COMMUNITY MATRON
PERSON SPECIFICATION

ESSENTIAL AND DESIRABLE CRITERIA

	Essential	**Desirable**	**Mode of Testing**
Qualifications	Education to first level degree or equivalent. Completion of the following courses as a minimum: Independent prescriber V300 or be willing to undertake this. Enhanced Physical Assessment Skills and history taking in Primary Care	Masters level study Recognised Nurse Practitioner qualification and or Credentialing. ENB 998/997 or equivalent mentoring training Case Management of people with LTC module	
Professional Registration	First level registration Current NMC registration		
Training	Evidence of Continuing Professional Development		
Specific Skills	• Teaching and assessing skills and supervision of staff • Ability to undertake advanced patient assessments, implement appropriate nursing care and treatment and evaluate Outcomes • Able to prioritise and work flexibly • Able to function as an advanced practitioner with expert clinical skills • Computer literate, able to understand and interpret relevant clinical data and information • Car driver with current license with access to vehicle	• Experience of undertaking audit (benchmarking and evaluation of services) • Advanced assessment of care planning skills • Presenting skills – PowerPoint, Excel etc	

Experience	• Evidence of post registration education e.g. specialist practitioner, nurse practitioner, post registration courses or portfolio of evidence • Demonstrable evidence of post registration experience • Demonstrable Primary Care experience in care of people with long term conditions • Experience of working in Community services • Experience of interagency and collaborative working • Experience of managing complex and rapidly changing clinical conditions • Experience of clinical audit, benchmarking and evaluation of services • Ability to assess acutely unwell patients and demonstrate ability to manage them effectively and in a timely manner	• Experience of leading of policy/service development	
Personal Qualities	• Knowledge of our Business • Committed to improving services • Committed to hitting targets • Treats others as would like to be treated • Committed to 6 C's • Good Interpersonal Skills • Able to work individually and as part of a team • Flexible approach to meting service & client needs • Time management skills and ability to prioritise • Excellent communication skills • Ability to cope with change and open to innovation • Effective role model, able to lead and motivate others • Team player – able to work across organisations and structures • Able to work autonomously and show initiative • Ability to challenge and manage difficult situations		

Working with **NHS**

	• Assertive with good problem solving skills • Ability to write concise, comprehensive reports		
Information Technology	• Experience of using Excel, Word, • Understanding of clinical templates and their use to drive systematic care • Comfortable with paperlight working	• Experience of EMIS • Experience of coding systems • Experience of paperlight working • Experience of UCP	

DETAILS OF PERSON COMPLETING JOB DESCRIPTION AND PERSON SPECIFICATION

JD and PS completed by (job title):	Vicky Sanderson, Lead Community Matron
For an existing JD and PS - date reviewed:	Last updated October 2022
For a new JD and PS - date completed:	