

**PERSON SPECIFICATION
(& SHORTLISTING FORM)**

Job Title: **Staff Nurse (Chartridge Ward)**

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) |
|--|---|-------------------------------|---|
| <p>Values:-</p>  <p>Collaborate</p> | <p>Communicates openly, honestly and professionally, and actively promotes team working and building strong working relationships</p> | 3 | <p>All values must be assessed at the interview/ assessment stage using various methods e.g. open questions and scenarios</p> |
|  <p>Aspire</p> | <p>Patients are always first. Drives service improvements. Strong self-awareness with a desire to grow.</p> | 3 | |
|  <p>Respect</p> | <p>Treats all with compassion and kindness. Ensures everyone feels valued.</p> | 3 | |
|  <p>Enable</p> | <p>Consults others and listens to their views/opinions. Enables others to take the initiative</p> | 3 | |

| | | | |
|---|---|---|------------------------------|
| EDUCATION, QUALIFICATIONS & TRAINING eg Education, professional qualifications | First level NMC registration | 3 | Application |
| | Committed to own professional development to enhance practice | 2 | Application |
| | Evidence of recent Continuing Professional Development (CPD) or willing to undertake further training | 2 | Application / Interview |
| | | | |
| EXPERIENCE eg Breadth of occupational experience | Demonstrate some experience post or pre-registration placements in relevant clinical areas: Care of the Elderly Community Orthopaedics Palliative Care Long term conditions Rehabilitation | 3 | Application / Interview |
| | Working as part of a multidisciplinary team | 3 | Application / Interview |
| | | | |
| SKILLS, ABILITIES & KNOWLEDGE eg 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 form / Interview |
| | To be able to care for patients without prejudice related to gender, religion or disability. | 3 | |
| | Able to work under pressure | 3 | |
| | Knowledge of the NMC Code of Professional Conduct | 3 | |
| | Able to prioritise work load | 3 | |
| | Able to be flexible within team roster | 3 | |
| | | | |
| SPECIAL | Ability to travel to different | 2 | Application form / |

OUTSTANDING CARE

HEALTHY COMMUNITIES

AND A GREAT PLACE TO WORK

| | | | |
|--|-------------------------|--|-----------|
| CIRCUMSTANCES eg Ability to travel to other sites. Ability to work internal rotation | locations / across site | | Interview |
| | | | |

OUTSTANDING CARE

HEALTHY COMMUNITIES

AND A GREAT PLACE TO WORK