

PERSON SPECIFICATION (& SHORTLISTING FORM)

Job Title: **Staff Nurse (Chartridge Ward)**

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

AND A GREAT PLACE TO WORK

EDUCATION, QUALIFICATIONS & TRAINING eg Education, professional qualifications	First level NMC registration	3	Application
	Committed to own professional development to enhance practice	2	Application
	Evidence of recent Continuing Professional Development (CPD) or willing to undertake further training	2	Application / Interview
EXPERIENCE eg Breadth of occupational experience	Demonstrate some experience post or pre-registration placements in relevant clinical areas: Care of the Elderly Community Orthopaedics Palliative Care Long term conditions Rehabilitation	3	Application / Interview
	Working as part of a multidisciplinary team	3	Application / Interview
SKILLS, ABILITIES & KNOWLEDGE eg Communication skills, excellent organisation skills, keyboard skills, high motivation, Special knowledge requirements e.g. NMC Code of Conduct, regulations etc.	To be able to communicate effectively with patients, relatives, carers and other professionals.	3	Application form / Interview
	To be able to care for patients without prejudice related to gender, religion or disability.	3	
	Able to work under pressure	3	
	Knowledge of the NMC Code of Professional Conduct	3	
	Able to prioritise work load	3	
	Able to be flexible within team roster	3	
SPECIAL	Ability to travel to different	2	Application form /

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CIRCUMSTANCES eg Ability to travel to other sites. Ability to work internal rotation	locations / across site		Interview

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