

**PERSON SPECIFICATION
(Shortlisting / Interview Assessment Form)**

(HR use only)

Job Title: Community Staff Nurse Band 5 Night Service

Applicant Name: _____

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

Column (a) should be completed when setting Criteria.

Column (b) should be completed at Shortlisting stage. You should only score the criteria that are being assessed by application form. The other criteria will be assessed at interview

CATEGORY	CRITERIA	Weight (must be Completed)	HOW ASSESSED (must be completed)
Values:-  Collaborate  Aspire  Respect  Enable	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
	Patients are always first. Drives service improvements. Strong self-awareness with a desire to grow.	3	
	Treats all with compassion and kindness. Ensures everyone feels valued.	3	
	Consults others and listens to their views/opinions. Enables others to take the initiative	3	

CATEGORY	CRITERIA	Weight (a)	HOW ASSESSED
EDUCATION, QUALIFICATIONS & TRAINING eg Education, professional qualifications	Demonstrate experience post or pre-registration placements in relevant clinical areas: • Palliative Care • Catheterisation experience	3	Application form /interview
	At least 1-year community experience	2	Application form /interview
	Committed to own professional development to enhance practice	2	Application form /interview
	Post registration education and extended skills eg Intravenous drug administration , compression dressings Desirable but not essential	2	Application form /interview
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		Application form /interview
	Able to work under pressure		Application form /interview Application form /interview
	Knowledge of modernisation agenda within the NHS and social care		Application form /interview
	Good written and verbal communication skills		Application form /interview
	Report writing skills IT skills		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	3	Application form /interview
	Able to drive at night	3	Application form /interview
	Prepared to drive a large SUV manual and automatic	3	Application form /interview

OUTSTANDING CARE

HEALTHY COMMUNITIES

AND A GREAT PLACE TO WORK

	transmission		

Comments – To be completed at interview stage only