

PERSON SPECIFICATION (& SHORTLISTING FORM)

Job Title: District Nurse/Community Case Manager – ACHT (Band 6)

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	3	Application form / interview
	Nurse Degree/ Diploma in Health / Nursing Studies or related subject	3	
	Evidence of recent Continuous Professional Development	3	
	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	
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 / Interview
	Experience of working in a community/in-patient setting for a minimum of 2 years post registration	2	
	In depth experience of working within multi agency / multi disciplinary team	3	
	Experience of assisting with implementing change management programmes e.g. service development	2	

	Experience of working with single assessment process Experience of electronic clinical systems Experience participating in a research or audit project Experience of day to day staff management e.g. case allocation to Health Care Assistant	1 2 2 2	Application / 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.	Willingness to undertake the District Nurse Training	3	Application / Interview
5. SPECIAL CIRCUMSTANCES eg Ability to travel to other sites. Ability to work internal rotation	Valid and current driving license or able to travel to locations throughout Buckinghamshire	3	Interview