

**PERSON SPECIFICATION
(& SHORTLISTING FORM)**

Job Title: **Matron for Labour ward and Triage**

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	Registered Midwife	3	Application form / interview
	ENB 997/MSPP or equivalent	3	Application form / interview
	First Degree or equivalent	3	Application form / interview
	Masters' degree	2	Application form / Interview
	Evidence of further continued professional development	3	Application form / interview
	First Line Management Course or management training	3	Application form / interview
	5 years relevant post registration midwifery experience	3	Application form / interview
EXPERIENCE eg Breadth of occupational experience	Has had responsibility for the organisation and management of a ward/department/ community team	3	Application form
	Worked in all midwifery settings	3	Application form
	Experience of acting as mentor – coach – preceptor	3	Application form/Interview
	Audit	3	Application form/Interview
	Research	2	Interview
	Standard setting	3	Interview
	Staff Appraisal/development	3	Application form
	Risk management experience	3	Application form
	Previous experience as shift/team leader	3	Application form

OUTSTANDING CARE

HEALTHY COMMUNITIES

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	Experience of teaching students, MCA's and qualified staff	3	Application form
	Evidence of professional updating	3	Application form

OUTSTANDING CARE

HEALTHY COMMUNITIES

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CATEGORY	CRITERIA	Weight	HOW ASSESSED
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OUTSTANDING CARE

HEALTHY COMMUNITIES

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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 communicate clearly with patients, relatives, and MDT team in English	3	Application form/Interview
	Ability to work required shift pattern and special circumstances	3	Application form/interview Interview
	Knowledge of up-to-date nursing/midwifery and NHS issues	3	Interview
	High motivation and ability to motivate others	2	Interview
	Knowledge of evidence informed and research-based practice	3	Interview
	Computer literate including use of Medway	3	Interview
	Competent in 'Microsoft office' applications.	3	Application form/Interview
	Able to write detailed reports	2	
	Good time management skills	3	Application form/interview
	Ability to work within a team and independently	3	Interview
	Managerial and leadership ability	3	Interview
	Ability to resolve conflict/dispute in a non-confrontational manner	3	Interview
	Insight into the needs of the Trust and Regional and Government initiatives	3	Interview
	Skilled at extended midwifery practice eg suturing, IV Cannulation, epidurals, IV drug administration	3	Application form/Interview Interview
Good verbal and written communication skills to enable	3	Interview	

OUTSTANDING CARE

HEALTHY COMMUNITIES

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	liaison with patients, relatives and multi-disciplinary team and to produce concise written reports and notes. Maintain a positive attitude to change and work within the management team. Availability of transport. Full, clean driving licence.	3 3 2	Interview Interview Interview Interview Application form
SPECIAL CIRCUMSTANCES eg Ability to travel to other sites. Ability to work internal rotation	Ability to travel to other sites	3	Interview

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