

PERSON SPECIFICATION (& SHORTLISTING FORM)

Job Title: Midwife

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)
1.Values:-  Collaborate  Aspire  Respect  Enable	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
	Patients are always first. Drives service improvements. Strong self-awareness with a desire to grow.	3	
	Treats all with compassion and kindness. Ensures everyone feels valued.	3	
	Consults others and listens to their views/opinions. Enables others to take the initiative	3	

CATEGORY	CRITERIA	Weight	HOW ASSESSED
2. EDUCATION, QUALIFICATIONS & TRAINING eg Education, professional qualifications	Registered Midwife	3	Application form
	ENB 997/MSPP	3	
	NVQ assessor	1	
	Evidence of Further Study	2	
3. EXPERIENCE eg Breadth of occupational experience	Experience as a preceptor Midwife	3	Application Form
	Ability to be a mentor to student midwives/nurses/MCA's	3	Application Form / Interview
	Completion of mentor assessor workshops	3	Application Form / Interview
	Ability to work as part of a team and communicate effectively within it	2	Application Form / Interview

4. SKILLS, ABILITIES & KNOWLEDGE eg Communication skills, excellent organisation skills, keyboard skills, high motivation, Special knowledge requirements e.g. NMC Code of Conduct, regulations etc.	Professional appearance and behaviour	3	Interview
	Clinical skills, in particular: Suturing Cannulation Supervision of epidural infusion	3	Interview/Application form
	Good communicator both verbally and in writing	3	Interview/Application form
	Ability to write clearly and legibly in English	3	Interview/Application form
	Ability to work on own initiative and manage own time	3	Application form
	Computer literate	3	Interview
	Knowledge of evidence informed and research based practice	3	Interview
	Willing to undertake further study	3	Interview
	Knowledge of NMC Code of Conduct, Guidelines and Professional Practice	3	Application form /Interview
	Awareness and knowledge of vulnerable adult and child Protection issues	3	Application form/Reference
	Good previous attendance record	3	Application form/Interview
	Flexible approach to working hours and practices	3	Application form/interview
	Satisfactory enhanced DBS with check against vulnerable groups barred lists	3	DBS check
5. SPECIAL	Able to travel to other sites	3	Application Form /

CIRCUMSTANCES eg Ability to travel to other sites. Ability to work internal rotation	and off site as necessary		Interview