

PERSON SPECIFICATION (& SHORTLISTING FORM)

Job Title: _____

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	BSc Dietetics or equivalent.	3	Application
	HPC Registration	3	Application
	British Dietetic Association member	2	Application
	Membership of appropriate professional interest groups	2	Application
	Documentary evidence of CPD	2	Application/ Interview/ CPD file
EXPERIENCE eg Breadth of occupational experience	Experience in assessing nutritional requirements and developing nutrition care plans	3	Interview
	Experience in monitoring and developing EN regimens	3	Interview
	Experience in assessment for enteral feeding, products, equipment and regimens	3	Interview
	Accurate anthropometric skills	3	Application form / Interview
	Student training experience	3	Application form / Interview

OUTSTANDING CARE

HEALTHY COMMUNITIES

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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.	Knowledge and understanding of clinical governance and evidence based practice.	2	Application form / Interview
	Working knowledge of commonly used feeding systems	3	Application form / Interview
	Awareness of regulatory bodies (HCPC) and professional bodies (BDA) code of practice and professional guidelines	3	Application form / Interview
	Ability to plan and deliver training sessions to health care professionals	2	Application form / Interview
	Commitment to engage in CPD and dept appraisal system	3	Application form / Interview
	Competent user of IT equipment and basic software (email, RIO)	3	Application form / Interview
	To be able to communicate clearly and concisely to both staff and patients	3	Application form / Interview
	Ability to work well independently and as part of a team	3	Application form / Interview
	Ability to prioritise and manage own caseload and time	3	Application form / Interview
SPECIAL CIRCUMSTANCES eg Ability to travel to other sites. Ability to work internal rotation	Ability to travel to other sites if required		Application form / Interview

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