

**Person Specification  
Haematology Day Unit Manager**

<b>Job Requirements</b>	<b>Assessment</b>	<b>Weighting</b>
<b>Professional /technical Qualifications</b>		
RGN	A	1
Evidence of Continuing Professional development/ qualification relevant to area of speciality ENB N59 or equivalent	A, I	1
Haematology course or equivalent experience	A, I	1
<b>Experience and Knowledge</b>		
Sufficient post registration experience to prepare for this post this will include extensive experience and advanced knowledge within haematology and chemotherapy.	A, I	1
<ul style="list-style-type: none"> <li>High level advanced clinical skills and knowledge.</li> </ul>	A, I	1
<ul style="list-style-type: none"> <li>Experience in teaching and training of staff</li> </ul>	A, I	1
<ul style="list-style-type: none"> <li>Involvement in Nursing audit and Research</li> </ul>	A, I	1
<ul style="list-style-type: none"> <li>An awareness and understanding of national and local issues relevant to speciality.</li> </ul>	A, I	1
<ul style="list-style-type: none"> <li>Up to date knowledge and understanding of nursing policy and practice relevant to speciality</li> </ul>	A, I	1
<ul style="list-style-type: none"> <li>Understanding national and local policy relating to speciality.</li> </ul>	A, I	1
<ul style="list-style-type: none"> <li>Experience of managing staff day to day within previous roles i.e Band 6 junior management nursing role]</li> </ul>	A, I	1
<ul style="list-style-type: none"> <li>Experience of undertaking appraisals, interviews, performance management</li> </ul>	A, I	2

<p><b>Skills and Ability</b></p> <ul style="list-style-type: none"> <li>• Chemotherapy administration skills</li> <li>• Ability to work and communicate effectively within a multidisciplinary team setting within and outside the Trust.</li> <li>• Evidence of advanced communication skills including verbal, non-verbal and written. This will include evidence of breaking bad news.</li> <li>• Evidence of excellent Patient documentation and record keeping skills.</li> <li>• Excellent interpersonal skills with professional credibility</li> <li>• Time management skills with an ability to act on own initiative and be both self-directed and motivated in the work environment.</li> <li>• Positive attitude to change with a proven ability to assist in the implementation of change and practice development.</li> <li>• Sound Microsoft Office PC and Sema Pas skills</li> </ul>	<p>A</p> <p>A,I</p> <p>I</p> <p>A,I</p> <p>A,I</p> <p>I</p> <p>I</p> <p>I</p>	<p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p>
<p><b>Personal Qualities</b></p> <ul style="list-style-type: none"> <li>• Awareness of professional and personal limitations.</li> <li>• Ability to inspire confidence in others , demonstrating strong leadership qualities and acting as a positive role model to other members of the team.</li> <li>• Strong Team worker</li> <li>• Flexible and Adaptable in approach</li> <li>• Ability to work flexibly to meet service needs</li> </ul>	<p>I</p> <p>A, I</p> <p>I</p> <p>I</p> <p>I</p>	<p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p>

<b>Personal Circumstances</b>		
Ability to work across both 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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