

PERSON SPECIFICATION (& SHORTLISTING FORM)

Job Title: Nursing Associate

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

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EDUCATION, QUALIFICATIONS & TRAINING eg Education, professional qualifications	Registered Nursing Associate on the NMC register	3	Application form / interview Certification
	Nursing Associate foundation degree qualification	3	Certification
	GCSE Grade A-C/Level 4-9 in Maths & English or skills functional level 2 Maths & English or equivalent	3	Certification
EXPERIENCE eg Breadth of occupational experience	Minimum 2 years' experience in health care.	3	Application form
	Experience of working in teams under appropriate supervision as part of a multi-disciplinary team	3	Interview
	Experience of providing and receiving complex, sensitive information	3	Interview

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CATEGORY	CRITERIA	Weight	HOW ASSESSED
SKILLS, ABILITIES & KNOWLEDGE eg Communication skills, excellent organisation skills, keyboard skills, high motivation, Special knowledge requirements e.g. NMC Code of Conduct, regulations etc.	Ability to take part in reflective practice and clinical supervision activities	3	Interview
	Ability to organise and prioritise own delegated workload	3	Interview
	Ability to deal with non-routine and unpredictable nature of workload and individual patient contact	3	Interview
	Ability to communicate effectively (written, verbal and non-verbal communication) with patients/relatives and carers and all members of the multi-disciplinary team.	3	Application form / Interview
	Ability to develop effective and appropriate relationships with people, their families, carers and colleagues	3	Interview
	Ability to support, supervise, assess and act as a role model to nursing associate students, other learners and health care support workers as required within the clinical setting.	3	Interview
	Understanding of the scope of the role of the Nursing Associate in context of the nursing and interdisciplinary team and the organisation, and how the role may contribute to service development	3	Interview
	Understands and acts in line with NMC professional standards for practice contained within The Code.	3	Interview
	Knowledge of when to seek	3	Interview

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	advice and escalate to the appropriate professional for expert help and advice		
	Understand requirements for NMC professional Revalidation	3	Interview
	Understanding of the importance of following procedures and treatment plans	3	Interview
SPECIAL CIRCUMSTANCES eg Ability to travel to other sites. Ability to work internal rotation			

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