

R&S3: Employee Specification

Employee Specification / Selection Assessment Form

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|--------------------|----------------------------|
| JOB TITLE: | Practice Development Nurse |
| BAND: | 7 |
| POST REFERENCE NO: | |

This first section is used to define your criteria – this will be shared with all candidates as part of the recruitment process. All criteria should be job related and be able to be assessed through the selection process.

RATING SYSTEM

All criteria will be assessed against the following rating system:

- 0 – No evidence
- 1 – Some, but insufficient evidence
- 2 – Sufficient evidence
- 3 – Evidence exceeded

A weighting will be applied (x2 for essential criteria; x1 for desirable).

For all essential criteria a score of less than 2 means that the candidate is not appointable.

SHORT LISTING CRITERIA

These should be criteria that can be assessed using the application form. It is best to use only essential criteria for short-listing purposes. If other pre-interview/selection tools are being used e.g. Talent Screener please include these in the relevant section.

INTERVIEW/SELECTION PROCESS CRITERIA

These should be criteria that can be assessed following shortlisting and any pre-interview/selection tools. You may wish to use additional selection methods and if you do, please indicate this against the relevant criteria

| CRITERIA | | ESSENTIAL/ DESIRABLE? | RATING MEASURE | ASSESSMENT STAGE AND METHOD |
|----------|--|--------------------------|---|-----------------------------------|
| 1 | The post holder will be a Registered Mental Health Nurse | ESSENTIAL | 0 = No evidence of qualification 1 = Working towards qualification 2 = Evidence of Required Qualification | Short Listing Application Form |

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|---|--|-----------|--|---|
| | <p>Relevant Teaching Qualification, preferably in Practice Development</p> <p>Evidence of significant relevant professional development</p> | | 3 = Evidence of Required Qualification plus further relevant qualifications | |
| 2 | <p>Evidence of post qualification development to masters level or similar gained through experience.</p> <p>Non –medical prescriber or willingness to work towards</p> | ESSENTIAL | <p>0 = No evidence of further qualification or training</p> <p>1 = Evidence of further training in areas related but not directly relevant</p> <p>2 = Evidence of training or qualification in relevant area</p> <p>3 = Evidence of achievement of further qualifications in relevant area</p> | Short Listing Application Form |
| 3 | <p>Has knowledge of current national policy in respect of acute inpatient mental health care</p> <p>Is willing and able to contribute to the body of knowledge and develop practice at a national level, through publications,</p> | ESSENTIAL | <p>0 = No evidence of skills/knowledge</p> <p>1 = Some of the above present but not all</p> <p>2 = Good evidence of skills/knowledge</p> <p>3 = Excellent evidence of skills/knowledge</p> | Shortlisting Application Form Interview |

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| <p>conference presentations and participation in seminars.</p> <p>Demonstrates high professional standards of nursing</p> <p>An excellent understanding of the needs of people with mental health problems</p> <p>Evidence of knowledge/ experience of Safewards programme.</p> <p>Can demonstrate experience and learning from Serious Untoward Incident and Complaints/ Compliments</p> <p>Ability to work in partnership with teams and other services</p> <p>Demonstrates excellent leadership skills (assertiveness, ability to challenge</p> | | | |
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| <p>constructively and without aggression, persistent, persuasive and honest and reliable and shows good judgement).</p> <p>Able to demonstrate a high level of expertise in the application of evidence-based practice</p> <p>The post holder will ensure at least 20% of workload is dedicated to research and development.</p> <p>To provide educational leadership for practitioners within this field.</p> <p>Experience of providing clinical supervision</p> <p>Demonstrate facilitation, teaching and training with a range of knowledge and expertise within the field.</p> | | | |
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| <p>Proficient in the use of IT Systems and Trust systems</p> <p>Demonstrate how evaluation, audit and research can influence clinical care.</p> <p>Experience in a senior clinical role in the service.</p> <p>The post holder will ensure at least 70% of workload remains in direct clinical care and practice development.</p> <p>Shows evidence of being a good role model to other team members.</p> <p>Capacity to embrace change and be proactive in the context of a new service.</p> <p>Demonstrate involvement with clinical governance for the service area.</p> <p>Is consistent with and</p> | | | |
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| <p>upholds NHS and Trust values.</p> <p>Demonstrates an expert level of professional skill, knowledge and competency, which is underpinned by theory, and experience gained in the field.</p> <p>Will be able to initiate and lead changes in practice to support the development of high standards of service user care particularly in situations where precedents do not exist.</p> <p>To lead in the on-going development of the evidence base for the acute inpatient mental health pathway by measuring the outcome and effectiveness of the pathway and sharing these findings with the local</p> | | | |
|--|--|--|--|

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|--|---|--|--|--|
| | <p>and wider networks.</p> <p>Demonstrates strong team leadership skills including planning, prioritisation and team development and evaluation.</p> <p>Evidence of adapting style to different situations.</p> <p>Evidence of a commitment to own continuous development including keeping up to date with national initiatives and contributing to the body of knowledge through publications and engagement in national forum.</p> | | | |
|--|---|--|--|--|

Pre Interview/Selection Tests

| DETAIL OF TEST | RATING MEASURE |
|---|---------------------------------------|
| e.g. Talent Screener score of 6 or more | 6 or more = PASS 5 or below = FAIL |
| | |

Short Listing Record

| | | | |
|-----------|--|------------------------|--|
| POST REF: | | DATE OF SHORT LISTING: | |
|-----------|--|------------------------|--|

| | | | |
|---------------------------------|--|--|--|
| SHORT LISTING PANEL: | | | |
|---------------------------------|--|--|--|

Essential Criteria

Any individual scores of 1 or 0 result in non-shortlist

| CANDIDATE NUMBER | CRITERIA NUMBER | | | | | | | | SCORE | WEIGHTING | TOTAL SCORE | SHORTLIST (Y/N) |
|---------------------|-----------------|---|--|--|--|--|--|--|-------|-----------|----------------|--------------------|
| | 1 | 2 | | | | | | | | | | |
| 123456 | 2 | 3 | | | | | | | 5 | X 2 | 10 | Y |
| 123457 | 1 | 3 | | | | | | | 4 | X 2 | 8 | N |

Interview/Selection Assessment Record

| | | | |
|-------------------------|--|---------------------------|--|
| POST REF: | | DATE OF INTERVIEW: | |
| INTERVIEW PANEL: | | | |

All panel members will complete an individual notes and scoring sheet – this record should represent the consensus view regarding the assessment of each candidate against the criteria and will represent the panel's assessment of each candidate.

Essential Criteria

Any individual scores of 1 or 0 result in not appointable

| CANDIDATE NUMBER | CRITERIA NUMBER | | | | | | | | SCORE | WEIGHTING | TOTAL SCORE | APPOINTABLE (Y/N) |
|---------------------|-----------------|---|---|---|---|---|---|----|-------|-----------|----------------|----------------------|
| | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | | | |
| 123456 | 2 | 3 | 2 | 2 | 2 | 2 | 3 | 2 | 18 | X2 | 36 | Y |
| 123458 | 3 | 3 | 3 | 2 | 2 | 2 | 2 | 2 | 23 | X2 | 46 | Y |
| 123459 | 3 | 3 | 2 | 2 | 2 | 1 | 2 | 2 | 17 | X2 | 34 | N |

Desirable Criteria

| CANDIDATE NUMBER | CRITERIA NUMBER | | | | | | | | TOTAL SCORE |
|---------------------|-----------------|----|----|----|--|--|--|--|----------------|
| | 11 | 12 | 13 | 14 | | | | | |
| 123456 | 0 | 1 | 0 | 0 | | | | | 1 |
| 123458 | 2 | 2 | 2 | 1 | | | | | 7 |
| 123459 | 0 | 0 | 2 | 1 | | | | | 3 |

Candidate Assessment

(ONLY INCLUDE THOSE CANDIDATES WHO ARE ASSESSED AS APPOINTABLE BASED ON THE ESSENTIAL CRITERIA)

| CANDIDATE NUMBER | ESSENTIAL SCORE | DESIRABLE SCORE | TOTAL SCORE |
|---------------------|-----------------|-----------------|-------------|
| 123456 | 36 | 1 | 37 |
| 123458 | 46 | 7 | 53 |
| | | | |

APPOINTED CANDIDATE = _____

Appointing Officer

Signature Date