
- Stress Management **L3**

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