

## PERSON SPECIFICATION (& SHORTLISTING FORM)

**Job Title: Nursing Associate - Paediatrics (band 4)**

**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)	
<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

<p><b>EDUCATION, QUALIFICATIONS &amp; TRAINING</b></p> <p>e.g. Education, professional qualifications</p>	<p>Nursing Associate – Level 5 Foundation Degree</p> <p>NMC Registration</p>	<p>3</p> <p>3</p>	<p>Application form Portfolio of evidence</p>
<p><b>EXPERIENCE</b></p> <p>e.g. Breadth of occupational experience</p>	<p>Understanding of the scope of the role of the Nursing Associate in context of the team and organisation, and how the role may contribute to service development</p> <p>Understand and act in line with NMC professional standards for the practice contained within The Code</p> <p>Knowledge of when to seek advice and escalate to the appropriate care professional for expert help and advice.</p> <p>Understanding of the importance of following procedures and treatment plans.</p> <p>Understand the requirements for NMC professional revalidation.</p>	<p>All 3</p>	<p>Interview</p>

CATEGORY	CRITERIA	Weight (a)	HOW ASSESSED
<b>SKILLS, ABILITIES &amp; KNOWLEDGE</b>  e.g. Communication skills, excellent organisation skills, keyboard skills, high motivation, Special requirements e.g. NMC Code of Conduct, regulations etc.	Ability to take on board new ideas, skills and knowledge	3	Application/ Interview
	Ability to problem solve	3	
	Ability to manage the care for a group of people and prioritise workload with minimal supervision	3	
	Ability to write basic reports	3	
	Understands the principles of safe and effective administration and optimisation of medicines in accordance with local and national policies	3	
	Be proficient at calculating drug doses	3	
	Ability to teach/support less qualified carers/learners	3	
	Basic Computer/keyboard skills	3	
	Ability to present reasoned discussion,	3	
	Ability to work as a team	3	
	Evidence of CPD	2	
	Ability to communicate effectively with patients, visitors and colleagues	3	
	Effective interpersonal skills	3	
Ability to take part in reflective practice and clinical supervision	3		

	Enthusiastic, conscientious and sympathetic  Experience of integrated care delivery  Ability to adapt to change  Proven ability to keep information confidential	3  2  3  3	
<b>SPECIAL CIRCUMSTANCES</b>  e.g. Ability to travel to other sites. Ability to work internal rotation	Car driver/ owner		