

Person Specification / Interview Score Sheet

Job Title: Deputy Sister

Accountable to: Sister/Matron

Criteria	Essential Criteria	Desirable Criteria	Mgmt Score	Essential HI*	Desirable HI*
Qualifications	<p>1st level registration currently registered with NMC</p> <p>Learning, Teaching and Assessing in Clinical Practice (Mentorship) or equivalent</p> <p>Basic management course/ B-tec or equivalent</p> <p>Diploma in relevant subject or willingness to work towards</p>	Degree in relevant subject			

Experience	<p>Minimum of 2 years' experience in Outpatients department at previous grade</p> <p>Minimum of 3 years post registration experience</p> <p>Experience of leading, motivating and supporting a team</p> <p>Experience of providing training and education</p> <p>Experience of delegating workload and monitoring progress</p> <p>Experience of monitoring clinical practice</p> <p>Able to demonstrate managing and leading a change</p> <p>Expert knowledge and experience of complex dressings and comprehensive wound care in an outpatient role.</p> <p>Evidence of professional development</p>				
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Technical Skills Competencies	<p>Good computer skills in all microsoft packages</p> <p>Excellent Interpersonal Skills</p> <p>Excellent communication/listening skills</p> <p>To be able to prioritise tasks and work load effectively</p> <p>Ability to accept responsibility For a department t as required</p> <p>Proven delegation skills</p> <p>Decision making skills – clinical and non-clinical</p> <p>Act as effective Team Leader.</p>				
Knowledge	<p>As required for registration</p> <p>Expert knowledge and experience of complex dressings and comprehensive wound care</p> <p>Implementation of evidence based practice</p> <p>Understanding of Trust Values</p> <p>Standard Setting and Clinical Governance</p> <p>To be prepared to develop skills and knowledge in all clinical specialties</p> <p>Knowledge of the specialist practise area.</p> <p>Trust issues and Policies</p>				

Other requirements specific to the role	Availability to work flexibly to suit the needs of the service Demonstrate decisiveness in decision making Change management skills Reliable, enthusiastic and motivated				
Personal Attributes Interpersonal skills	Self-motivated and able to motivate others. Demonstrate ability to teach, supervise and appraise staff. Evidence of ability to communicate respectfully Supportive to others Friendly and approachable manner				
Language requirement	Be able to speak English as necessary to undertake the role	Total Score			

Scoring Key:	
1	Does not meet criteria
2	Below requirement (serious shortcomings)
3	Acceptable level of competence (some shortcomings in performance)
4	Acceptable level of competence (quality evidence provided)
5	Exceptional standard

*HI – How Identified	
A	Application form
I	Interview
T	Test
P	Presentation

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