

## PERSON SPECIFICATION (& SHORTLISTING FORM)

**Job Title: Macmillan Skin CNS & Team Leader**

**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	Post registration oncology qualification	3	Application form
	Specialist training in dermatology +/- plastic surgery	3	Application form
	Cancer and/or Palliative Care Degree	3	Application form/ Interview
	Working towards Masters or equivalent level study	2	Application form
	Advanced Physical assessment skills including skin lesion identification and dermoscopy	2	Application form
	ENB 998 or equivalent teaching qualification	3	Application form
<b>EXPERIENCE</b>  e.g. Breadth of occupational experience	RGN –with relevant post registration experience	3	Application form
	Oncology/dermatology/ plastic surgery – strong experience at a senior level and/or experiences at a senior level in a related and relevant area of practice.	3	Application form/ interview
	Experience in managing a team	3	Application form/interview
	Leadership skills & knowledge of managing service / people	3	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.	Excellent interpersonal skills	3	Interview
	Advanced communication training in a recognised cancer communication model	3	Application & Interview
	Psychological skills level 2 training	2	Application & Interview
	<i>Knowledge and understanding of:</i>		
	National Cancer guidance	3	Application & Interview
	NMC guidelines for Nursing	3	Application & Interview
	Guidelines from NICE and British Association of Dermatology (BAD) for skin cancer	3	Application & Interview
	TVCA Skin Cancer and CAG Guidelines	3	Application & Interview
	IT literate	3	Application & Interview
	Trust policies relating to: HR Policies, Recruitment and Retention, Disciplinary Procedures and completion of management course	3	Application & Interview
<b>SPECIAL CIRCUMSTANCES</b> e.g. Ability to travel to other sites. Ability to work internal rotation	Trust wide working as/when required. (car driver essential)	3	Application & Interview
	Drug calculation skills	3	Application & Interview