

PERSON SPECIFICATION (& SHORTLISTING FORM)

Job Title: Ophthalmic Nurse Practitioner

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)
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	

OUTSTANDING CARE

HEALTHY COMMUNITIES

AND A GREAT PLACE TO WORK

EDUCATION, QUALIFICATIONS & TRAINING eg Education, professional qualifications	Good general education	3	Application form / Interview
	Registered Nurse (Level 1)	3	
	Assessing/mentoring qualification	3	
	Degree in Nursing	2	
	Evidence of further continued professional development	3	
	Ophthalmology course	3	
EXPERIENCE eg Breadth of occupational experience	Strong experience in Ophthalmology	3	Application form / Interview
	Previous experience as an ophthalmic nurse practitioner	3	
	Experience of teaching students, HCA's and qualified staff	3	

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SKILLS, ABILITIES & KNOWLEDGE eg Communication skills, excellent organisation skills, keyboard skills, high motivation, Special knowledge requirements e.g. NMC Code of Conduct, regulations etc.	Ability to communicate clearly with patients, relatives and MDT team in English	3	Application / Interview
	Competency in cannulation and IV drug administration.	3	Application / Interview
	Ability to work required shift pattern and special circumstances	3	Interview
	Knowledge of up to date nursing and NHS issues	2	Interview
	High motivation and ability to motivate others	3	Interview
	Knowledge of evidence informed and research based Practice	3	Interview
	Computer literate	3	Interview
	Good time management skills	3	Interview
	Ability to work within a team and independently	3	Interview
	Managerial and leadership ability	3	Application / Interview
	Ability to resolve conflict/dispute in a non-confrontational manner	3	Interview
SPECIAL CIRCUMSTANCES eg Ability to travel to other sites. Ability to work internal rotation	Ability to travel to other sites	2	Interview
	Ability to work internal rotation	3	Interview

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