

PERSON SPECIFICATION (& SHORTLISTING FORM)

Job Title: Sterile Services Assistant (Band 2)

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

The Weight should be inputted when adding a vacancy into Trac under the short-listing tab. This will then allow you to score each candidate when completing your online short-listing.

CATEGORY	CRITERIA	Weight	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	

EDUCATION, QUALIFICATIONS & TRAINING e.g. Education, professional qualifications	Good standard of education including English Language.	3	Application
	TVQ Level 1 / 2 or equivalent in a similar industry or evidence of a successfully completed in-house SSD training scheme.	2	Application
EXPERIENCE e.g. Breadth of occupational experience	Previous experience of working in a Sterile Services Department or similar industry e.g. Medical or Pharmaceutical Company.	2	Application Form Interview
	Experience of dealing with customers and/or public.	2	As above
	Experience of working to an internationally recognised quality management system.	2	As above
	Work experience in a hospital.	2	As above

CATEGORY	CRITERIA	Weight (a)	HOW ASSESSED
SKILLS, ABILITIES & KNOWLEDGE e.g. Communication skills, excellent organisation skills, keyboard skills, high motivation, Special knowledge requirements e.g. NMC Code of Conduct, regulations etc.	Good communication skills both verbal and written with all disciplines of staff.	3	Application
	Basic numeracy.	3	Application
	Good hand to eye co-ordination.	3	Interview
	Good manual dexterity and ability to handle small delicate objects, willingness to pay attention to detail and recognise a large variety of different instruments.	3	Interview
	Keen to learn and train within the post.	3	Application
	Self-motivated.	3	Interview
	Basic computer skills.	3	Application / Interview
	Able to withstand the sight of blood and body tissue.	3	Interview
	Able to maintain a neat tidy working environment and produce consistent and accurate results in a repetitive production situation working to strict written specifications with high value items.	3	Interview

SPECIAL CIRCUMSTANCES e.g. Ability to travel to other sites. Ability to work internal rotation	Able to work whilst standing for prolonged periods in a restricted area wearing protective clothing at all times	3	Interview
	Ability to follow instructions whilst working at speed.	3	
	Ability to work unsupervised during weekends, evenings and when called in for emergency situations.	3	
	Ability to lift moderately heavy weights.	3	
	Prepared to attend work in the event of a major incident.	3	