

**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)
<b>Values:-</b>  <b>Collaborate</b>  <b>Aspire</b>  <b>Respect</b>  <b>Enable</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
	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	

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CATEGORY	CRITERIA	Weight (a)	HOW ASSESSED
<b>EDUCATION, QUALIFICATIONS &amp; TRAINING</b>  <b>eg Education, professional qualifications</b>	Demonstrate experience post or pre-registration placements in relevant clinical areas: <ul style="list-style-type: none"> <li>• Palliative Care</li> <li>• Catheterisation experience</li> </ul>	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
<b>SKILLS, ABILITIES &amp; KNOWLEDGE eg Communication skills, excellent organisation skills, keyboard skills, high motivation, Special knowledge requirements e.g. NMC Code of Conduct, regulations etc.</b>	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
	Presentation skills		Application form /interview
<b>SPECIAL CIRCUMSTANCES eg Ability to travel to other sites. Ability to work internal rotation</b>	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

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	transmission		

**Comments** – To be completed at interview stage only

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