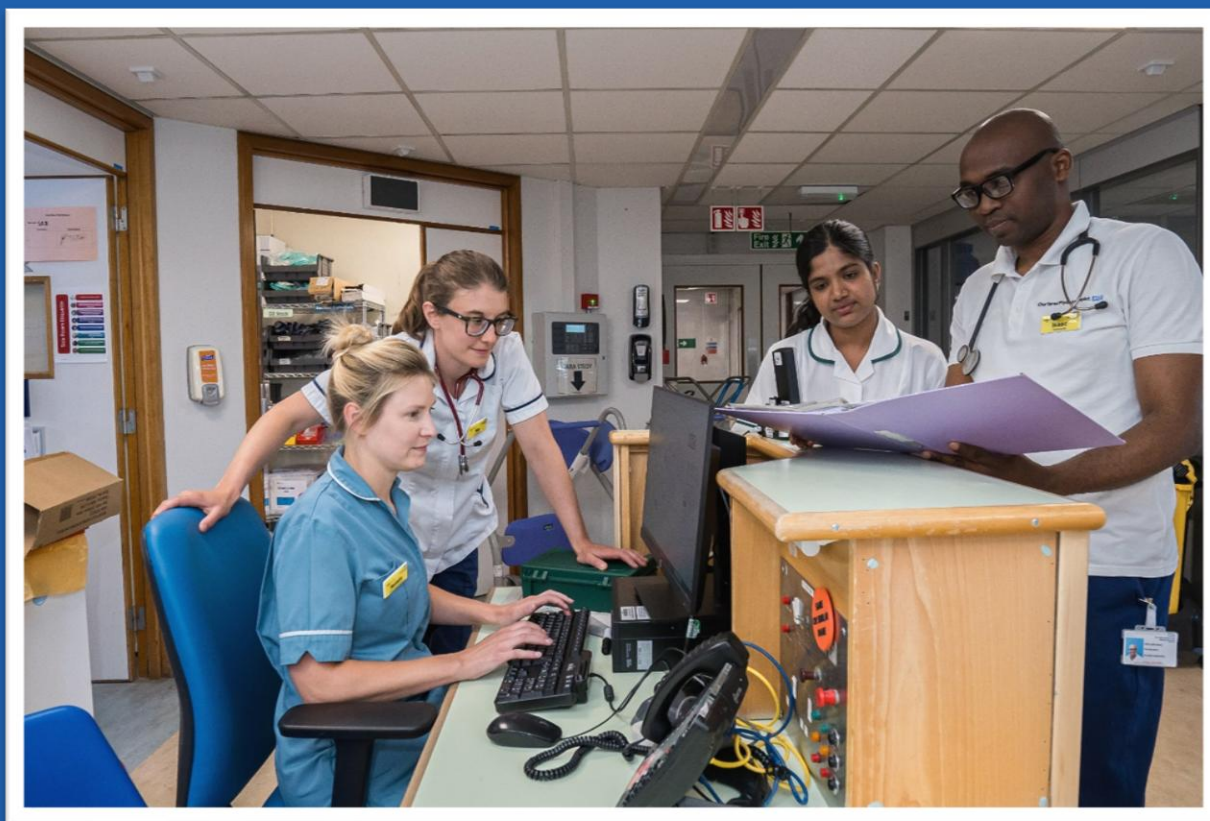


CLINICAL THEATRE EQUIPMENT AND IMPROVEMENT LEAD

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.

- Lead and support the safe and effective management of theatre equipment across hospital sites, helping teams deliver high-quality patient care.
- Make sure equipment, stock and services are available, well maintained and ready for use to support theatre activity and patient safety.
- Work with clinical teams, managers and suppliers to plan, improve and develop equipment services for current and future needs.
- Lead equipment planning and readiness for hospital transformation projects, including service moves and new ways of working.
- Monitor risks, costs and performance, providing expert advice and helping to ensure resources are used effectively and safely.
- Drive continuous improvement, support staff development, and promote high standards of quality, safety and clinical excellence.

Job Description

Job title:	Clinical Theatre Equipment and Improvement Lead
Grade:	Band 7
Site:	The Princess Royal Hospital, Telford
Accountable to:	Theatre Matron
DBS required:	Yes, Enhanced DBS

1. Job Purpose

The Clinical Theatre Equipment and Improvement Lead is a senior specialist clinical leadership role responsible for supporting the operational delivery, governance and improvement of theatre equipment and managed service arrangements across theatres within an agreed portfolio. The post holder will provide clinical day-to-day management and specialist advice, ensuring equipment readiness, safe theatre flow, resilience across both hospital sites, and effective delivery of equipment requirements linked to current services, continuous improvement and future transformation.

The role will support implementation of the HTP theatre model by coordinating equipment gap analysis, asset planning, procurement activity, supplier engagement, capital equipment preparation and readiness assurance for service moves between PRH and RSH. The post holder will liaise with key stakeholders across the Trust to

ensure that equipment plans are safe, affordable, deliverable and aligned to future clinical pathways, escalating risks and decisions through agreed governance routes.

2. Main Duties and Responsibilities

2.1 Management and Leadership

- Promote a positive, safe and improvement-focused team culture, ensuring staff understand their roles in supporting theatre productivity, equipment readiness, patient safety and HTP implementation.
- Identify training and competency requirements for staff in relation to digital systems, equipment processes, managed service arrangements, governance requirements and service change.
- Support safe and effective patient care by ensuring theatre teams have access to appropriate equipment and managed service arrangements required for clinical activity.
- Promote a culture of clinical governance, patient safety, risk management and continuous improvement, ensuring staff understand their responsibilities, expected standards and professional conduct.
- Provide visible clinical leadership and support to staff, patients and relatives, demonstrating professionalism, resilience and integrity during operational change.
- Provide support to Theatre Coordinators as required, supporting appropriate managerial and professional structures to deliver safe, effective and efficient services.
- Support the development, review and implementation of evidence-based clinical practice, policies and procedures within the area of responsibility.
- Work collaboratively with multidisciplinary teams and external agencies to maintain high standards of care, improve the patient journey and support cross-site working.
- Contribute to departmental objectives and business planning within agreed service, organisational and financial priorities.
- Provide professional leadership and specialist advice within the specialty, supporting clinical practice and operational decision-making within agreed governance frameworks.
- Lead defined specialist projects and quality improvement initiatives affecting services across multiple departments and sites, escalating issues where they sit outside the delegated scope of the role.
- The post holder will be required to travel regularly between Trust sites and other locations as necessary to fulfil the responsibilities of the role, ensuring effective support, oversight and service delivery across all areas within the Theatre, Anaesthetics and Critical Care Centre.

- Demonstrate a substantial working knowledge of surgical instruments across multiple specialties.
- Demonstrate an understanding of the traceability aspects of equipment repairs.
- Demonstrate an understanding of SSD processes and regulatory requirements.

2.2 HTP Transformation and Readiness Responsibilities

The post holder will act as a key specialist clinical lead for equipment readiness within HTP and ongoing service improvement, ensuring theatre equipment requirements are clearly identified, costed, governed and delivered in line with agreed implementation plans. This will include supporting theatre planner development, modelling future equipment demand, coordinating equipment movement between sites, advising on specialty-specific requirements, identifying risks to delivery and ensuring robust escalation through theatre, divisional and HTP governance routes.

- Lead development and maintenance of a theatre equipment HTP action tracker, ensuring actions, owners, timescales and risks are monitored and reported.
- Support workforce and management of change discussions by identifying equipment-related training, competency and service readiness requirements.
- Coordinate equipment implications for maternity, paediatrics, planned trauma, emergency pathways, extended recovery, modular theatre developments and specialty movements between PRH and RSH.
- Implement and maintain the theatre equipment asset register, including MES, estates, IT and theatre-owned equipment.
- Provide assurance that equipment, storage, decontamination, maintenance and supplier arrangements are sufficient to support safe implementation of HTP pathways.
- Work with finance and procurement colleagues to produce costed equipment plans, capital bids and procurement timelines with clear links to HTP delivery milestones.
- Escalate risks relating to equipment availability, lead times, supplier performance, asset condition, medical device safety, stock resilience or service continuity.

2.3 Scope and Level of Responsibility

The post holder will act as the specialist clinical lead for theatre equipment, managed service arrangements and equipment readiness across the Theatre, Anaesthetics and Critical Care Centre within a defined portfolio and delegated authority. The role encompasses operational delivery, governance support and continuous service improvement, contributing to safe, effective and efficient patient care across multiple clinical environments.

The post holder will provide specialist advice and guidance on theatre equipment, medical device governance, procurement processes, managed service contracts, equipment lifecycle management and service readiness requirements. They will be recognised as a subject matter expert within their area of responsibility and will support senior leaders, clinical teams and transformation programmes through the provision of professional expertise, analysis and recommendations.

The role requires a high degree of autonomous working and professional judgement within agreed governance frameworks. The post holder will prioritise competing operational, clinical and transformational demands, identify and mitigate risks, make recommendations based upon complex information, and escalate decisions where they sit outside delegated authority.

The post holder will contribute to the leadership and management of theatre services, providing visible clinical leadership and professional support to staff. They will deputise for the Clinical Nurse Manager for defined operational matters as required and will support the supervision, development and assessment of staff, promoting a culture of accountability, continuous improvement, patient safety and clinical excellence.

The post holder will be responsible for analysing, interpreting and presenting complex information from multiple sources, including equipment utilisation data, financial information, supplier performance metrics, risk assessments, incident reports and service activity information. This analysis will be used to support operational decision-making, business planning, service improvement initiatives and organisational assurance processes.

The role includes responsibility for coordinating and monitoring resources within the agreed theatre equipment portfolio, including high-value capital equipment, managed service agreements, procurement activity and expenditure information. The post holder will contribute to business case development, capital planning processes, contract reviews and financial governance arrangements, supporting effective use of resources and value for money.

The post holder will play a key role in supporting service transformation and future planning by leading defined equipment-related workstreams, coordinating readiness activities, supporting service redesign and ensuring equipment planning is aligned with future service models, clinical priorities and organisational objectives.

The role requires the ability to influence and negotiate with a wide range of internal and external stakeholders, including senior clinical leaders, operational managers, corporate services, suppliers and transformation teams. The post holder will be expected to develop productive working relationships and ensure effective communication of complex information to support decision-making and successful delivery of agreed programmes of work.

2.4 Responsibility for Resources

The post holder will coordinate the effective management, governance and security of theatre equipment, managed service stock and associated resources within the

agreed area of responsibility. This will include financial validation, expenditure monitoring, invoice reconciliation, contract performance review, supplier issue escalation, asset tracking, lifecycle planning, equipment replacement planning, capital equipment submissions and business case information. The post holder will analyse complex financial, operational and supplier information, identify opportunities for standardisation and cost improvement, and provide assurance to senior managers that resources are used appropriately and transparently.

2.5 Responsibility for Administration

The post holder will maintain accurate and auditable records relating to theatre equipment, stock, managed service arrangements, asset registers, procurement activity, financial validation, contract monitoring, risks, actions, training requirements and HTP readiness. Key outputs will include equipment readiness reports, risk and issue logs, HTP action trackers, supplier performance summaries, capital equipment plans, procurement timelines, business case information, briefing papers and assurance updates for operational, governance, divisional and HTP meetings.

2.6 Strategic and Service Responsibilities

The post holder will lead and contribute to medium-term planning for theatre equipment, stock management, managed service delivery and HTP implementation within the agreed portfolio. This will include interpreting future theatre activity assumptions, supporting service redesign, advising on the equipment implications of specialty moves and new models of care, identifying opportunities for standardisation, developing costed plans, supporting business case development and ensuring equipment readiness is reflected within wider theatre transformation plans.

Support the preparation of a monthly Patient Safety & Quality report for Theatre Safety meetings and Theatre Operational Group. Develop, implement and maintain processes for the continuous monitoring of departmental actions arising from incidents, complaints and any other relevant source.

Take responsibility for proactively developing, implementing and reviewing clinical practices to ensure they are cost effective.

Ensure staff have a clear understanding of their duties and responsibilities, and of the standards of performance and conduct expected of them throughout the 24-hour period.

2.7 Areas of Specialism

The role requires specialist clinical knowledge of theatre practice, equipment, medical device governance, consumables management, loan kit pathways, managed service contracts, financial processes, procurement routes, supplier performance management, asset lifecycle planning, capital planning and operational requirements within a complex acute theatre environment. The post holder will be expected to apply this specialist knowledge to current services and future HTP service models across PRH and RSH.

2.8 Organisational Skills

The post holder will plan, prioritise and coordinate a varied workload, balancing operational pressures, supplier requirements, financial deadlines, equipment governance requirements, staff management responsibilities and service improvement activity. The post holder will work with limited supervision, make recommendations within agreed governance frameworks and escalate risks where service continuity, patient flow, financial control or HTP and continuous improvement readiness may be affected.

2.9 Communication and Working Relationships

The post holder will communicate complex equipment, financial, supplier, governance and HTP readiness information clearly and confidently to a wide range of internal and external stakeholders. Communication will include written reports, contract discussions, financial and activity reviews, risk escalation, presentation of complex information, negotiation with suppliers and collaborative working with senior clinical and operational stakeholders to support safe service delivery and transformation.

Work with the Theatre Managers, Theatre Matron, Theatre Lead Nurse and specialties to ensure lessons learned are communicated, disseminated and implemented throughout the department.

- **Clinical and operational stakeholders:** theatre managers, clinical leads, anaesthetic teams, maternity and paediatric colleagues, theatre teams and divisional management teams.
- **Corporate and support teams:** procurement, supplies, finance, estates, clinical engineering, medical devices, governance and risk teams.
- **Transformation stakeholders:** HTP workstream leads, theatre transformation groups and colleagues involved in service moves, theatre planner development and readiness assurance.
- **External stakeholders:** suppliers, managed service providers, contractors and equipment representatives.

3. Organisational Chart

Theatre Equipment and Stores Team — Version 2: Future Structure

Theatre Matron Theatre Manager		
Theatre Equipment Lead for HTP	Theatre Equipment and Consumable Lead	
	Theatre Stores Manager RSH <i>Reports to: Theatre Equipment and Consumable Lead</i>	Theatre Stores Manager PRH <i>Reports to: Theatre Equipment and Consumable Lead</i>
	Theatre Stores Assistants x 3 <i>Reports to: Theatre Stores Manager, RSH</i>	Theatre Stores Assistants x 4 <i>Reports to: Theatre Stores Manager, PRH</i>

Key: | direct reporting | || dual reporting. Theatre Stores Managers report directly to the Theatre Equipment and Consumable Lead.

Person Specification

	Essential	Desirable
Qualifications	Registered Nurse or Registered ODP with current professional registration and recognised practice at minimum Band 6 or equivalent within a relevant theatre or clinical specialty. Evidence of continuing professional development or qualification relevant to the area of specialty	Paediatric specialty qualification, RSCN, theatre qualification, leadership development such as LEO 3, postgraduate qualification or project management qualification/equivalent experience.
Knowledge, Behaviours and Experience	Substantial relevant experience within theatres or a comparable complex healthcare environment, including leadership and day-to-day management of a clinical team. Demonstrable managerial ability, high-level clinical skills and knowledge, and experience of coordinating operational issues, teaching and training staff, and undertaking a	Experience of managed service contracts, acute theatre environments, HTP or major service change programmes, NHS data sets, equipment replacement programmes, capital planning, supplier performance management or cross-site service implementation.

	preceptor or mentor role. Up-to-date knowledge of nursing policy and practice relevant to the specialty, with awareness of national and local issues affecting nursing and the NHS. Experience of audit, research, risk management, service improvement, medical device governance, procurement, financial governance and change management.	
Skills / Specific Job Requirements	• Ability to analyse, interpret and present complex clinical, operational, financial, contract and risk information clearly to senior stakeholders. Strong leadership, communication, report-writing, negotiation, organisational, planning and stakeholder engagement skills. Competent in Microsoft Office, including Word, Excel and PowerPoint. Able to manage	• Experience of advanced Excel, reporting tools, presentation delivery or supporting business case development. • Knowledge of Trust theatre systems, medical devices processes or managed service supplier arrangements.

	competing priorities, lead workstreams, resolve operational issues and provide assurance against agreed milestones. • Ability to travel independently and regularly between Trust sites and external locations when required to meet the needs of the service. • Ability to work collaboratively with clinical, operational, procurement, finance, estates, governance, HTP and supplier stakeholders. Able to provide specialist advice, escalate risks appropriately and maintain confidentiality, information governance, health and safety, equality, diversity and inclusion standards. Requires frequent concentration when analysing complex financial, operational, procurement, supplier and asset information, preparing reports, reconciling invoices, reviewing risks	
--	---	--

	and responding to urgent theatre equipment issues, while balancing competing priorities across current operations and HTP implementation. May be required to manage pressure arising from equipment failures, theatre delays, service disruption, supplier issues, financial scrutiny, competing stakeholder expectations and risks affecting patient flow or HTP readiness. Involves regular work within theatre, storage, clinical and non-clinical environments across Trust sites. The post holder may be exposed to operational pressures, restricted clinical areas, equipment rooms and time-critical service issues, and must comply with infection prevention, health and safety and medical device requirements at all times.	
--	--	--

Other	Professional, credible and reliable. Flexible and adaptable approach. Attention to detail and commitment to continuous improvement.	Demonstrates initiative and a proactive approach to problem-solving.

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 Trust's 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.

