Operating Room Management and Surgical Scheduling Training Course

23 - 27 Nov 2026

Tokyo

5800 € (Per Person)

Ref: #HOS1308_110894

Course Introduction / Overview:

This comprehensive training course provides an in-depth exploration of the principles and practices of modern operating room management and surgical scheduling optimization. In today's complex healthcare environment, the efficient management of the perioperative suite is critical for patient safety, operational efficiency, and financial stability. This program is designed to equip participants with the skills to navigate these challenges effectively, transforming the OR into a high-performing unit. Drawing upon established methodologies and contemporary research, including the influential work of academics like Franklin Dexter on OR efficiency, the course delves into key areas such as patient flow management, resource allocation, and workflow redesign. Participants will learn to apply data-driven strategies to minimize delays, reduce turnover times, and improve block utilization. BIG BEN Training Center has structured this course to bridge the gap between theoretical knowledge, as discussed in texts like "Management of Operating Rooms", and the practical application required to lead and innovate within surgical services. The curriculum focuses on building a systematic approach to identifying bottlenecks, implementing process improvements, and fostering a culture of continuous quality enhancement to achieve superior clinical and operational outcomes.

Target Audience / This training course is suitable for:

- Operating Room Managers and Directors.
- Surgical Services Administrators.
- Perioperative Nurse Leaders and Managers.
- Hospital Operations Managers.
- Surgical Schedulers and Coordinators.
- Anesthesia Department Heads.
- Clinical Department Supervisors.
- Healthcare Quality Improvement Specialists.
- Hospital Administrators and Executives.
- Supply Chain Managers involved in surgical services.

Target Sectors and Industries:

- Hospitals and Medical Centers.
- Ambulatory Surgical Centers.
- Specialty Surgical Hospitals.
- Private and Public Healthcare Systems.
- Military Medical Facilities.
- Governmental Health Ministries and Agencies.
- Healthcare Consulting Firms.
- Academic Medical Institutions.

Target Organizations Departments:

- Surgical Services and Perioperative Departments.
- Hospital Administration and Operations.
- Quality Improvement and Patient Safety Departments.
- Nursing Administration.
- Finance and Revenue Cycle Management Departments.
- Health Information Management.
- Materials Management and Central Sterile Supply.
- Anesthesiology Departments.

Course Offerings:

By the end of this course, the participants will have able to:

- Develop and implement effective surgical scheduling models to optimize OR utilization.
- Analyze key performance indicators and OR metrics to identify areas for improvement.
- Apply Lean and Six Sigma principles to streamline perioperative workflows.
- Master strategies for reducing OR turnover time and managing surgical backlogs.
- Enhance patient safety protocols within the operating room environment.
- Optimize the management of surgical instruments, supplies, and equipment.
- Develop effective OR staffing models that align with surgical case volume and acuity.
- Improve communication and collaboration among surgical, nursing, and anesthesia teams.
- Utilize data analytics for predictive scheduling and resource allocation.
- Lead change initiatives to foster a culture of efficiency and continuous improvement in surgical services.

Course Methodology:

The training methodology employed by BIG BEN Training Center is designed to be highly interactive, engaging, and focused on practical application. This course moves beyond traditional lectures to create a dynamic learning environment where participants actively engage with the material. The program is built upon a foundation of expert-led presentations that introduce core concepts, frameworks, and best practices in operating room management. These sessions are complemented by a series of real-world case studies, allowing participants to analyze complex scheduling and workflow challenges faced by healthcare organizations. A significant portion of the training is dedicated to group discussions and collaborative problem-solving exercises, where attendees can share experiences and develop innovative solutions together. Interactive workshops will provide hands-on experience with tools and techniques for process mapping, bottleneck analysis, and performance metric calculation. Participants will receive constructive feedback from both the instructor and their peers, fostering a rich learning community. This blended approach ensures that participants not only grasp the theoretical underpinnings of OR optimization but also leave with the confidence and skills to implement these strategies effectively in their own work environments.

Course Agenda (Course Units):

Unit One: Foundations of Modern Operating Room Management

- The strategic importance of the perioperative environment.
- Key roles and responsibilities within the surgical services department.
- Understanding the patient journey from pre-op to post-op.
- Core principles of healthcare operations management.
- Regulatory standards and compliance in the surgical suite.
- Financial aspects of operating room services and cost control.
- Introduction to key performance indicators (KPIs) for OR efficiency.

Unit Two: Advanced Surgical Scheduling Strategies

- Principles of open, block, and modified block scheduling.
- Techniques for calculating and improving block utilization.
- Managing elective versus emergency surgical case prioritization.
- Strategies for minimizing scheduling conflicts and last-minute changes.
- The role of surgeon preference cards in efficient scheduling.
- Leveraging technology and OR information systems (ORIS) for scheduling.
- Developing policies for surgical case booking and cancellation.

Unit Three: Optimizing OR Workflow and Patient Flow

- Mapping the perioperative process to identify bottlenecks.
- Strategies for reducing first case on-time start delays.
- Techniques for minimizing operating room turnover time.
- Improving patient flow through pre-operative and post-anesthesia care units (PACU).
- Implementing Lean principles for waste reduction in the OR.
- Standardizing workflows for enhanced predictability and safety.
- Coordinating with sterile processing (SPD) and other ancillary services.

Unit Four: Resource Management and Patient Safety

- Effective management of surgical instrumentation and supplies.
- Developing efficient OR staffing models and on-call schedules.
- Optimizing the allocation of anesthesia providers and equipment.
- Implementing surgical safety checklists and time-out protocols.
- Strategies for preventing surgical site infections and other adverse events.
- Managing team dynamics and communication for a culture of safety.
- Crisis management and emergency preparedness in the operating room.

Unit Five: Data Analytics, Leadership, and Future Trends

- Utilizing data analytics to drive decision-making in the OR.
- Performance benchmarking and comparative analysis.
- Leading change and overcoming resistance in the perioperative setting.
- Developing effective communication strategies for the surgical team.
- The impact of telehealth and remote surgical consultation.
- Exploring the role of artificial intelligence and predictive analytics in scheduling.
- Building a business case for new technology or process improvement initiatives.

FAQ:

Qualifications required for registering to this course?

There are no requirements.

How long is each daily session, and what is the total number of training hours for the course?

This training course spans five days, with daily sessions ranging between 4 to 5 hours, including breaks and interactive activities, bringing the total duration to 20 - 25 training hours.

Something to think about:

How can predictive analytics transform traditional surgical scheduling models to proactively manage variability in case duration and resource needs?

What unique qualities does this course offer compared to other courses?

This course distinguishes itself through its holistic and integrated approach to operating room management, viewing the OR not as an isolated unit but as the central hub of a complex perioperative system. While many programs focus narrowly on either scheduling software or general leadership, this training provides a comprehensive framework that connects strategic planning, data-driven operational tactics, and effective team leadership. It moves beyond theoretical discussions by emphasizing the practical application of proven methodologies like Lean and Six Sigma, tailored specifically for the high-stakes surgical environment. The curriculum is uniquely structured to address the entire patient flow, from pre-admission to discharge, ensuring participants understand how upstream and downstream processes impact OR efficiency. Furthermore, the course places a strong emphasis on the critical interplay between operational efficiency and patient safety, teaching participants how to implement changes that improve performance without compromising clinical quality. By focusing on building analytical skills to interpret performance metrics and lead change initiatives, the course empowers participants to become true agents of transformation within their organizations, equipped to build sustainable, high-reliability surgical services.