

Issue Date	February 2026
Revision Date	February 2026
Administration	

Registered Nurse – Operating Room Lead – Job Description

Location: City Centre Surgery

Department: Operating Room

Reports To: Clinical Nurse Manager

Employment Type: Full-Time

Position Summary

The OR Lead coordinates and oversees the daily operations of the Operating Room and provides leadership to OR Registered Nurses and LPNs. This role requires full competency in all scrub and circulating duties outlined in the OR RN job description, with additional responsibilities in staff oversight, workflow coordination, supply and equipment preparation, quality assurance, and process improvement. The OR Lead promotes a culture grounded in CCS core values of **P**atient-centered care, **E**xcellence, **A**ccountability, **R**espect and **L**eading-edge practice and in adherence to ORNAC, BCCNM, and CPSBC NHMSFAP standards.

1. Key Responsibilities

A. Clinical Duties (Full Competency of OR RN Role)

The OR Lead is competent in all duties listed in the Registered Nurse – Operating Room (Scrub & Circulating) job description. This position will include direct clinical care duties as determined by operational needs.

B. Leadership & Staff Coordination

- Coordinates staffing and scheduling of OR personnel
- Provides day-to-day direction and support for OR and support staff
- Assigns staff to rooms based on competencies, scope of practice, and surgical requirements
- Oversees the orientation of new OR staff, including checklists, competency validation and mentorship
- Provides real-time coaching, feedback, and escalation of performance concerns in contribution to performance evaluations

- Coordinates OR educational in-services and semi-annual mock codes with Clinical Educator
- Ensures staff adhere to ORNAC standards, BCCNM expectations, and CCS policies

C. Operational & Workflow Coordination

- Coordinates daily OR activities to ensure on-time starts, efficient turnovers, and smooth procedural flow
- Leads morning huddles and communicates updates
- Attends scheduled slate and leadership meetings
- Collaborates with MDR and Inventory Leads to ensure supplies, implants, and equipment readiness
- Collaborates with PACU Lead in medication ordering/management and assigning emergency cart checks
- Troubleshoots workflow delays and initiates corrective actions
- Supports vendor coordination involving implants or specialty equipment
- Other associated duties deemed necessary to support operational workflow

D. Resource Management, Reference Materials & Checklists

- Creates and updates surgeon preference cards
- Develops and maintains OR reference manuals and standardized workflows
- Creates and ensures completion of daily OR checklists
- Works to streamline OR processes aligning with best practices

E. Quality, Safety & Regulatory Compliance

- Participates in quality assurance activities, incident review and continuous quality improvement initiatives
- Support audit readiness for NHMSFAP accreditation requirements
- Contributes to the development, review and updating of OR policies, procedures and reference materials
- Monitors KPIs (on-time starts, turnover times, equipment failures, discrepancies)
- Recommends process improvements
- Ensures consistent use of the Safe Surgery Checklist
- Ensures monthly crash cart checks are completed by assigning OR staff every second month alternating with PACU staff

F. Communication, Collaboration & Team Culture

- Serves as communication link between OR teams, MDR, inventory, PACU, anesthesia, surgeons, and leadership

- Models professional behaviour and promotes a respectful, team-based culture aligned with CCS mission and values
- Supports conflict resolution and escalation as needed

2. Qualifications

A. Required

- Current practicing registration in good standing with BCCNM (RN)
- Completion of a recognized perioperative nursing education program or has the equivalent in education and experience in a hospital setting
- Minimum 3–5 years recent OR experience (scrub & circulate)
- Current BLS (within 2 years of issue date)
- Completion of annual mandatory education (WHMIS, Hand Hygiene, IPAC)
- Current immunizations as per occupational health requirements
- Demonstrated leadership/charge nurse experience
- Strong clinical judgement, communication, organizational, and problem-solving skills

B. Preferred

- Perioperative CNA certification (CPN(C))
- ACLS certification
- Experience in ambulatory/private surgical settings
- Technologically inclined and experience with Microsoft Office
- EMR experience

3. Physical & Environmental Demands

- Standing/walking for extended periods, with occasional extended shifts based on operational needs
- Lift 25–35 lbs
- Exposure to body/body fluids in OR environment

4. How to Apply

Please submit your resume and cover letter to:

hiring@citycentresurgery.ca

Subject Line: OR Lead – Your Name