

# Person Specification

|                   |                       |                             |         |              |   |
|-------------------|-----------------------|-----------------------------|---------|--------------|---|
| <b>Job Title:</b> | Sister / Charge Nurse | <b>Division/Department:</b> | Surgery | <b>Band:</b> | 7 |
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| Criteria   | Essential  | Desirable  | Stage Measured at:<br>A = Application<br>I = Interview T = Test |
|--|--|--|---|
| <b>Commitment to Trust Values and Behaviours</b> | Must be able to demonstrate behaviours consistent with the Trust's behavioural standards   |  | A, I  |
| <b>Training &amp; Qualifications</b>             | Current level one NMC registration<br>Degree in health / nursing related Studies<br>Relevant post-basic study relevant to specialty<br>Have a suitable Teaching & Assessing/Mentoring Qualification<br>Formal leadership and management training   | Continuing professional development/<br>reflective profile<br>Completion of all local competency packages.<br>Research training/experience<br>ECDL | Application Form<br>References<br>Interview<br>Profile          |
| <b>Experience</b>                                | Experience to include management/leadership experience<br>Supervision of non-registered staff, pre-registration and post basic students<br>Evidence of ability to mentor<br>Ability to manage the clinical area or ward efficiently and effectively<br>Ability to lead change and lead new ways of working | Audit or research within the clinical area<br>Formal teaching of groups of staff<br>Budget management  | Application Form<br>Interview<br>Profile                        |

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| <p><b>Communication and Relationship skills</b></p>   | <p>Able to present and receive complex information within the multi professional team<br/>         Demonstrate negotiation and influencing skills<br/>         Assertiveness skills and the ability to deal with conflict<br/>         Team player who can initiate, delegate and complete projects<br/>         Demonstrate self-awareness and understanding of personal accountability<br/>         Ability to support colleagues, patients and relatives/carers in distressing circumstances.</p> | <p>Demonstrate evidence of providing formal teaching sessions<br/>         Demonstration of team working and ability to work within a team<br/>         Demonstrate leadership for the management of change</p>   | <p>Application Form<br/>         References<br/>         Interview<br/>         Profile</p> |
| <p><b>Analytical and Judgement skills</b></p>   | <p>Ability to respond to, prioritise and analyse complex problems/situations and ensure effective interventions are put in place.<br/>         Ability to generate and present reports and documents.<br/>         Deal effectively with clinical issues within defined procedures/guidelines<br/>         Demonstrate insight in the use of data to influence patient care and services</p>   | <p>Demonstrate a knowledge of current issues related to NHS strategy and policy<br/>         Use of clinical benchmarking to influence patient care (Essence of Nursing)<br/>         Ability in the use of appraisal, personal development review and training needs analysis<br/>         Use of the knowledge and skills framework</p> | <p>References<br/>         Interview<br/>         Profile</p>                               |
| <p><b>Planning and organisation skills</b></p>  | <p>Can formulate short and long term objectives<br/>         Demonstrate an ability to prioritise own workload and recognise, prioritise and respond appropriately to urgent and emergency situations.<br/>         Demonstrate the personal development of members within a team.</p>   | <p>Demonstrate ability to effectively lead a team<br/>         Demonstrate effective time management skills<br/>         Demonstrate effective resource management<br/>         Experience in strategic planning for a service</p>  | <p>Application Form<br/>         References<br/>         Interview<br/>         Profile</p> |
| <p><b>Physical skills</b></p>   | <p>Physically able to perform the full range of nursing duties<br/>         Dexterity and accuracy in undertaking clinical skills, use of equipment and documentation<br/>         Competent and capable of using medical equipment<br/>         Able to undertake patient manual handling manoeuvres and non-patient manual handling manoeuvres</p>   | <p>Evidence of moving and handling training<br/>         Keyboard skills</p>  | <p>References<br/>         Interview<br/>         Profile</p>                               |
| <p><b>Other requirements specific to the role (e.g. be able to work shifts/on call)</b></p> | <p>Flexible and adaptable<br/>         Enhanced CRB clearance<br/>         Caring<br/>         Enthusiastic and well-motivated<br/>         Confidence<br/>         Recruitment and selection of staff</p>   | <p>Successful implementation and management of a nursing change process<br/>         Evidence of formal teaching experience<br/>         Attendance at conferences / study days</p>   | <p>References<br/>         Interview<br/>         Profile</p>                               |