

Person Specification

Job Title: Ward Manager

Division: Emergency Division

Job Requirements		Weighting
<p>QUALIFICATIONS/TRAINING</p> <ul style="list-style-type: none"> Level of education Professional qualifications Vocational Training Post basic qualifications Training and learning programmes/courses 	<ul style="list-style-type: none"> First Level Nurse Degree in Professional Nursing/Health Studies ENB course in Medical Specialties ENB 998 or equivalent qualification Post-registration management qualification or equivalent experience ILS/ALS Evidence of continuing professional development 	<p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p>
<p>EXPERIENCE</p> <ul style="list-style-type: none"> Length and type of experience Level at which experience gained 	<ul style="list-style-type: none"> Experience in nurse management Significant experience at band 6 within acute hospital setting Experience of change management Experience of general medicine 	<p>E</p> <p>E</p> <p>E</p> <p>E</p>
<p>SKILLS/KNOWLEDGE</p> <ul style="list-style-type: none"> Range and level of skills Depth and extent of knowledge 	<ul style="list-style-type: none"> Presentation skills and relevance to question Some knowledge of business planning Experience of writing guidelines/protocols & policies Sound knowledge of evidence based practice Knowledge and experience of audit process Evidence of involvement in change management Sound resource (human and finance) management skills 	<p>E</p> <p>D</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
<p>PERSONAL QUALITIES</p> <ul style="list-style-type: none"> Sometimes called attributes 	<ul style="list-style-type: none"> Can demonstrate characteristics of effective leadership Demonstrates ability to motivate, train and develop staff Is innovative, positive and has ability to stimulate a productive team Able to set/achieve individual/team objectives and meet deadlines Able to role model both clinically & managerially 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
<p>OTHER JOB REQUIREMENTS</p> <ul style="list-style-type: none"> Physical attributes Specific job circumstances such as unsocial hours Special requirements such as car driver 	<ul style="list-style-type: none"> Up to date with current NHS priorities and nursing issues Flexible and adaptable in meeting changing service demand Experience of project work and report writing 	<p>E</p> <p>E</p> <p>D</p>

*** Notes on Completion**

JOB REQUIREMENTS

The job requirements are in effect the person specification, in that they specify the person who could do the job competently.

WEIGHTING

Please indicate for each criteria whether it is **Essential** or **Desirable**.