Moving to
EXCELLENCE

NHS
The Shrewsbury and Telford Hospital
NHS Trust

Theatre 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

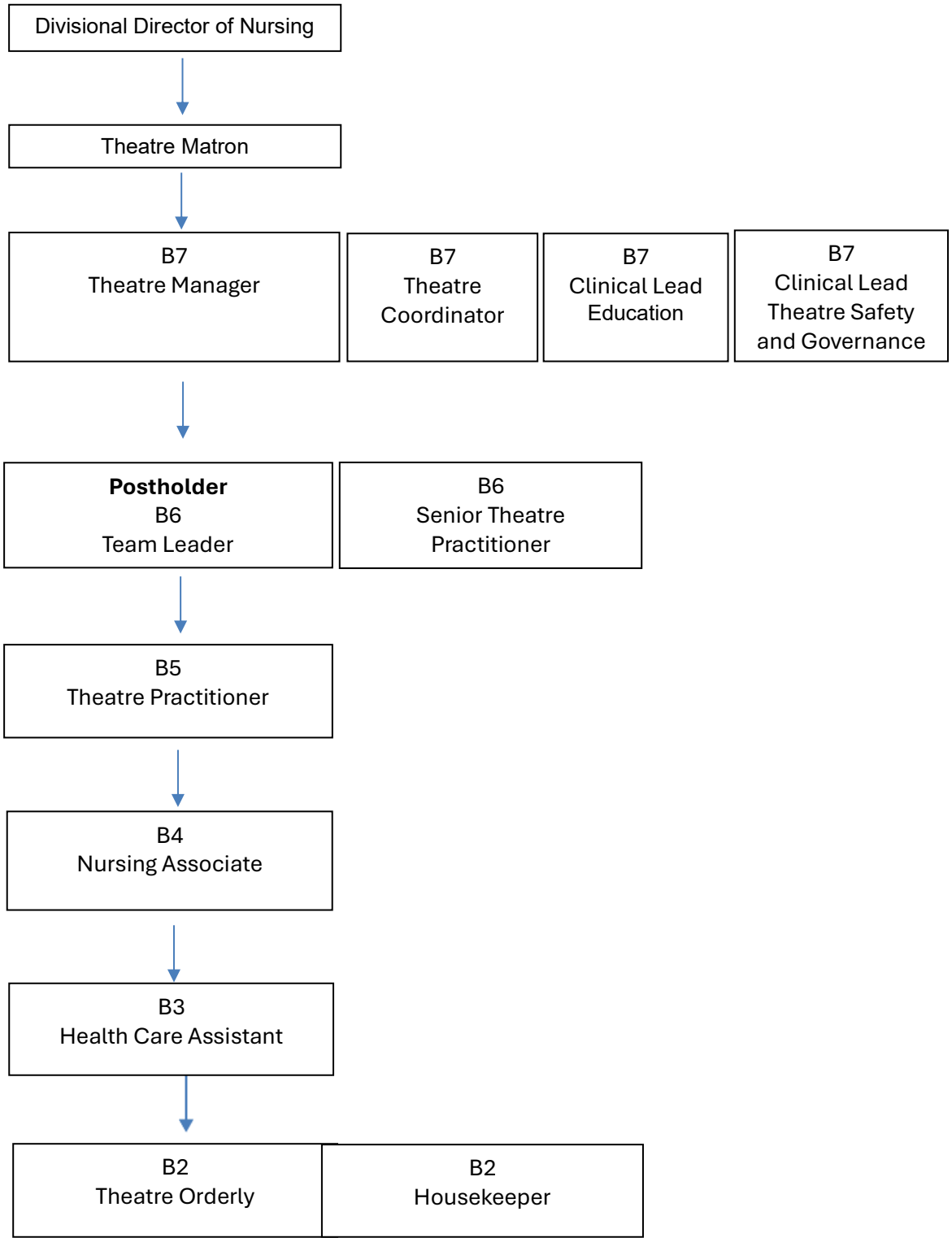
This summary has been generated using AI to provide a clear and accessible overview of the role. It is intended to support candidates who may find the full job description harder to read, such as those who are neurodiverse, have learning disabilities or lower literacy levels. Our goal is to make the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

- Lead and support the theatre team each day, making sure staff are organised, work well together, and provide safe, high-quality care.
- Coordinate staff and resources effectively, ensuring the right people are in the right roles to meet patient and service needs.
- Deliver and oversee excellent patient care, ensuring patients are treated with dignity, compassion, and respect at all times.
- Maintain a safe and clean environment by following health and safety, infection prevention, and clinical standards.
- Communicate clearly with patients, families, and colleagues, providing support, guidance, and accurate information when needed.
- Help train, develop, and support staff, while contributing to service improvements that enhance patient care and the overall theatre service.

Job Description

Job title:	Theatre Team Leader
Grade:	6
Site:	The Royal Shrewsbury Hospital
Accountable to:	Theatre Manager
DBS required:	Yes

Organisation Position



Main Duties

- 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.

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:

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

Communication and Relationships

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

- Maintain collaborative and effective communication within the multidisciplinary team, managing conflicts constructively to ensure coordinated patient care.

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

- 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, Paediatric specialties RSCN, Operating Theatres RGN or Registered ODP • Evidence of Continuing Professional development / qualification relevant to area of speciality.	
Experience	• Appropriate clinical skills, knowledge and experience • Leadership ability • Teaching ability • 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 • Evidence of co-ordinating, managing and leading the team in out of hours service delivery. • Undertake preceptor /practice educator/assessor role. • Evidence of successfully co-ordinating, managing and leading the team on a day-to-day basis. • Involvement in Nursing audit and Research.
Knowledge and skills	• Work 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. • 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 skills	
Other	• Awareness of professional and personal limitations. • Ability to act as a positive role model to other members of the team. • Flexible and Adaptable in approach	• Ability to work flexibly to provide 24-hour cover.
Values and Behaviours	• Demonstrates a commitment to treating colleagues, patients and others with dignity and respect. • Maintains appropriate professional boundaries,	

	including in digital communications and social media. • Supports the principles of the NHS Sexual Safety Charter and is willing to speak up about inappropriate behaviour. • Will comply with Trust policies and required training relating to sexual safety, harassment and respectful workplace conduct.	

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 providing a safe, respectful and inclusive working environment, free from sexual misconduct, harassment and discrimination. As a signatory to the NHS Sexual Safety Charter, the Trust takes a zero-tolerance approach to unwanted, inappropriate or harmful sexual behaviour and will support colleagues affected by such behaviour. The Charter recognises the right of everyone working, training and learning in healthcare to feel safe and supported at work.

The Trust will take all reasonable steps to prevent sexual harassment in accordance with the Equality Act 2010, the Worker Protection (Amendment of Equality Act 2010) Act 2023 and subsequent applicable legislation. This includes considering risks arising from colleagues, patients, relatives, visitors and other third parties.

All employees are required to treat colleagues, patients and others with dignity and respect, maintain appropriate professional boundaries, and comply with Trust policies, procedures, behavioural standards and training relating to sexual safety, harassment, discrimination and respectful workplace conduct.

Employees are encouraged to raise or support concerns about sexual harassment or misconduct through the Trust's established reporting routes. The Trust will not tolerate victimisation, retaliation or detriment arising from a concern raised in good faith.

- Uphold the Trust's commitment to a safe, respectful and inclusive working environment, free from sexual misconduct, harassment and discrimination, in accordance with the NHS Sexual Safety Charter, Trust policy and applicable legislation.
- Maintain appropriate professional boundaries and act in accordance with the Trust's values, policies and procedures relating to dignity, respect, inclusion and professional conduct.
- Speak up about, report or appropriately escalate inappropriate behaviour, and support a culture in which concerns are taken seriously and colleagues are protected from detriment.
- Complete required learning and participate in reasonable measures introduced by the Trust to prevent harassment and maintain sexual safety.

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.