

PERSON SPECIFICATION (& SHORTLISTING FORM)

Job Title: Deputy Sister/Charge Nurse (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

The Weight should be inputted when adding a vacancy into Trac under the short-listing tab. This will then allow you to score each candidate when completing your online short-listing.

CATEGORY	CRITERIA	Weight	HOW ASSESSED
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	

EDUCATION, QUALIFICATIONS & TRAINING e.g. Education, professional qualifications	Good general education	3	Application form.
	Registered Nurse (Level 1)	3	Application form.
	ENB 998 or equivalent	3	Application form.
	Diploma in Nursing	2	Application form.
	Evidence of further continued professional development	3	Application form
	First Line Management Course	3	Application form
	Relevant ENB Course	2	Application form
	ALS Course	3	
EXPERIENCE e.g. Breadth of occupational experience	Very strong experience at band 5	3	Application Form
	Previous experience as shift/team leader	3	Application form/Interview
	Specialist requirements	3	Application form/Interview
	Experience of teaching students, HCA's and qualified staff	3	Application form/Interview At interview

SKILLS, ABILITIES & KNOWLEDGE e.g. 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 the multi-disciplinary team in English.	3	Application form/Interview
	Ability to write clearly and legibly in English	3	Application form/interview
	Competency in IV drug administration. Infusion pump skills	3	Interview
	Ability to work required shift pattern.	2	Interview
	Knowledge of up to date nursing and NHS issues	3	Interview
	High motivation and ability to motivate others	2	Interview
	Knowledge of evidence informed and research based practice	2	Interview
	Computer Literate		
	Good time management skills	3	Interview
		3	Interview
	Ability to work within a team and independently	3	Interview
	Managerial and leadership ability	3	Application form/Interview
	Ability to plan a rota		
	Ability to resolve conflict/dispute in a non confrontational manner	2	Interview
		2	Interview

<p>SPECIAL CIRCUMSTANCES</p> <p>e.g. Ability to travel to other sites. Ability to work internal rotation</p>			