

Person Specification & Scoring Sheet

Job Title	Theatre Co- Coordinator	Band	7
Candidate			

NOTE: Text within this template is guidance for completing the form and must be deleted prior to publishing

	Essential Criteria	Desirable Criteria	Score
Qualifications	<ul style="list-style-type: none"> - RN 1st Level / Registered ODP - First level degree or equivalent. - University Advanced Certificate in perioperative practice - Management/Leadership qualification 	In possession or working towards Degree qualification	
Experience	<ul style="list-style-type: none"> - Evidence of experience at Band 6 in relevant to the clinical speciality of the area. - Clinical teaching and assessment skills. - Evidence of implementing change in clinical practice. - Evidence of continuing professional development 	<ul style="list-style-type: none"> - Experience within appropriate field. - Experience of auditing standards of care. 	
Skills	<ul style="list-style-type: none"> - Leadership skills. - Good interpersonal skills. - Good organisational skills. - Ability to work autonomously as part of a team. - Demonstrate ability as a professional role model. - Computer skills. 	<ul style="list-style-type: none"> - Knowledge of a broad range of surgical specialities, including scrub anaesthetics and recovery. - Ability to participate in research/audit. - Good written, verbal communication skills - Proven record of change management 	
Knowledge	<ul style="list-style-type: none"> - Evidence of up to date underpinning theoretical knowledge in theatre practice. - Demonstrate expert specialist knowledge within chosen clinical field - Demonstrate sound human resource management skills 	<p>Demonstrate knowledge in 2 or more clinical fields</p> <p>Demonstrate knowledge of operational issues and list ordering</p>	

	<ul style="list-style-type: none"> - Demonstrate understanding and application of Trust Policies within practise 		
Additional	<ul style="list-style-type: none"> - Flexibility and adaptability - Able to work day/night/evening duty over a 7 day week - Good attendance record - Participation in the integration of Anaesthetic, scrub and recovery services. - Speak English to an appropriate standard relevant to their role, i.e. with confidence and accuracy, using correct sentence structures and vocabulary, and without hesitation 		
WWL Behaviours	<p>When we are:</p> <p>Compassionate We take time to show kindness and care to others</p> <p>Respectful We recognise that everyone counts and makes a valuable contribution</p> <p>Accountable We take personal responsibility for ourselves and our actions</p> <p>Collaborative We actively seek opportunities to work in partnership with others</p> <p>Forward Thinking We seek out new and creative way of working to make a positive difference.</p>		

Total Score:	
Out of total possible score:	

Comments	Please record here any pertinent comments following interview, particularly details of how the candidate meets, or fails to meet, the requirements of the person specification;
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Scoring Key:

1. Showed multiple clear evidence of a likely lack of competence in relation to the essential criteria
2. Showed sufficient negative evidence to be judged lacking in ability in relation to the essential criteria
3. Showed more positive than negative evidence of meeting the essential criteria
4. Showed clear evidence of meeting the required criteria and some of those in the desirable criteria
5. Showed multiple clear evidence of meeting all of the essential and desirable criteria

Signature:

Date:

Print name:

Position: