

Person Specification

Job Title:	Sister / Charge Nurse	Division/Department:	Surgery	Band:	7
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Criteria	Essential	Desirable	Stage Measured at: A = Application I = Interview T = Test
Commitment to Trust Values and Behaviours	Must be able to demonstrate behaviours consistent with the Trust's behavioural standards		A, I
Training & Qualifications	Current level one NMC registration Degree in health / nursing related Studies Relevant post-basic study relevant to specialty Have a suitable Teaching & Assessing/Mentoring Qualification Formal leadership and management training	Continuing professional development/ reflective profile Completion of all local competency packages. Research training/experience ECDL	Application Form References Interview Profile
Experience	Experience to include management/leadership experience Supervision of non-registered staff, pre-registration and post basic students Evidence of ability to mentor Ability to manage the clinical area or ward efficiently and effectively Ability to lead change and lead new ways of working	Audit or research within the clinical area Formal teaching of groups of staff Budget management	Application Form Interview Profile

Communication and Relationship skills	<p>Able to present and receive complex information within the multi professional team</p> <p>Demonstrate negotiation and influencing skills</p> <p>Assertiveness skills and the ability to deal with conflict</p> <p>Team player who can initiate, delegate and complete projects</p> <p>Demonstrate self-awareness and understanding of personal accountability</p> <p>Ability to support colleagues, patients and relatives/carers in distressing circumstances.</p>	<p>Demonstrate evidence of providing formal teaching sessions</p> <p>Demonstration of team working and ability to work within a team</p> <p>Demonstrate leadership for the management of change</p>	<p>Application Form</p> <p>References</p> <p>Interview</p> <p>Profile</p>
Analytical and Judgement skills	<p>Ability to respond to, prioritise and analyse complex problems/situations and ensure effective interventions are put in place.</p> <p>Ability to generate and present reports and documents.</p> <p>Deal effectively with clinical issues within defined procedures/guidelines</p> <p>Demonstrate insight in the use of data to influence patient care and services</p>	<p>Demonstrate a knowledge of current issues related to NHS strategy and policy</p> <p>Use of clinical benchmarking to influence patient care (Essence of Nursing)</p> <p>Ability in the use of appraisal, personal development review and training needs analysis</p> <p>Use of the knowledge and skills framework</p>	<p>References</p> <p>Interview</p> <p>Profile</p>
Planning and organisation skills	<p>Can formulate short and long term objectives</p> <p>Demonstrate an ability to prioritise own workload and recognise, prioritise and respond appropriately to urgent and emergency situations.</p> <p>Demonstrate the personal development of members within a team.</p>	<p>Demonstrate ability to effectively lead a team</p> <p>Demonstrate effective time management skills</p> <p>Demonstrate effective resource management</p> <p>Experience in strategic planning for a service</p>	<p>Application Form</p> <p>References</p> <p>Interview</p> <p>Profile</p>
Physical skills	<p>Physically able to perform the full range of nursing duties</p> <p>Dexterity and accuracy in undertaking clinical skills, use of equipment and documentation</p> <p>Competent and capable of using medical equipment</p> <p>Able to undertake patient manual handling manoeuvres and non-patient manual handling manoeuvres</p>	<p>Evidence of moving and handling training</p> <p>Keyboard skills</p>	<p>References</p> <p>Interview</p> <p>Profile</p>
Other requirements specific to the role (e.g. be able to work shifts/on call)	<p>Flexible and adaptable</p> <p>Enhanced CRB clearance</p> <p>Caring</p> <p>Enthusiastic and well-motivated</p> <p>Confidence</p> <p>Recruitment and selection of staff</p>	<p>Successful implementation and management of a nursing change process</p> <p>Evidence of formal teaching experience</p> <p>Attendance at conferences / study days</p>	<p>References</p> <p>Interview</p> <p>Profile</p>