

## Person Specification

### Post Title      Clinical Site Manager (BAND 7)

Job Requirements	Assessment	Weighting
<b>PROFESSIONAL /TECHNICAL QUALIFICATIONS</b>		
RGN with evidence of continuing post registration professional development	A	1
Specialist Clinical Qualification, i.e. ITU, course, A&E course etc at degree/diploma level or above	A, I	1
Recognised Managerial Qualification i.e. BTEC, CMI or significant demonstrable experience in a management role	A, I	2
<b>EXPERIENCE AND KNOWLEDGE</b>		
Post registration experience with extensive experience at Band 6 or above or equivalent within the acute care sector	A, I	1
Substantial experience of leading and managing demonstrating:	A, I	1
<ul style="list-style-type: none"> <li>Decision making capabilities</li> </ul>	A, I	1
<ul style="list-style-type: none"> <li>Managerial skills and knowledge</li> </ul>	A, I	1
<ul style="list-style-type: none"> <li>Evidence of coordinating and managing day to day operational issues on a regular basis.</li> </ul>	A, I	1
<ul style="list-style-type: none"> <li>Experience in communication strategies and handling difficult situations</li> </ul>	A, I	1
<ul style="list-style-type: none"> <li>Knowledge of both POVA, DOLS and MCA</li> </ul>	A, I	1
<ul style="list-style-type: none"> <li>Experience in undertaking a preceptor/mentor role</li> </ul>	A, I	2
<ul style="list-style-type: none"> <li>An awareness and understanding of national and local issues that affect Nursing and the NHS as a whole. Up to date knowledge and understanding of nursing policy and practice relevant to speciality</li> </ul>	A, I	2
<ul style="list-style-type: none"> <li>Leadership ability – completion of LEO 3 day programme or equivalent</li> </ul>	A, I	1
<ul style="list-style-type: none"> <li>Leadership ability – completion of LEO 3 day programme or equivalent</li> </ul>	A, I	2
<b>SKILLS AND ABILITY</b>		
<ul style="list-style-type: none"> <li>Ability to work and communicate effectively within a multidisciplinary team setting within and outside the Trust.</li> </ul>	All	1
<ul style="list-style-type: none"> <li>Evidence of excellent communication skills including verbal, nonverbal and written.</li> </ul>	All	1
<ul style="list-style-type: none"> <li>Evidence of excellent documentation, report writing and record keeping skills.</li> </ul>	All	1
<ul style="list-style-type: none"> <li>Excellent interpersonal skills with professional credibility</li> </ul>	All	1
<ul style="list-style-type: none"> <li>Time management skills with an ability to act on own initiative and be both self-directed and motivated in the work environment.</li> </ul>	All	1
<ul style="list-style-type: none"> <li>Positive attitude to change with a proven ability to assist in the implementation of change and practice development.</li> </ul>	All	1
<ul style="list-style-type: none"> <li>Sound Microsoft Office PC and Sema Pas skills</li> </ul>	I	1

<b>PERSONAL QUALITIES</b>		
• Awareness of professional and personal limitations.	A, I	1
• Ability to inspire confidence in others, demonstrating strong leadership qualities and acting as a positive role model to other members of the team.	I	1
• Able to prioritise work load to meet service requirements	I	1
• Strong team worker but with the ability to be self-directed and work autonomously as required	I	1
• Flexible and adaptable in approach	I	1
<b>PERSONAL CIRCUMSTANCES</b>		
Ability to work at all Trust sites	I	1

### Key

<b>Assessment</b>	A Application Form / CV I Interview All available Data	<b>Weighting</b>	1 Essential 2 Desirable
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\*\*\*Specific Professional development/ qualification required as essential for the following posts.