



KING EDWARD VII's
HOSPITAL

King Edward VII's Hospital

Head of Theatre Services

Job Description

Job Title: Head of Theatre Services

Department: Theatres

Reports to: Head of Operations

Accountable to: Chief Nursing Officer

Hours: 37.5

Contract: Permanent

Job Summary:

The Head of Theatre Services is responsible for the strategic, operational, and clinical leadership of the theatre and anesthetic department including main theatres and day surgery unit, endoscopy. The Head of Theatres is also the responsible Decontamination Lead and is responsible for overseeing the management and delivery of our sterilisation service through a third party supplier. The role ensures the highest standards of patient care, safety, and service delivery, in line with regulatory and hospital standards, while optimising resource management, staff development, and patient outcomes.

The post holder reports to the Head of Operations for the day-to-day management, operational delivery, and performance of theatre services. The post holder is accountable to the Chief Nurse Officer for ensuring that all theatre activities consistently meet the highest standards of clinical governance, patient safety, infection prevention and control, safeguarding, and regulatory compliance.

The post holder will be responsible for building and maintaining strong relationships with key stakeholders to support the delivery of King Edward VII's Hospital's strategic objectives. Acting as the key link between service users and the hospital, the role will ensure that both quality of care and commercial performance are aligned. In addition, the post holder will provide effective leadership across defined clinical areas, fostering a culture of continuous improvement. They will be responsible

for ensuring the highest standards of patient care and service delivery, while driving operational efficiency and supporting the ongoing development of their teams.

Key Responsibilities:

1. Theatre and Endoscopy Services Management

- Oversee the effective and efficient day to day delivery of all and endoscopy services, ensuring high standards of patient care and adherence to safety protocols.
- Lead and coordinate the theatre team to meet hospital objectives, maintaining a high-quality patient experience.
- Ensure that theatres and endoscopy rooms are utilised effectively, coordinating schedules, and managing resources to maximise efficiency and minimise patient wait times.
- Develop and implement strategies for the continuous improvement of theatre and endoscopy services, incorporating patient feedback and clinical best practices.

Decontamination Lead

- Act as the Decontamination Lead for the hospital, ensuring compliance with all relevant regulatory and hospital standards.
- Provide quarterly decontamination reports and feedback to the Infection Prevention and Control (IPC) Committee.
- Attend and oversee monthly decontamination performance meetings with external providers and partners, including Steris and IHSS.
- Liaise with NHS Trust partners to maintain oversight of shared decontamination services.
- Work in close collaboration with the Instrument and SSD Manager and the Infection Prevention and Control Team (IPCT).
- Ensure all decontamination-related risks, issues, and performance updates are reported to the IPC and Health and Safety Committees.
- Support audits, inspections, and continuous improvement initiatives in line with infection control and decontamination best practices.

2. Leadership and Staff Management

- Provide strategic and operational leadership across Theatres, Endoscopy, and Sterile Services, promoting a culture of collaboration, accountability, and continuous improvement.
- Lead, manage, and support multidisciplinary teams, ensuring high standards of clinical care, staff engagement, and patient safety.
- Oversee staff recruitment, retention, and workforce planning, including the development of effective rotas and on-call arrangements.
- Conduct regular staff meetings, performance appraisals, and training needs analyses to ensure ongoing professional development and competency.
- Act as the lead for key clinical service contracts (e.g., Medtronic, decontamination), managing provider relationships, reporting, and ensuring compliance with Executive, IPC, and Health & Safety requirements.
- Participate in the hospital's Silver On-Call rota, providing visible leadership and timely decision-making in partnership with Clinical and Service Leads.
- Build and maintain strong relationships with consultants and key service users, acting as the main link between clinical services and hospital operations.
- Lead the development and review of service strategies and business plans aimed at service growth, clinical excellence, and profitability.

- Monitor divisional performance across KPIs and key metrics, identify performance variances, and implement improvement plans.
- Maximise opportunities to improve throughput, operational efficiency, and quality of care.
- Work collaboratively with the Chief Nursing Officer and nursing leadership to review and optimise care pathways, identifying and resolving operational bottlenecks.

3. Clinical Governance and Quality Assurance

- Maintain compliance with relevant UK healthcare regulations, including CQC standards, infection control protocols, and patient safety guidelines.
- Lead clinical governance initiatives, audits, and risk assessments within the department, addressing any identified issues promptly.
- Implement evidence-based practices and support the hospital's quality improvement goals.
- Lead the department to achieve AFPP accreditation.

4. Budgeting and Resource Management

- Develop and manage the departmental budget, ensuring cost-effective resource allocation.
- Oversee procurement and inventory management, ensuring that all necessary equipment and supplies are available and maintained in good condition.
- Work collaboratively with the finance team to optimise service delivery within budget constraints.

5. Patient Care and Communication

- Ensure that patients receive the highest standard of care throughout their journey in the theatre and endoscopy units, focusing on safety, comfort, and patient-centered care.
- Address patient and family concerns, complaints, or feedback, and implement strategies to enhance the patient experience.

6. Health and Safety Compliance

- Ensure a safe working environment for staff, patients, and visitors by adhering to health and safety protocols.
- Develop and implement emergency and contingency plans for theatres and sterile services.
- Regularly review and update policies and procedures in line with health and safety standards.

Qualifications and Experience:

- **Essential:**
 - Registered Nurse (RN) or Operating Department Practitioner (ODP) with current NMC or HCPC registration.
 - Extensive experience in a theatre or surgical environment, with managerial experience in a healthcare setting.
 - Knowledge of theatre operations, endoscopy services, and sterile processing requirements.
 - Strong leadership skills and experience managing multidisciplinary teams.
 - Understanding of regulatory requirements, including CQC standards, infection control, and patient safety protocols.
- **Desirable:**

- Leadership or management qualification (e.g., ILM, CMI, or equivalent).
- Experience in a private healthcare setting.
- Previous responsibility for budget management and resource allocation.

Key Competencies:

- Excellent communication, organizational, and interpersonal skills.
- Ability to lead and motivate a diverse team to achieve high standards.
- Strong analytical and problem-solving skills, with attention to detail.
- Ability to work under pressure in a dynamic environment.
- Commitment to quality improvement and patient-centered care.

This role plays a vital part in delivering exceptional patient care, ensuring theatre, endoscopy, and sterile services operate smoothly and safely. The Head of Theatre Services will be instrumental in promoting a culture of excellence and continuous improvement across the hospital's surgical services.

Confidentiality

All information in relation to patients and staff must be held in the strictest confidence and may not be divulged to any unauthorised person at any time without the authorisation of your manager or unless it is in the best interest of the individual. The post holder must maintain the confidentiality of information about patients, staff, and other Hospital service business in accordance with the Code of Confidentiality and the Data Protection Act 1998. A breach of confidentiality in relation to manual or computer data will result in disciplinary action being taken in accordance with the Hospital's disciplinary procedure and may lead to dismissal.

Health and Safety

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act 1974 to ensure that the agreed safety procedures are carried out to maintain a safe environment.

Risk Management

You have a responsibility for the identification of all risk which have a potential adverse effect on the Hospital's ability to maintain quality of care and the safety of patients, staff, and visitors, and for the taking of positive action to eliminate or reduce these.

Equal Opportunities

As a member of staff at the King Edward VII's Hospital Sister Agnes you have a personal responsibility to ensure that you 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.

You also have a responsibility to ensure that all people that you have contact with during your employment, including patients, relatives, and staff, are treated equally in line with the hospital's Equal Opportunities Policy.

At King Edward VII's Hospital, we believe in creating an inclusive and diverse workplace where everyone feels respected and valued. We are committed to creating a workplace that is welcoming and inclusive to everyone, regardless of their race, ethnicity, gender identity, sexual orientation, age, religion, or any other characteristic that makes them unique. We believe that by embracing diversity and fostering inclusion, we will create a workplace that is stronger, more innovative, and more successful.