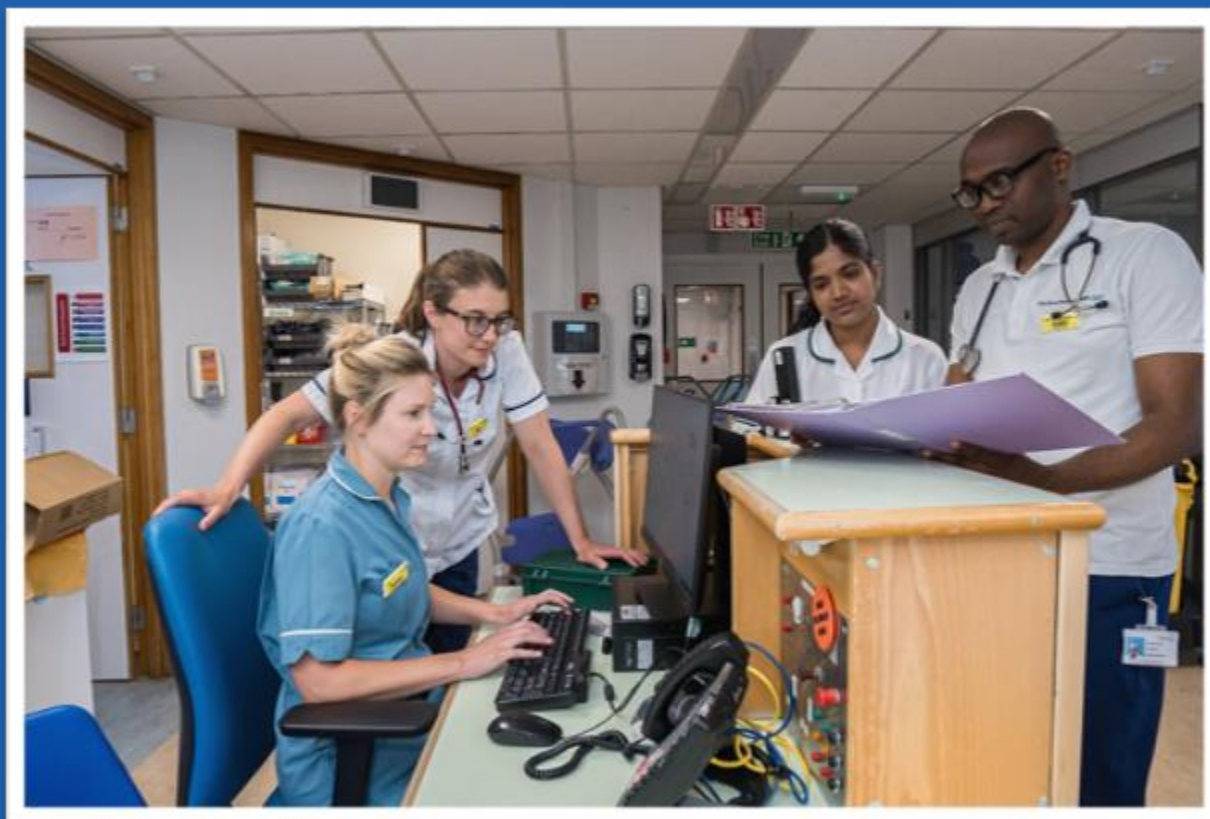


Theatre Professional Team Leader

Candidate Pack



Colleague Benefits

General

- 27 days annual leave entitlement, increasing with length of service, plus 8 bank holidays
- Flexible working policies
- Generous maternity pay and 2 weeks full pay paternity leave
- Colleague recognition scheme and long service awards
- Greener travel initiative, including cycle to work scheme and lift share
- Childcare information and support available, including onsite nurseries
- Discounted bus passes with Arriva

Financial

- Access to various local and national discounts via various external websites
- Salary sacrifice schemes
- Generous pension scheme
- Access to a financial support booklet
- Pre-retirement courses
- Free Will writing service
- Savings and Loan schemes

Learning and Development

- Coaching and Mentoring
- Leadership Academy – leadership and management training for all staff
- Access to E-Learning courses
- Apprenticeships – growing number of apprenticeship opportunities across all disciplines
- Secondment and acting up opportunities
- Support to complete qualifications whilst on the job

Wellbeing

- Coaching
- Mental Health First Aiders
- Chaplaincy
- Fast track physiotherapy service
- Free eye test vouchers
- Slimming World referral scheme
- Cervical screening service
- Long Covid support
- Access to wellbeing/rest rooms
- Menopause support
- Men's Health forms and MOT
- Discounts with local gyms



Poppy's Promise

Poppy's Promise is a compassionate care initiative introduced within this Trust to enhance communication, respect and empathy across every aspect of patient care.

The initiative was founded by Katie Russell, following the loss of her daughter Poppy, who tragically died at just twelve hours old due to failures in care and communication. Born from that experience, Poppy's Promise serves as a powerful reminder that while clinical skill saves lives, it is compassion, listening and respect that define the quality of care and human connection. By embedding this promise across our organisation, we ensure that no patient or family ever feels unseen, unheard, or uncared for.

Poppy's Promise is a five-stage framework that supports NHS staff to provide compassionate, consistent and patient-centred care. It aims to create a culture where empathy and communication are prioritised at every level – from education and recruitment to daily patient interactions.

At the heart of the initiative lies the C.A.R.E. framework, which outlines four guiding principles for staff to follow. The CARE principles form the foundation of Poppy's Promise. They describe the behaviours, attitudes and values that underpin every interaction – between staff and patients, staff and families, and colleagues with one another.

CARE is not an additional task. It is how care is delivered.

C.A.R.E. Meaning and Practice

Compassion - Demonstrate genuine kindness, empathy and humanity in every interaction. Compassion means recognising the emotional as well as the physical needs of patients, families and colleagues, and responding with care, patience and understanding. Small acts of compassion can have a lasting impact.

Acknowledge - Actively listen and be fully present. Use eye contact, names and open body language, and acknowledge the individual's feelings, concerns and lived experience. Every person should feel seen, heard and taken seriously.

Respect - Treat everyone with dignity, honesty and fairness at all times. Respect individual differences, personal circumstances and lived experience. Trust is built through respectful behaviour, consistency and integrity.

Empower - Enable people to be active participants in their care and work. Communicate clearly, encourage questions and shared decision-making, and ensure patients, families and colleagues feel informed, confident and included. Poppy's Promise is more than a framework - it represents a cultural shift towards human-centred care. By adopting these principles, we:

- Strengthen trust and communication between staff and patients
- Reduce avoidable harm through better understanding and listening
- Improve patient experience and staff wellbeing
- Foster a culture of openness, empathy and shared responsibility

Every member of staff has a role to play in bringing Poppy's Promise to life. Whether you are clinical, administrative or support staff, compassion and communication are part of everyone's role.

In daily practice, you can:

- Take a moment before entering a patient's space - centre yourself, focus on the person, not the task
- Use clear, respectful and kind language
- Listen without interruption and acknowledge emotions expressed
- Be honest and transparent, even when conversations are difficult
- Reflect after interactions - consider how your approach made the patient or family feel

All staff within the Trust are expected to:

- Uphold the values of Poppy's Promise in all patient and colleague interactions
- Attend any training, workshops or refreshers provided as part of the initiative
- Support colleagues in modelling compassionate behaviours
- Raise concerns constructively when communication or respect fall short
- Reflect these principles in both professional and personal conduct within the workplace

Together, we can make every interaction an opportunity to care, listen and make a difference.

That is Poppy's Promise.

Job Summary

This summary has been generated using AI to provide a clear and accessible overview of the role. It is intended to support candidates who may find the full job description harder to read, such as those who are neurodiverse, have learning disabilities or lower literacy levels. Our goal is to make the application process more accessible and inclusive for everyone.

- The role involves giving safe, high-quality care to patients and making sure all clinical work follows Trust rules and best practice.
- You will help run the theatre each day, making sure staff, equipment, and lists are organised so that everything works smoothly.
- You will support and guide the theatre team, helping staff understand their duties and keeping standards high throughout each shift.
- You will step in for the theatre coordinator when needed, helping to keep the service running well and showing strong leadership.
- You will work closely with the wider team to solve problems, improve the service, and make sure patients have a safe and positive experience.
- You will keep your clinical skills up to date so you can work safely and meet the changing needs of the service.

Job Description

Job title:	Theatre Professional Team Leader
Grade:	6
Site:	The Princess Royal Hospital, Telford
Accountable to:	Theatre Manager
DBS required:	Yes- Enhanced

Main Duties

Act as a competent and confident clinical practitioner within your designated speciality, providing expert guidance and support in your area of responsibility, ensuring that all clinical decisions are made with the highest standards of professionalism and patient safety.

Deliver consistently high-quality, safe, and effective patient care in full compliance with Trust policies, departmental protocols, and standard operating procedures (SOPs), continuously monitoring and improving clinical outcomes.

Take responsibility for the day-to-day management of the theatre, overseeing the safe and efficient coordination of operating lists, staffing, equipment, and other resources to maintain optimal theatre functionality and patient throughput.

Deputise for the theatre coordinator as required, maintaining seamless service continuity and demonstrating leadership presence to uphold operational standards and support the wider theatre management team.

Maintain current clinical competencies and knowledge through continuous professional development, enabling flexible and responsive working in accordance with the evolving needs of the service and Trust objectives.

Management and Leadership

- In conjunction with the theatre manager and theatre coordinator, assume accountability for the day-to-day supervision of the theatre team, effectively motivating, directing, and coordinating staff to optimise time and resource utilisation through collaborative teamwork.
- Ensure that all staff under your supervision possess a clear understanding of their individual duties, responsibilities, and the expected standards of performance and professional conduct throughout their shifts.
- Organise and deploy the theatre team on a daily basis, assigning staff roles according to their skills, competencies, and developmental needs to ensure safe and efficient service delivery.
- Monitor staffing levels and skill mix rigorously, ensuring safe, responsible delegation of duties aligned with professional accountability and Trust staffing policies.
- Support the theatre manager and coordinator in implementing and reviewing clinical practices that are both cost-effective and aligned with trust values and processes.
- Deputise formally for the theatre coordinator when necessary, assuming their responsibilities and representing the department with professionalism and authority.
- Contribute actively to service development initiatives and quality improvement programmes that align with Divisional and corporate objectives, demonstrating a commitment to continuous organisational enhancement.
- Foster strong collaborative working relationships across the multidisciplinary team to promote high standards of clinical care and patient experience throughout the theatre service.
- Maintain visible and accessible leadership within the theatre, serving as a point of contact for patients, relatives, and staff to provide assistance, guidance, and support.
- Act as a role model by exemplifying professional behaviour, ethical standards, and a positive workplace culture that encourages accountability and continuous learning.
- Ensure compliance with health and safety regulations, infection control policies and cleanliness audits to ensure a clean, safe, and efficient working environment.

Patient Care

- Practice clinically with competence and confidence, coordinating and supervising theatre practice to ensure that patient needs are assessed, care plans developed, and treatments delivered in accordance with agreed policies and best practice.
- Provide expert clinical leadership and innovation within your speciality, acting as a resource and advisor to colleagues across wards and departments throughout the Trust.
- Deliver comprehensive patient care, tailored to the specific requirements of your patient group, ensuring quality, safety, and dignity at all times.

Education, Professional Development, and Training

- Pursue continuous professional development opportunities to maintain and enhance clinical skills and knowledge.
- Support and implement an effective appraisal system, ensuring staff have clear objectives and access to development opportunities.
- Participate in the supervision, training, and mentorship of junior staff and students, promoting a culture of learning.
- Identify training needs within the team and contribute to the development and delivery of annual training plans and educational programmes.
- Deliver orientation and training sessions, providing constructive feedback to staff.
- Support compliance with mandatory training requirements for all team members.

Research and Audit

- Collaborate with the theatre manager to develop standards of care and participate in clinical research, audits, and quality improvement projects.
- Promote and disseminate relevant research findings to inform clinical practice and education within the department.
- Engage with patients and their representatives to assess service quality and incorporate feedback into service planning and development.

Human Resources

- Ensure adherence to all local and national HR policies, reporting any breaches appropriately.
- Assist the theatre manager in staff management processes, including induction, recruitment, training, performance management, sickness management, and appraisal.
- Support rota planning to ensure appropriate staffing levels and skill mix to meet patient care needs.
- Participate in recruitment processes for nursing staff within the clinical area.
- **Use of Information**

Use of Information

- Ensure accurate and timely updating of patient administration systems (Bluespier) to support patient care delivery.
- Demonstrate competence in using electronic communication systems, personal computing, and Trust IT infrastructure.

Person Specification

	Essential	Desirable
Qualifications	RGN, Registered ODP Evidence of Continuing Professional development / qualification relevant to area of speciality	ODP Practice Educator / Nurse Practice Assessor / Mentorship qualification
Experience and Knowledge	High level of clinical skills, knowledge and experience in Theatres. Leadership ability Experience undertaking preceptor /practice educator/assessor role. Ability to support & teach learners within their area of practice (anaesthetics, scrub or recovery An awareness and understanding of nursing/department policy and practice relevant to speciality	Extensive post Registration experience in peri-operative care at Band 6 level. Co-ordinating, managing and leading the team on a day to day basis. Involvement in Audit and Research Experience in delivering simulated practice / willingness to undertake SIM training
Skills	Ability to work and communicate effectively within a multidisciplinary team setting Evidence of excellent communication skills including verbal, non-verbal and written Evidence of excellent Patient documentation and record keeping skills.	•

	Excellent interpersonal skills with professional credibility	
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General conditions

As they undertake their duties, all our people are required to uphold and demonstrate the Trust's core values of: Partnering, Ambitious, Caring and Trusted. Collaboration and partnership are also central to our approach in delivering our fundamental activities of patient care, teaching, and research.

Health & Safety

As an employee of the Trust you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work;
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to;
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

Infection Prevention and Control

The prevention and management of acquired infection is a key priority for the Trust. Any breach of infection control policies is a serious matter which may result in disciplinary action. As an employee of the Trust you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself;
- be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff;
- maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at annual mandatory updates and ongoing continuing professional development;
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

Information Governance

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently and effectively. You are required to comply with the Trust's Information Governance policies and standards. Failure to do so may result in action being taken in accordance with the Trust's Disciplinary Procedure.

- **Confidentiality and Security** - Your attention is drawn to the confidential and sensitive nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.
- **Disclosure of Information** - The unauthorised use or disclosure of information relating to the Trust's activities or affairs, the treatment of patients or the personal details of an employee, will normally be considered a serious disciplinary offence which could result in dismissal. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment. Unauthorised disclosure of any of this information may be deemed as a criminal offence. If you are found to have permitted the unauthorised disclosure of any such information, you and the Trust may face legal action.

- **Information Quality and Records Management** - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

Professional Standards and Performance Review

As an employee of the Trust you have a responsibility to:

- participate in statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct;
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates;
- participate in the Trust's appraisal processes including identifying performance standards for the post, personal objective setting and the creation of a personal development plan in line with the KSF outline for the post.

Safeguarding Children and Vulnerable Adults

We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.

- As an employee of the Trust you have a responsibility to ensure that:
 - you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines.
 - you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

NHS Sexual Safety Charter

The Trust is committed to ensuring that all employees work in an environment that is safe, inclusive, and free from sexual misconduct, harassment, and discrimination. As a signatory to the NHS Sexual Safety Charter, the Trust upholds a zero-tolerance approach to sexual harassment and supports anyone affected by inappropriate behaviour. In accordance with the Workers Protection (Amendment of Equality Act 2010) Act 2023, the Trust has a statutory duty to take reasonable steps to prevent sexual harassment of its employees. All staff, are required to treat others with dignity

and respect at all times and to cooperate with Trust policies, procedures and training designed to maintain a culture of safety, professionalism, and mutual respect.

Social Responsibility

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

Continuous Improvement

The Shrewsbury and Telford Hospital NHS Trust aims to empower colleagues at all levels have the confidence, capability, passion, and knowledge, to test changes and make improvements at SaTH and in the communities we serve.

To support this, we have developed the SaTH Improvement Method, a structured approach to change that provides practical tools and techniques to help you understand what success looks like with clear aims, enables you to measure progress and plan meaningful improvements.

You won't be doing this alone. Whether you're new to improvement or already leading change, the Improvement Hub is here to guide you with expert advice, hands-on support, and a wide range of training opportunities to help you grow and thrive throughout your time at SaTH whilst making improvements in your area of work. Join us in shaping a culture of continuous improvement, where every colleague is supported to make a difference.

Equal opportunities and diversity

The Shrewsbury and Telford Hospital NHS Trust is an Equal Opportunities Employer, fully committed to fostering an inclusive workplace where all staff feel valued and able to thrive. We believe that a diverse workforce, reflective of our community, is essential for delivering the best patient care.

We will not discriminate against any job applicant or colleague based on any protected characteristic, including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, ethnic or national origin), religion or belief, sex, or sexual orientation. Selection for appointment, training, development, and promotion will be based purely on merit and the individual's ability to meet the role requirements.

As a post-holder, you have a personal responsibility to uphold the Trust's commitment to equality by treating all colleagues and patients with respect and

dignity. You must actively support measures introduced to ensure equality of opportunity and will not discriminate, harass, or bully others, or condone such behaviour.

