

Person Specification / Interview Score Sheet

Job Title: Deputy Sister

Accountable to: Sister/Matron

Criteria	Essential Criteria	Desirable Criteria	Mgmt Score	Essential HI*	Desirable HI*
Qualifications	1 st level registration currently registered with NMC Learning, Teaching and Assessing in Clinical Practice (Mentorship) or equivalent Basic management course/ B-tec or equivalent Diploma in relevant subject or willingness to work towards .	Degree in relevant subject			

<p>Experience</p>	<p>Minimum of 2 years' experience in Outpatients department at previous grade</p> <p>Minimum of 3 years post registration experience</p> <p>Experience of leading, motivating and supporting a team</p> <p>Experience of providing training and education</p> <p>Experience of delegating workload and monitoring progress</p> <p>Experience of monitoring clinical practice</p> <p>Able to demonstrate managing and leading a change</p> <p>Expert knowledge and experience of complex dressings and comprehensive wound care in an outpatient role.</p> <p>Evidence of professional development</p>				
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We are **caring** **one team** **listening to understand** **open and honest** **always improving** **inclusive**

<p>Technical Skills Competencies</p>	<p>Good computer skills in all microsoft packages</p> <p>Excellent Interpersonal Skills</p> <p>Excellent communication/listening skills</p> <p>To be able to prioritise tasks and work load effectively</p> <p>Ability to accept responsibility For a department t as required</p> <p>Proven delegation skills</p> <p>Decision making skills – clinical and non-clinical</p> <p>Act as effective Team Leader.</p>				
<p>Knowledge</p>	<p>As required for registration</p> <p>Expert knowledge and experience of complex dressings and comprehensive wound care</p> <p>Implementation of evidence based practice</p> <p>Understanding of Trust Values</p> <p>Standard Setting and Clinical Governance</p> <p>To be prepared to develop skills and knowledge in all clinical specialties</p> <p>Knowledge of the specialist practise area.</p> <p>Trust issues and Policies</p>				

Other requirements specific to the role	<p>Availability to work flexibly to suit the needs of the service</p> <p>Demonstrate decisiveness in decision making</p> <p>Change management skills</p> <p>Reliable, enthusiastic and motivated</p>				
Personal Attributes Interpersonal skills	<p>Self-motivated and able to motivate others.</p> <p>Demonstrate ability to teach, supervise and appraise staff.</p> <p>Evidence of ability to communicate respectfully</p> <p>Supportive to others</p> <p>Friendly and approachable manner</p>				
Language requirement	Be able to speak English as necessary to undertake the role	Total Score			

Scoring Key:	
1	Does not meet criteria
2	Below requirement (serious shortcomings)
3	Acceptable level of competence (some shortcomings in performance)
4	Acceptable level of competence (quality evidence provided)
5	Exceptional standard

*HI – How Identified	
A	Application form
I	Interview
T	Test
P	Presentation

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