

## PERSON SPECIFICATION (& SHORTLISTING FORM)

**Job Title:** Ward Sister/Charge Nurse – Paediatric Emergency & Observation\_Unit

### 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	HOW ASSESSED
<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 eg 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>CATEGORY</b>	<b>CRITERIA</b>	<b>WEIGHT</b>	<b>HOW ASSESSED</b>

<b>EDUCATION, QUALIFICATIONS &amp; TRAINING</b> eg Education professional qualifications	Registered Nurse Child (Level 1)	3	Application form
	MSSP or equivalent	3	Application form
	Multi-agency Child Protection Training	3	Application form
	Degree in Nursing	2	Application form
	Evidence of other relevant training	3	Application form
	First Line Management Course	2	Application form
<b>EXPERIENCE</b> eg Breadth of occupational experience	Significant (2 years minimum) experience at band 6 plus three years post registration in paediatric acute care nursing	3	Application form
	Significant previous experience as a shift/team leader	3	Application form/ Interview
	Relevant experience of teaching & supporting staff	3	Application form/ Interview
	Relevant experience in managing resources	2	Application form/ Interview

<b>SKILLS, ABILITIES &amp; KNOWLEDGE</b> eg Communication skills, excellent organisation skills, keyboard skills, high motivation, Special knowledge requirements e.g. NMC Code of Conduct, regulations etc	Evidence of strong & effective leadership & team working.	3	Interview
	Knowledge of current paediatric and NHS issues	3	Interview
	Sound understanding of child protection responsibilities and procedures	3	Interview
	Evidence of self motivation and ability to achieve objectives.	3	Interview
	Evidence of ability to motivate, support & lead others	3	Interview
	Evidence of safe clinical practice knowledge	3	Interview
	Evidence of effective time & resource management	3	Interview
	Evidence of ability to resolve conflict/dispute in a non-confrontational manner	3	Interview
	Ability to produce clear and written reports in English	3	Interview
	Ability to communicate clearly with patients, relatives and MDT team in English	3	Interview
	Competent in paediatric IV drug administration.	3	Interview
	Competent in use of infusion devices in children	3	Interview
	Paediatric Central Line competencies	2	Interview
Ability to work required shift patterns	3	Interview	
Computer literate	3	Interview	
<b>SPECIAL CIRCUMSTANCES</b> eg Ability to travel to other sites. Ability to work internal rotation			



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