

**PERSON SPECIFICATION  
(& SHORTLISTING FORM)**

**Job Title:** Macmillan Oncology Nurse Specialist (Rotation Post)

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

<b>EDUCATION, QUALIFICATIONS &amp; TRAINING</b>  e.g. Education, professional qualifications	Registered Nurse – 1 <sup>st</sup> level with NMC	3	Application
	Relevant degree or working towards	3	Application
	Oncology cancer qualification/ module or working towards	3	Application
	Teaching/ training qualification and/ or substantial teaching experience	3	Application
	Advanced Communications Skills Course or willingness to undertake	3	Application
	Evidence of continuous professional development.	3	Application & interview
	Chemotherapy qualification	2	Application
<b>EXPERIENCE</b>  e.g. Breadth of occupational experience	Oncology/ palliative care experience	3	Application
	Chemotherapy Experience at band 5 or above	2	Application
	Experience of working within and/ or with multi-disciplinary teams.	3	Application & interview
	Experience in delivering and evaluating teaching programmes to health care professionals including medical staff.	3	Application & interview
	Experience of and ability to work as an autonomous practitioner	3	Application & interview

<b>SKILLS, ABILITIES &amp; KNOWLEDGE</b>  e.g. Communication skills, excellent organisation skills, keyboard skills, high motivation, Special knowledge requirements e.g. NMC Code of Conduct, regulations etc.	Understanding and up to date knowledge of issues relevant to Oncology (cancer/ cancer treatment complications, palliative care and end of life care).	3	Application & Interview
	Awareness of key policies and national recommendations relating to Oncology cancers and the broader cancer, palliative and end of life care agenda.	3	Application & interview
	Effective Interpersonal skills (including the use of advanced communication skills), To communicate sensitive information to patients and Carers in a variety of settings over the phone.	3	Application & interview
	Self-motivated, pro-active and innovative.	3	Application & interview
	Ability to effectively provide peer support/ mentoring to support the raising of clinical standards	3	Application & interview
	Ability to work autonomously and as part of a team, respecting the skills and contributions of others.	3	Application & interview
	Effective IT skills	3	Application & interview
	Effective time management and organizational skills to prioritize self and others	3	Interview
<b>SPECIAL CIRCUMSTANCES</b> e.g. Ability to travel to other sites. Ability to work internal rotation	Ability to travel across site if required	3	Interview
	Maths test	3	Interview
	DBS clearance	3	Interview