



THEATRE TEAM LEADER

INFORMATION FOR CANDIDATES

ABOUT THE TRUST

The Shrewsbury and Telford Hospital NHS Trust (SaTH) is the main provider of acute hospital services for around half a million people in Shropshire, Telford & Wrekin and mid Wales.

Encompassing some of the most picturesque parts of England and Wales, the Trust's catchment stretches from the Cambrian Mountains in the west, to Newport and the fringes of the Black Country in the east.

The main towns include: Bridgnorth, Ludlow, Market Drayton, Oswestry, Shrewsbury and Whitchurch (in Shropshire); Newport, Telford and Wellington (in Telford & Wrekin); and Newtown and Welshpool (in Powys) – all beautiful and unique.

Our main service locations are The Princess Royal Hospital (PRH) in Telford and The Royal Shrewsbury Hospital (RSH) in Shrewsbury which are located 20 minutes drive apart. Together they provide 99% of our activity. Both hospitals provide a wide range of acute hospital services including accident & emergency, outpatients, diagnostics, inpatient medical care and critical care.

We also provide services such as consultant-led outreach clinics at Telford, the Robert Jones and Agnes Hunt Orthopaedic Hospital, Gobowen and the Bridgnorth, Ludlow and Whitchurch Community Hospitals.

We employ more than 6,000 people, and hundreds of colleagues and students from other organisations also work in our hospitals. We benefit from around 1,000 wonderful volunteers, and our main charitable partners are the League of Friends at The Royal Shrewsbury Hospital, Friends of The Princess Royal Hospital, and the Lingen Davies Cancer Appeal which is based at The Royal Shrewsbury Hospital.



OUR VISION AND VALUES

The Shrewsbury and Telford Hospital NHS Trust is an organisation that strives to provide high quality, safe care for our patients in an environment which our staff are proud to work in

Our Vision:

“To provide excellent care for the communities we serve”

Our Values:



OUR VISION

We believe that by adhering to our Vision and working with our Values in mind we can behave in a way which will ensure the right results for the people that matter most – our patients and their families.

OUR VALUES

Our Trust Values provide a guide for our daily lives which we are all expected to uphold, both at work and when we are representing the Trust.

Our Values were developed by staff and our patients, so they represent what is important to us within the organisation and the way we should all behave towards patients, carers, visitors, partners and each other.

You will see our Values throughout the Trust; they are not just words on a page, they represent what we are about here at SaTH. We want patients and their families to say that the care and service they receive from all of us is consistently high-quality, safe, effective, and personalised, so the feelings behind the Values shouldn't come as a surprise to anyone working in the NHS.

The reason why it is important that they are clearly written down is, so we all know what's expected, and none of us are surprised if we are asked to explain any unacceptable behaviour. Ultimately, if we follow our Values, we will provide services that are better for our patients and better for each other.

COLLEAGUE BENEFITS

GENERAL

27 days annual leave entitlement at joining, 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

Option to buy and sell additional annual leave

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

- Blue Light Card
- Health Service
- Discounts NHS

Generous Pension scheme

Access to a financial support booklet

Pre-retirement courses

Free Will writing service

Savings and Loan schemes

HEALTH AND WELLBEING

PSYCHOLOGICAL SUPPORT

- Coaching
- Mental Health First
- Aiders Chaplaincy

PHYSICAL SUPPORT

- Fast track physiotherapy service Free
- eye test vouchers

HEALTHY LIFESTYLES AND EMOTIONAL SUPPORT

- Slimming World referral scheme Staff
- cervical screening service Long Covid support
- Access to wellbeing/rest rooms
- Menopause support including advocates, webinars, toolkits, clinics, and bi-monthly meet ups Men's
- Health - Bi-monthly forums and men's MOT
- Sleep School Wellbeing Support

Discounts with local gyms

LEARNING AND DEVELOPMENT

COACHING AND MENTORING

Opportunities to grow, develop and perform at your best

LEADERSHIP ACADEMY

Leadership and management training for all levels of staff

ACCESS TO ELEARNING COURSES

Many eLearning modules to learn from with access available at home

APPRENTICESHIPS

There are a growing number of apprenticeship opportunities at SaTH across all disciplines

Secondment and acting-up opportunities

Support to complete qualifications such as NVQ, Masters etc. whilst on the job



JOB DESCRIPTION

Job Title	Theatre Team Leader
Band	Band 6
Directorate	Surgery, Anaesthetics and Critical Care Centre
Accountable to	Theatre Manager
DBS Required?	Yes, Enhanced DBS

JOB OVERVIEW

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.

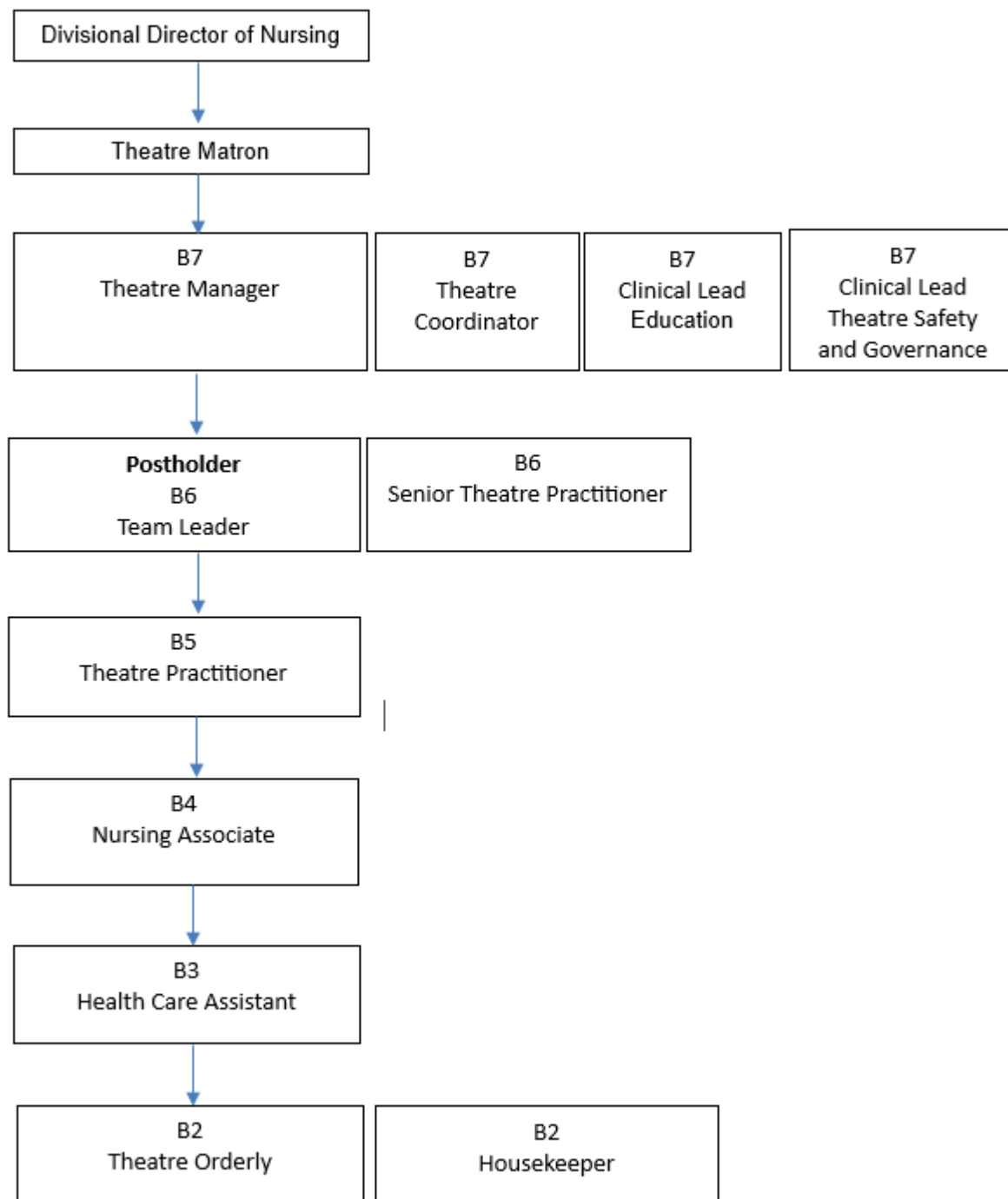
Deliver consistently high-quality, safe, and effective patient care in full compliance with Trust policies, departmental protocols, and standard operating procedures (SOPs), continuously monitoring and improving clinical outcomes.

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.

Organisation Position



Management and Leadership

1. 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.
2. 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.
3. 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.
4. Monitor staffing levels and skill mix rigorously, ensuring safe, responsible delegation of duties aligned with professional accountability and Trust staffing policies.
5. Support the theatre manager and coordinator in implementing and reviewing clinical practices that are both cost-effective and aligned with trust values and processes.
6. Deputise formally for the theatre coordinator when necessary, assuming their responsibilities and representing the department with professionalism and authority.
7. Contribute actively to service development initiatives and quality improvement programmes that align with Divisional and corporate objectives, demonstrating a commitment to continuous organisational enhancement.
8. Foster strong collaborative working relationships across the multidisciplinary team to promote high standards of clinical care and patient experience throughout the theatre service.
9. 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.
10. Act as a role model by exemplifying professional behaviour, ethical standards, and a positive workplace culture that encourages accountability and continuous learning.

11. Ensure compliance with health and safety regulations, infection control policies and cleanliness audits to ensure a clean, safe, and efficient working environment.
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Patient Care

1. 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.
 2. Provide expert clinical leadership and innovation within your speciality, acting as a resource and advisor to colleagues across wards and departments throughout the Trust.
 3. Deliver comprehensive patient care, tailored to the specific requirements of your patient group, ensuring quality, safety, and dignity at all times.
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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:

1. Comply fully with Trust infection control policies and procedures, maintaining safe work practices to protect patients, staff, and visitors from healthcare-associated infections.
2. Maintain up-to-date knowledge through mandatory training and ongoing professional development to ensure adherence to the highest infection prevention standards.
3. Challenge and report any breaches in infection prevention practices promptly, using the appropriate Trust mechanisms.
4. Ensure safe manual handling techniques are followed in patient care, including the correct use of mechanical and non-mechanical aids.
5. Monitor clinical standards with an emphasis on evidence-based practice, supporting continuous improvement in infection control.

6. Assist the theatre manager in addressing areas for improvement identified through quality indicators and associated action plans.
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Communication and Relationships

1. Ensure all team members communicate changes in patient condition effectively, both verbally and in accurate, legible written records, in line with NMC/HPC guidelines.
 2. Present clinical information to patients and their relatives clearly and compassionately, ensuring they are well-informed throughout their care journey.
 3. Provide support to staff managing highly emotional or distressing situations, fostering resilience and effective communication.
 4. Address ineffective communication among staff promptly, supporting performance management processes as appropriate.
 5. Handle confidential and complex information with sensitivity, maintaining patient and staff confidentiality at all times.
 6. Collaborate with the theatre manager to develop effective patient information processes and communication systems.
 7. Actively contribute to departmental meetings and ensure important information and decisions are cascaded to all team members.
 8. Maintain collaborative and effective communication within the multidisciplinary team, managing conflicts constructively to ensure coordinated patient care.
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Education, Professional Development, and Training

1. Pursue continuous professional development opportunities to maintain and enhance clinical skills and knowledge.

2. Support and implement an effective appraisal system, ensuring staff have clear objectives and access to development opportunities.
 3. Participate in the supervision, training, and mentorship of junior staff and students, promoting a culture of learning.
 4. Identify training needs within the team and contribute to the development and delivery of annual training plans and educational programmes.
 5. Deliver orientation and training sessions, providing constructive feedback to staff.
 6. Support compliance with mandatory training requirements for all team members.
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Research and Audit

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

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

Use of Information

1. 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

The following pages contain a description of the qualifications, skills, experience, knowledge and other attributes a candidate should ideally possess to successfully perform this role.

QUALIFICATIONS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • RGN, or reg. ODP • Evidence of Continuing Professional development/ qualification relevant to area of speciality. *** (SEE BELOW) 	<ul style="list-style-type: none"> •

EXPERIENCE AND KNOWLEDGE

ESSENTIAL	DESIRABLE
<p>Significant post Registration experience in Scrub.</p> <p>Appropriate experience acquired to be able to demonstrate</p> <ul style="list-style-type: none"> • Managerial ability • High level clinical skills and knowledge. • Evidence of co-ordinating, managing and leading the team in out of hours service delivery. • Teaching ability • An awareness and understanding of department policy and practice relevant to speciality. 	<ul style="list-style-type: none"> • Experience in undertaking preceptor/mentor role. Willingness to undertake mentorship course • Involvement in Audit and Research

SKILLS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • 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 • Positive attitude to change with a proven ability to assist senior staff in the implementation of change and practice development. • Microsoft office PC. and EPR systems skills • Leading the team in out of hours on-call service • Awareness of professional and personal limitations. • Ability to act as a positive role model to other members of the team. • Strong Team worker • Flexible and Adaptable in approach • Ability to work flexibly to meet service needs 	

OTHER

ESSENTIAL	DESIRABLE
	<ul style="list-style-type: none">• Ability to travel to both Trust sides to attend relevant meetings etc

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; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety

INFECTION PREVENTION AND CONTROL (IPC)

The prevention and management of acquired infection is a key priority for the Trust. 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; and
- 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 colleagues; and
- 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; and
- 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 AND CYBER SECURITY

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.

- Confidentiality and Security - Your attention is drawn to the confidential 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 - To ensure that information is only shared with the appropriate people in appropriate circumstances, care must be taken to check the recipient has a legal basis for access to the information before releasing it. 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, to protect yourself and the Trust from any possible 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 continuous personal development including, 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; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

We all have a personal and a professional responsibility within the Trust to identify and report abuse.

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

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 is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is 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.

Following a successful five-year partnership with the Virginia Mason Institute in the USA, SaTH continues to further develop and embed the Trust's approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you make improvements, while also providing training at various stages of your time at SaTH, as part of your continuing professional development.

EQUAL OPPORTUNITIES AND DIVERSITY

The Shrewsbury and Telford Hospital NHS Trust is striving towards being an equal opportunities employer. No job applicant or colleague will be discriminated against on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, age, sex, marital status or on the grounds of disability or sexual preference.

Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job.

The Shrewsbury and Telford Hospital NHS Trust the post-holder will have personal responsibility to ensure they do not discriminate, harass, bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.

NO SMOKING POLICY

The Trust is a no smoking/e-cigarette/vaping organisation except for designated external areas, in accordance with Trust Policy.

MISCELLANEOUS

This job description is an outline of the key tasks and responsibilities of the post and is not intended to be an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services as well as the personal development.





The Royal Shrewsbury Hospital

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Minicom: 01743 261213

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The Royal Shrewsbury Hospital

Mytton Oak Road

Shrewsbury

SY3 8XQ

Getting to The Royal Shrewsbury Hospital

The Princess Royal Hospital

Telephone: 01952 641222

Minicom: 01952 641222 Ext: 4995

Address:

The Princess Royal Hospital

Apley Castle

Telford

TF1 6TF

Getting to The Princess Royal Hospital