

## PERSON SPECIFICATION (& SHORTLISTING FORM)

**Job Title: Community Staff Nurse**

**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	HOW ASSESSED (must be completed)
<b>Values:-</b>  <b>Collaborate</b>	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
 <b>Aspire</b>	Patients are always first. Drives service improvements. Strong self-awareness with a desire to grow.	3	
 <b>Respect</b>	Treats all with compassion and kindness. Ensures everyone feels valued.	3	
 <b>Enable</b>	Consults others and listens to their views/opinions. Enables others to take the initiative	3	

<b>EDUCATION, QUALIFICATIONS &amp; TRAINING</b>  e.g. Education, professional qualifications	Registered Nurse or student nurse awaiting confirmation of NMC registration.	3	Application / Interview / Assessment
	Committed to own professional development to enhance practice.	2	
	Post registration education and extended skills e.g. Intravenous drug administration, compression dressings.	2	
<b>EXPERIENCE</b>  e.g. Breadth of occupational experience	Demonstrate experience post or pre-registration placements in relevant clinical areas: <ul style="list-style-type: none"> <li>• Care of Elderly</li> <li>• Community</li> <li>• Orthopaedics</li> <li>• Neurology</li> <li>• Respiratory</li> <li>• Palliative Care</li> <li>• Long term conditions</li> </ul>	3	Application form and interview
	Desirable but not essential knowledge of working with a single assessment, planning and the delivery of care.	2	Application form and interview
	Experience of electronic clinical systems and technology e.g. RIO	2	Application form and interview

CATEGORY	CRITERIA	Weight (a)	HOW ASSESSED
<b>SKILLS, ABILITIES &amp; KNOWLEDGE</b>  e.g. Communication skills, excellent organisation skills, keyboard skills, high motivation, Special knowledge requirements e.g. NMC Code of Conduct, regulations etc.	To be able to communicate effectively with patients, relatives, carers and other professionals.	3	Application/ Interview
	To be able to care for patients without prejudice related to gender, religion or disability.	3	Application/ Interview
	Able to work under pressure	3	Interview
	1. Self awareness 2. Self motivated 3. Enthusiastic		Interview
	Ability to manage own caseload.	3	Interview
	Knowledge of the NMC Code of Professional Conduct.	3	Interview
	Knowledge of the Data Protection Act	3	
<b>SPECIAL CIRCUMSTANCES</b>  e.g. Ability to travel to other sites. Ability to work internal rotation	Car driver / owner able to travel to other locations within the trust	3	Application/ interview