

**PERSON SPECIFICATION
(& SHORTLISTING FORM)**

Job Title: Clinical Research Nurse

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  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		Interview
	Treats all with compassion and kindness. Ensures everyone feels valued.	3		Interview
	Consults others and listens to their views/opinions. Enables others to take the initiative	3		Interview

EDUCATION, QUALIFICATIONS & TRAINING eg Education, professional qualifications	NMC Nurse Registration	3	Application
	Graduate level qualification in relevant discipline, or be working towards one	3	Application
	Evidence of continuous personal, professional, and academic development	3	Application
	Post registration teaching qualification (eg ENB 998 or mentorship course)	3	Application
	Knowledge of ICH Good Clinical Practice	2	Application/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.	Knowledge and experience in clinical research/clinical trials	3	Application/Interview
	Excellent communication and interpersonal skills	3	Application/Interview
	Evidence of accurate documentation and data collection	3	Application/Interview
	Ability to work autonomously and as a member of a small team, as well as part of the wider multidisciplinary team	3	Application/Interview
	Ability to work across boundaries, integrating with multidisciplinary staff in relation to research trials	3	Application/Interview
	Computer literacy and presentation skills	3	Application/Interview

	Ability to organise, prioritise and co-ordinate work of self and others	3	Application/Interview
	Commitment to achieving objectives	3	Application/Interview
	Phlebotomy skills	3	Application/Interview
SPECIAL CIRCUMSTANCES eg Ability to travel to other sites. Ability to work internal rotation	Ability to work flexible hours as required to meet service needs	3	Application/Interview
	Car Driver	2	Application/Interview