

R&S3: Employee Specification Template

Employee Specification / Selection Assessment Form

JOB TITLE:	Clinical Team Manager - CRISS
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	Have a recognised professional qualification e.g. Nursing / Psychology / Occupational	ESSENTIAL	0 = No evidence of qualification 1 = Working towards qualification 2 = Evidence of Required Qualification	Short Listing Application Form

	<p>Therapy / SALT / Dietetics / Physiotherapy or equivalent.</p> <p>Be educated to degree level or equivalent.</p>		3 = Evidence of Required Qualification plus further relevant qualifications	
2	<p>Have experience as a manager in an acute setting</p> <p>Be able to demonstrate a broad range of administrative, clinical, managerial and leadership skills, for the post in question and evidence to support this.</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>Have evidence of up to date training relating to contemporary acute/CRISS/ practice, local and national issues.</p> <p>Be able to demonstrate effective working partnerships within a multi-disciplinary team, to achieve an integrated, effective and efficient service.</p> <p>Have an excellent understanding of mental health services, including relevant legislation.</p> <p>Has a clear understanding of</p>	ESSENTIAL	<p>0 = No eye contact, voice not audible, no attempt to interact, no use of names, no rapport built, no questions relating to participants</p> <p>1 = Some of the above present but not all</p> <p>2 = Eye contact, voice audible, attempt to interact, use of names, rapport built, questions relating to participants made</p> <p>3 = As above with additional credibility and genuine belief that the candidate was interested</p>	Facilitated Group Session/interview

<p>and commitment to the role of the CRISS services as defined service specification.</p> <p>Have a comprehensive knowledge of mental health act and other relevant legislation.</p> <p>Be competent and confident, to provide expertise, advice and clinical and managerial leadership and role modelling to the teams they are working with.</p> <p>Attend and contribute to Trust wide and external meetings when asked to do so, providing advice and guidance relating to all aspects of the R&R services role and function</p> <p>Be able to demonstrate a high level of skill and expertise in effective decision making whilst exposed to distressing and highly emotional situations.</p> <p>Have an understanding of local, directorate and national targets, key</p>			
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	<p>performance indicators and quality standards are met, monitored and reported on a regular basis.</p> <p>Ensure that services are reviewed, monitored and continuously improved within the framework of Clinical Governance.</p>			
4	<p>Organise, chair and facilitate team meetings.</p> <p>Facilitate, organise and engage in management supervision.</p>	ESSENTIAL		Short listing/ Application Form/Interview
5	<p>Monitor any variances to the Integrated Care Pathways and contribute to discussions and review mechanisms of same.</p> <p>Ensure practice is based on effective clinical information and maintain an up to date knowledge of evidence based practice and research developments</p>	ESSENTIAL		Short listing/ Application Form/Interview
6	<p>Contribute to the development of the service applying NICE guidelines through Clinical</p>	ESSENTIAL		Short listing/ Application Form/Interview

	<p>Governance and professional standards.</p> <p>Lead on fact finding investigations, complaints, service reviews, disciplinary issues relating to all aspects of the team's role and function.</p> <p>Operate within professional Trust policies and procedures and adhere to discipline specific clinical / professional codes of conduct</p> <p>Draw upon Trust guidelines, policies and professional codes of conduct, to safeguard standards of care for service users, their carers and staff.</p> <p>Be aware of current CRISS issues, policies and developments and be able to share these with colleagues.</p>			
7	<p>To make effective use of all available resources under the guidance of the Line Manger.</p> <p>Adhere to Trust financial instructions eg.</p>			Short listing/ Application Form/Interview

<p>mileage and expenses claims, timely submission of attendance sheets and activity recording.</p> <p>Assist the CRISS Clinical operations manager in ensuring robust financial management procedures are in place for the authorisation of pay and non-pay.</p> <p>Act as the authorised signatory for the team budget.</p> <p>Ensure expenditure does not exceed budget.</p> <p>Identify and monitor budget trends highlighting variances to the CAS Clinical operations manager</p>			
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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