

**PERSON SPECIFICATION
(& SHORTLISTING FORM)**

Job Title: Consultant Colorectal and General Surgeon

Name of Applicant: _____

WEIGHTING

Criteria in each section are ranked in order of importance 3 – 1, with 3 being the most important

SHORTLISTING CRITERIA – using Application Form and accompanying information

Each candidate will be scored against the person specification as follows:





3 points = fully meets or exceeds the criteria

2 points = significantly meets criteria, although falls short on minor aspects

1 point = partially meets criteria, but falls short on key aspects

0 point = does not meet criteria

The Weight should be inputted when adding a vacancy into Trac under the short-listing tab. This will then allow you to score each candidate when completing your online short-listing.

CATEGORY	CRITERIA	Weight (must be Completed)	HOW ASSESSED (must be completed)
Values:-  Collaborate	Communicates openly, honestly and professionally, and actively promotes team working and building strong working relationships	3	All values must be assessed at the interview/ assessment stage using various methods e.g. open questions and scenarios
 Aspire	Patients are always first. Drives service improvements. Strong self-awareness with a desire to grow.	3	
 Respect	Treats all with compassion and kindness. Ensures everyone feels valued.	3	
 Enable	Consults others and listens to their views/opinions. Enables others to take the initiative	3	

CATEGORY	CRITERIA	Weight (must be Completed)	HOW ASSESSED (must be completed)
EDUCATION, QUALIFICATIONS & TRAINING e.g. Education, professional qualifications	Full GMC Registration	3	Application Form (Evidence provided at interview) GMC register
	Entry on the GMC Specialist Register for General Surgery and Colorectal Surgery via <ul style="list-style-type: none"> CCT or CESR (CP) – proposed CCT/CESR (CP) date must be within 6 months of interview CESR or European Community Rights (actual appointment only possible with full specialist register registration) 	3	Application Form (Evidence provided at interview) GMC Register
	An appropriate higher surgical qualification in General Surgery (FRCS or Equivalent)	3	Application Form (Evidence provided at interview)
	JAG accreditation in colonoscopy desirable but not essential at time of interview	3	Application Form (Evidence provided at interview) JAG / JETS / NED
	JAG accreditation in OGD desirable but not essential	3	Application Form (Evidence provided at interview) JAG / JETS / NED
	Evidence of independent competency in minimally invasive colorectal surgical techniques	3	Application Form (Evidence provided at interview) Formal logbook / ISCP / References
	Robotic surgery desirable but not essential	3	Application Form (Evidence provided at interview) Formal logbook / ISCP /
	Other subspecialist interests / Research interests desirable but not essential	3	References

EXPERIENCE e.g. Breadth of occupational experience	Specialist training in Colorectal and General Surgery to specialist level or equivalent	3	Application Form/Interview
	Experience and training in the surgical management of common, non-specialised emergency conditions in children.	3	Application Form/Interview
	Logbook evidence of experience in General Emergency Surgery, Colorectal Emergency Surgery and Minimally Invasive and Open Colorectal Surgery and Lower GI Endoscopy	3	Application Form / Interview / Logbook
	Logbook evidence of experience in Specialist Coloproctology	3	Application Form / Interview / Logbook
	Ability to make independent decisions at colorectal specialist consultant level	3	Application Form / Interview / Logbook

CATEGORY	CRITERIA	Weight (a)	HOW ASSESSED
SKILLS, ABILITIES & KNOWLEDGE e.g. Communication skills, excellent organisation skills, keyboard skills, high motivation, Special knowledge requirements e.g. NMC Code of Conduct, regulations etc.	Sufficient leadership, organisational, communication, professional and personal skills to undertake effectively the role of consultant	3	Interview
	Good personal and interpersonal skills	3	Application Form/Interview
	Good spoken and written English.	3	Application Form/Interview
	Communication skills should be highly developed.	3	Application Form/Interview
	Experience of teaching doctors-in-training and undergraduates	3	Interview
	Experience of clinical audit	3	Application Form/Interview
	Knowledge of the organisation of the NHS and the Government's agenda for its modernisation.	3	Application Form/Interview
	Management training and experience	3	Application Form/Interview
	Computing skills	3	Application Form
	Communication skills training	3	Interview
OTHER REQUIREMENTS e.g. Ability to travel to other sites. Ability to work internal rotation	Full GMC Registration	3	Application Form/Interview
	Full Driving Licence and regular access to a car	3	Application Form/Interview

