

## PERSON SPECIFICATION (& SHORTLISTING FORM)

**Job Title: Nursing Associate - Paediatrics (band 4)**

**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)
<b>Values:-</b>  <b>Collaborate</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
 <b>Aspire</b>	Patients are always first. Drives service improvements. Strong self-awareness with a desire to grow.	3	
 <b>Respect</b>	Treats all with compassion and kindness. Ensures everyone feels valued.	3	
 <b>Enable</b>	Consults others and listens to their views/opinions. Enables others to take the initiative	3	

<b>EDUCATION, QUALIFICATIONS &amp; TRAINING</b>  e.g. Education, professional qualifications	Nursing Associate – Level 5 Foundation Degree  NMC Registration	3  3	Application form Portfolio of evidence
<b>EXPERIENCE</b>  e.g. Breadth of occupational experience	Understanding of the scope of the role of the Nursing Associate in context of the team and organisation, and how the role may contribute to service development  . Understand and act in line with NMC professional standards for the practice contained within The Code  Knowledge of when to seek advice and escalate to the appropriate care professional for expert help and advice.  Understanding of the importance of following procedures and treatment plans.  Understand the requirements for NMC professional revalidation.	All 3	Interview

CATEGORY	CRITERIA	Weight (a)	HOW ASSESSED
<b>SKILLS, ABILITIES &amp; KNOWLEDGE</b>  e.g. Communication skills, excellent organisation skills, keyboard skills, high motivation, Special knowledge requirements e.g. NMC Code of Conduct, regulations etc.	Ability to take on board new ideas, skills and knowledge	3	Application/ Interview
	Ability to problem solve	3	
	Ability to manage the care for a group of people and prioritise workload with minimal supervision	3	
	Ability to write basic reports	3	
	Understands the principles of safe and effective administration and optimisation of medicines in accordance with local and national policies	3	
	Be proficient at calculating drug doses	3	
	Ability to teach/support less qualified carers/learners	3	
	Basic Computer/keyboard skills	3	
	Ability to present reasoned discussion,	3	
	Ability to work as a team	3	
	Evidence of CPD	2	
	Ability to communicate effectively with patients, visitors and colleagues	3	
	Effective interpersonal skills	3	
	Ability to take part in reflective practice and clinical supervision	3	

	<p>Enthusiastic, conscientious and sympathetic</p> <p>Experience of integrated care delivery</p> <p>Ability to adapt to change</p> <p>Proven ability to keep information confidential</p>	<p>3</p> <p>2</p> <p>3</p> <p>3</p>	
<p><b>SPECIAL CIRCUMSTANCES</b></p> <p>e.g. Ability to travel to other sites. Ability to work internal rotation</p>	<p>Car driver/ owner</p>		