

PERSON SPECIFICATION (& SHORTLISTING FORM)

Job Title: Community Case Manager - Nurse ACHT

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

CATEGORY	CRITERIA	Weight (must be Completed)	HOW ASSESSED (must be completed)
1.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	HOW ASSESSED
2. EDUCATION, QUALIFICATIONS & TRAINING eg Education, professional qualifications	Registered Allied Healthcare Professional / Registered Level 1 Nurse	3	Application form / interview
	Degree/ Diploma in Health / Nursing Studies or related subject	3	Application form / interview
	Evidence of recent Continuous Professional Development	3	Application form / interview
	Relevant post graduate clinical training e.g. Elderly, Long Term Conditions, Respiratory Disease, Cardiac Disease, Dementia, Rehabilitation, Trauma and Orthopaedics and End of Life	3	Application form / interview
3. EXPERIENCE eg Breadth of occupational experience	Demonstrate broad experience post registration within a variety of core areas: <ul style="list-style-type: none"> ▪ Elderly care ▪ Orthopaedics ▪ Neurology ▪ Respiratory ▪ Palliative Care ▪ Long term conditions 	3	Application form / Interview
	Experience of working in a community/in-patient setting for a minimum of 3 years post registration	2	Application form / interview
	In depth experience of working within multi agency / multi-disciplinary team	3	Application form / interview
	Experience of assisting with implementing change management programmes e.g. service development	2	Application form / interview
	Experience of working with single assessment process	1	Application form / interview
	Experience of electronic clinical systems	2	Application form / interview

	Experience participating in a research or audit project	2	Application form / interview
	Experience of day to day staff management e.g. case allocation to Health Care Assistants	2	Application form / interview
4. SKILLS, ABILITIES & KNOWLEDGE eg Communication skills, excellent organisation skills, keyboard skills, high motivation, Special knowledge requirements e.g. NMC Code of Conduct, regulations etc.	Demonstrate specialist clinical assessment, analysis, planning, delivery and evaluation skills	3	Interview
	Ability to manage complex cases	2	Interview
	Ability to develop and maintain partnership working	2	Interview
	Knowledge of legal requirements for working with vulnerable adults and those who lack capacity	2	Application form / interview
	Ability to motivate staff	3	Interview
	Knowledge of modernisation agenda within the NHS and social care	2	Application form / interview
	Excellent written and verbal communication skills	3	Application form / interview
	Report writing skills	2	Application form / interview
	IT skills	2	Interview
	Presentation skills	2	Interview
	Teaching patients, carers and colleagues	2	Application form / interview
	Self-awareness	3	Interview
5. SPECIAL CIRCUMSTANCES eg Ability to travel to other sites. Ability to work internal rotation	Able to work under pressure	3	Interview
	Self-motivated	3	Interview
	Innovative	3	Interview
	Enthusiastic	3	Interview
	Able to work alone	3	Interview

	Ability to promote health	3	Interview
	Valid and current driving license or able to travel to locations throughout Buckinghamshire	3	Application form / interview