

Theatre Administrator

Department	Theatre
Location	Cintocare, Menlyn Maine, Pretoria
Closing date	13 February 2025

Job Description

The incumbent will play a pivotal role in ensuring the seamless operation of the unit and the Nursing team. This will be accomplished through effective interdepartmental collaboration, clear and professional communication, and efficient administrative support.

As the “FACE OF THE UNIT,” the incumbent will embody the values of attentiveness, helpfulness, and a patient-centric approach, consistently maintaining a professional, neat, and presentable appearance to uphold the unit's standards and reputation.

Key Tasks:

1. Administrative Duties:

Scheduling and Coordination:

- Schedule theatre employee's labour hours.
- Manage operating room timetables and resolve scheduling conflicts.

Documentation:

- Support the theatre manager with administrative duties to ensure that patient records, including admission, consent forms, and discharge summaries are maintained.
- Ensure that theatre lists are correctly prepared and updated.

Correspondence:

- Manage emails, calls, and correspondence between departments and external parties.
- Relay urgent messages promptly to relevant stakeholders.

Inventory Management:

- Generate and process orders for nursing and office supplies.

Compliance and Policies:

- Ensure all documentation adheres to hospital policies and legal requirements.
- Support adherence to infection control protocols through proper record management.

2. Communication and Coordination:

Interdepartmental Liaison:

- Coordinate between theatre staff, recovery units, wards, and external medical service providers.
- Act as a point of contact for inquiries about theatre operations.

Team Support:

- Provide administrative support to theatre managers and clinicians.
- Organise team meetings and prepare minutes.

3. Patient-Centric Tasks:

Pre- and Post-Operative Support:

- Ensure patients' details are ready and accurate for procedures.
- Act as a point of contact for family inquiries regarding scheduling.

4. Reception Duties:

- Greet and register patients upon arrival.
- Update / direct patients and their families to appropriate areas as needed.

Qualification

The following requirements are a prerequisite to be considered for the position:

- A Grade 12 certificate or an equivalent NQF Level 4 qualification is required as the minimum educational standard.

Skills and Attributes

- Well-developed organisational skills,
- Good interpersonal skills,
- Sound decision-making skills,
- Conflict resolution skills,
- Excellent time management skills.

Experience

- A minimum of two years of relevant experience in a similar role within a private healthcare organization is a mandatory requirement.

Please send a comprehensive **Curriculum Vitae** and completed **Application Form** to careers@cintocare.com
If you have not heard from the Cintocare Human Resource Department within one month of your application, please accept that your application was unsuccessful. Cintocare will contact short-listed candidates only. Cintocare is an equal-opportunity employer. For further information, contact Cintocare at (012) 945-3000.