

**PERSON SPECIFICATION  
(& SHORTLISTING FORM)**

**Job Title:** Community Case Manager - Nurse ACHT

**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)
<p><b>1. Values:-</b></p> <div style="display: flex; flex-direction: column; align-items: center; gap: 10px;"> <div style="display: flex; align-items: center; gap: 5px;">  <p><b>Collaborate</b></p> </div> <div style="display: flex; align-items: center; gap: 5px;">  <p><b>Aspire</b></p> </div> <div style="display: flex; align-items: center; gap: 5px;">  <p><b>Respect</b></p> </div> <div style="display: flex; align-items: center; gap: 5px;">  <p><b>Enable</b></p> </div> </div>	<p>Communicates openly, honestly and professionally, and actively promotes team working and building strong working relationships</p> <p>Patients are always first. Drives service improvements. Strong self-awareness with a desire to grow.</p> <p>Treats all with compassion and kindness. Ensures everyone feels valued.</p> <p>Consults others and listens to their views/opinions. Enables others to take the initiative</p>	<p>3</p> <p>3</p> <p>3</p> <p>3</p>	<p>All values must be assessed at the interview/ assessment stage using various methods e.g. open questions and scenarios</p>

CATEGORY	CRITERIA	Weight	HOW ASSESSED
<b>2. EDUCATION, QUALIFICATIONS &amp; TRAINING</b> eg Education, professional qualifications	Registered Allied Healthcare Professional / Registered Level 1 Nurse	3	Application form / interview
	Degree/ Diploma in Health / Nursing Studies or related subject	3	Application form / interview
	Evidence of recent Continuous Professional Development	3	Application form / interview
	Relevant post graduate clinical training e.g. Elderly, Long Term Conditions, Respiratory Disease, Cardiac Disease, Dementia, Rehabilitation, Trauma and Orthopaedics and End of Life	3	Application form / interview
<b>3. EXPERIENCE</b> eg Breadth of occupational experience	Demonstrate broad experience post registration within a variety of core areas: <ul style="list-style-type: none"> <li>▪ Elderly care</li> <li>▪ Orthopaedics</li> <li>▪ Neurology</li> <li>▪ Respiratory</li> <li>▪ Palliative Care</li> <li>▪ Long term conditions</li> </ul>	3	Application form / Interview
	Experience of working in a community/in-patient setting for a minimum of 3 years post registration	2	Application form / interview
	In depth experience of working within multi agency / multi-disciplinary team	3	Application form / interview
	Experience of assisting with implementing change management programmes e.g. service development	2	Application form / interview
	Experience of working with single assessment process	1	Application form / interview
	Experience of electronic clinical systems	2	Application form / interview

	Experience participating in a research or audit project	2	Application form / interview
	Experience of day to day staff management e.g. case allocation to Health Care Assistants	2	Application form / interview
<b>4. SKILLS, ABILITIES &amp; KNOWLEDGE</b> eg Communication skills, excellent organisation skills, keyboard skills, high motivation, Special knowledge requirements e.g. NMC Code of Conduct, regulations etc.	Demonstrate specialist clinical assessment, analysis, planning, delivery and evaluation skills	3	Interview
	Ability to manage complex cases	2	Interview
	Ability to develop and maintain partnership working	2	Interview
	Knowledge of legal requirements for working with vulnerable adults and those who lack capacity	2	Application form / interview
	Ability to motivate staff	3	Interview
	Knowledge of modernisation agenda within the NHS and social care	2	Application form / interview
	Excellent written and verbal communication skills	3	Application form / interview
	Report writing skills	2	Application form / interview
	IT skills	2	Interview
	Presentation skills	2	Interview
	Teaching patients, carers and colleagues	2	Application form / interview
	Self-awareness	3	Interview
<b>5. SPECIAL CIRCUMSTANCES</b> eg Ability to travel to other sites. Ability to work internal rotation	Able to work under pressure	3	Interview
	Self-motivated	3	Interview
	Innovative	3	Interview
	Enthusiastic	3	Interview
	Able to work alone	3	Interview

	Ability to promote health	3	Interview
	Valid and current driving license or able to travel to locations throughout Buckinghamshire	3	Application form / interview