

PERSON SPECIFICATION (& SHORTLISTING FORM)

Job Title: Community Staff Nurse (Band 5)

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	Registered health professional - Diploma level	3	Application form / interview
	Evidence of recent	3	Application form / interview
	CPD Post graduate module(s) in long term conditions	3	Application form / interview
EXPERIENCE eg Breadth of occupational experience	Demonstrate experience post or pre-registration placements in relevant clinical areas:	3	Application form /interview
	<ul style="list-style-type: none"> • Palliative Care • Catheterisation experience 		
	At least 1-year community experience	3	Application form /interview
	Knowledge of working with common assessment process	2	Application form /interview
	Experience of electronic clinical systems	2	Application form /interview
	Experience participating in a research or audit project	2	Application form /interview

OUTSTANDING CARE

HEALTHY COMMUNITIES

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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.	Demonstrate profession specific clinical assessment planning delivery and evaluation skills	3	Application form /interview
	Able to work under pressure	3	Application form /interview
	Knowledge of modernisation agenda within the NHS and social care	2	Application form /interview
	Good written and verbal communication skills	2	Application form /interview
	Report writing skills	2	Application form /interview
	IT skills	2	Application form /interview
	Presentation skills	2	Application form /interview
SPECIAL CIRCUMSTANCES eg Ability to travel to other sites. Ability to work internal rotation	Car driver / owner able to travel to other locations within the trust	2	

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