

## PERSON SPECIFICATION

<b>Factors</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
	<i>The essential criteria are those which the role cannot operate without.</i>		<ul style="list-style-type: none"> <li>• Application Form (App)</li> <li>• Interview (I)</li> <li>• Assessment (Ass)</li> </ul>
<b>Qualifications/ Training</b> What should the candidate have already attained?	<p>A registered nurse or paramedic (or equivalent), with at least two years' face-to-face clinical experience.</p> <p>A Minimum of three GCSE's or 'O' Level qualification, Grade C and above or the equivalent qualification including GNVQ, NVQ level 2.</p>	<p>Recognised leadership/management training qualification</p> <p>A recognised clinical audit qualification</p> <p>A recognised quality improvement qualification/experience</p>	Application
<b>Knowledge</b> What particular knowledge should the candidate already have?	<p>Detailed working knowledge of ambulance operational processes and clinical care.</p> <p>In depth knowledge of electronic and paper care records and the data they produce.</p> <p>Technical knowledge of data analysis, data presentation and report writing.</p> <p>Detailed knowledge of the Ambulance Clinical Outcome Indicators and the national audit programme.</p> <p>Knowledge of the audit improvement cycle and health informatics</p>	<p>Technical knowledge of GRS and admin systems to enable first line support to direct reports before escalation to IT support.</p>	Application and Interview
<b>Experience</b> What previous type of experience should the candidate have?	<p>Excellent understanding of the ambulance service environment through direct experience.</p> <p>Experience of conducting clinical audit from scoping standards, report writing, improvement activities and re-audit.</p>	<p>Experience as a first line supervisor, and ability to effectively manage performance related issues and provide a supportive and open environment for staff to meet their full potential.</p>	Application and Interview
<b>Skills</b> What particular skills should the candidate already have?	<p>Confident to work independently and make own clinical judgements.</p> <p>Effective self-management, e.g. self-starter, demonstrates ability to effectively</p>		Application and Interview

	<p>time manage and able to deliver against set objectives and deadlines.</p> <p>Competent in the use of various Trust information systems in order to retrieve and document complex information.</p> <p>Competent in the analysis and presentation of quantitative and qualitative information.</p> <p>Excellent communication and listening skills.</p> <p>Solid report writing skills.</p> <p>Ability to multi task and prioritise existing workloads using a methodical and systematic approach to work.</p> <p>Ability to work within a new and developing role and take on new responsibilities, where there are opportunities for development and progression, which may be challenging due to uncertainties.</p> <p>Demonstrates ability to be organised, innovative, supportive and decisive approach to work.</p> <p>Excellent at forming professional working relationships with a wide variety of internal and external stakeholders.</p>		
<b>Personal Qualities</b>	<p>Able to maintain frequent and prolonged periods of concentration due to nature of work</p> <p>Demonstrate a positive approach to work and continuous improvement of processes.</p>		Application and Interview
<b>Other</b>	<p>Able to travel between sites for work purposes.</p> <p>Able to undertake further training/development as necessary.</p> <p>A commitment to quality &amp; personal excellence in all areas of work.</p> <p>Ability to use reflective practice and participate in peer review.</p> <p>A commitment to and evidence of Continuous Professional Development.</p> <p>Patient experience and clinical care quality focused.</p>		Application and Interview

**NOTE:** Candidates should meet all the essential criteria if they are to be shortlisted

Date Reviewed:	February 2024
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