

**PERSON SPECIFICATION  
(& SHORTLISTING FORM)**

**Job Title** Clinical Practice Development Nurse Cancer Services (Band 6)

**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)
<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	

OUTSTANDING CARE

HEALTHY COMMUNITIES

AND A GREAT PLACE TO WORK

<b>EDUCATION, QUALIFICATIONS &amp; TRAINING</b>	Level1 Registered Nurse with current NMC registration	<b>3</b>	Application Form.
	Recognised teaching/mentoring qualification	<b>3</b>	Application Form.
	Evidence of continuing professional development	<b>3</b>	Application Form.
	Evidence of Post Graduate Certificate in Education (level 7) or willingness to undertake further training	<b>1</b>	Application Form
	Evidence of further learning at Level 7	<b>1</b>	Application Form
<b>EXPERIENCE</b>	Well-developed professional knowledge base and evidence of post registration experience and demonstrated proficiency in the core clinical skills relevant to the post.	<b>3</b>	Application Form
	Experience of educating / teaching HCA, Students, NA & RN the clinical setting	<b>3</b>	Application Form/ Interview
	Previous Experience as shift / team leader	<b>2</b>	Application Form /Interview
	Experience of undertaking clinical audit and quality improvement	<b>3</b>	Application Form
	Experience of participation in clinical research	<b>1</b>	Application Form / Interview

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CATEGORY	CRITERIA	Weight	HOW ASSESSED
<b>SKILLS, ABILITIES &amp; KNOWLEDGE</b>	Ability to communicate clearly with patients, relatives and MDT team in English.	3	Application Form/ Interview
	Ability to write comprehensively and clearly in English.	3	Application Form/ Interview
	Knowledge of up-to-date Nursing and NHS issues	3	Application Form/ Interview
	Excellent interpersonal skills, highly motivated and ability to motivate others	3	Application Form/ Interview
	Knowledge of evidence based researched practice.	3	Application Form/ Interview
	Good time management skills	3	Application Form/ Interview
	Strong IT skills including use of on-line communication tools and MS office suite.	3	Application Form/ Interview
	Ability to work within a team and independently and manage own workload	3	Application Form/ Interview
	Ability to demonstrate leadership skills and give examples from work experience	3	Application Form/ Interview
	Ability to resolve conflict/dispute in a non-confrontational manner	3	Application Form/ Interview
<b>SPECIAL CIRCUMSTANCES</b>	There is an expectation that all staff will work cross site.	3	Application Form/ Interview

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