

PERSON SPECIFICATION (& SHORTLISTING FORM)

Job Title: Clinical Fellow in Radiology **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

The Weight should be inputted when adding a vacancy into Trac under the short-listing tab. This will then allow you to score each candidate when completing your online short-listing.

CATEGORY	CRITERIA	Weight (must be Completed)	HOW ASSESSED (must be completed)
Values:-  Collaborate	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
 Aspire	Patients are always first. Drives service improvements. Strong self-awareness with a desire to grow.	3	
 Respect	Treats all with compassion and kindness. Ensures everyone feels valued.	3	
 Enable	Consults others and listens to their views/opinions. Enables others to take the initiative	3	

CATEGORY	CRITERIA	Weight (must be Completed)	HOW ASSESSED (must be completed)
EDUCATION, QUALIFICATIONS & TRAINING e.g. Education, professional qualifications	FRCR	3	Application Form (Evidence provided at interview)
	BM, BS or equivalent GMC registered qualifications	3	Application Form (Evidence provided at interview)
	Subspecialist Fellowship training and advantage	1	Application Form (Evidence provided at interview)
	Full GMC Registration	3	Application Form (Evidence provided at interview)
EXPERIENCE e.g. Breadth of occupational experience	Experience reporting general CT, MRI, ultrasound, fluoroscopy and plain film.	3	Application Form/Interview
	Ability to perform minor interventional procedure	1	Application Form/Interview
	Ability to act and duty Radiologist	3	Application Form/Interview
	MDT experience	3	Application Form/Interview

CATEGORY	CRITERIA	Weight (a)	HOW ASSESSED
SKILLS, ABILITIES & KNOWLEDGE e.g. Communication skills, excellent organisation skills, keyboard skills, high motivation, Special knowledge requirements e.g. NMC Code of Conduct, regulations etc.	Good communication skills	3	Interview
	Ability to work as part of a team	3	
	Ability to conduct an MDT	3	Application Form/Interview
	Good IT skills	3	Interview
	Good organisational skills	3	Application Form/Interview
	Ability to perform image guided radiology including aspiration and drainage for on call and urgent cases.	3	Interview
	Ability to undertake and organise audit of practice.	3	Application Form/Interview
	Knowledge related to governance in radiology including discrepancy review.	3	Application Form/Interview
SPECIAL CIRCUMSTANCES e.g. Ability to travel to other sites. Ability to work internal rotation	Full GMC Registration	3	Application Form/Interview
	Full Driving Licence and regular access to a car	3	Interview