

PERSON SPECIFICATION (& SHORTLISTING FORM)

Job Title: **MS Support nurse**

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	RN (adult)	3	Application form / interview
	Relevant post registration experience in MS.	2	
EXPERIENCE eg Breadth of occupational experience	Significant experience at a band 5/6 nursing level	3	
	Minimum of 3 years post registration experience	3	
CATEGORY	CRITERIA	Weight	HOW ASSESSED
SKILLS, ABILITIES & KNOWLEDGE eg Communication skills, excellent organisation skills, keyboard skills, high motivation, Special knowledge requirements e.g. NMC Code of Conduct, regulations etc.	Excellent communication and interpersonal skills	3	
	Ability to prioritise workload and work independently	3	
	Demonstrate an understanding of MS and current therapies	2	
	Computer literate	3	
	Evidence of participation in audit, research and development of staff	2	
	Ability to manage own caseload	3	
	Have excellent verbal and written communication skills	3	
	Adaptable and responsive to changing needs	3	
	Able to use own initiative	3	
	Demonstrate a caring and sensitive approach to patients	3	
SPECIAL CIRCUMSTANCES eg Ability to travel to other sites. Ability to work internal rotation	Good team worker	3	
	The postholder will be required to work across all sites and be required to travel between sites	3	

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	Car driver – access to car	3	

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