APEX HOUSING ASSOCIATION

PERSONNEL SPECIFICATION

POSITION: Staff Nurse

DATE COMPLETED: April 2025

CRITERIA	ESSENTIAL	DESIRABLE
EDUCATION/ QUALIFICATIONS/ ATTAINMENTS	Qualified Nurse within NMC Register: Sub part 1: RN1 / RNA / RN3 or NMC Register: Sub part 2: RN2 Must be currently registered on the Nursing & Midwifery Council (NMC)	
RELEVANT EXPERIENCE	(i.i.i.e)	6 Months post qualification experience
		Community / Residential experience.
		Experience of supervising staff.
SPECIALIST KNOWLEDGE/ TRAINING	Demonstrates specific knowledge of caring for the elderly and age related health issues. Awareness of appropriate record keeping and confidentiality in care.	
PERSONAL	Ability to:	
SKILLS Communication:	Communicate effectively and establish and maintain good working relationships with the multidisciplinary team, patients, colleagues, relatives, visitors, other departments and all levels of management.	
Leadership:	Effectively supervise a team of staff.	
	Use personal initiative.	
	Manage personal/professional boundaries. Ability to motivate	

	Delegate effectively	
Administration:	Read and understand written work, write clear and accurate reports/records.	
	Complete all relevant Legislative documentation as per Apex policy and procedure and statutory and regulatory bodies.	
Initiative:	Prioritise workload	
	Recognise change and respond to it.	
	Self – motivated and ability to use personal initiative to work with minimum instruction.	
Confidentiality:	Maintain confidentiality.	
Empathy:	Respect the unique working environment (patients home).	
	Display empathy with patients.	
DISPOSITION	Attitude which values vulnerable adults as a whole person of equal value to anyone else, with the same right to be treated with respect.	
	Ability to work as a part of a team and support staff as necessary.	
	Willingness to accept instructions/direction.	
	Committed to engaging in opportunities for professional development and learning	
CIRCUMSTANCES	Flexible re hours required to	Mobile with full time access to
	work	car*

^{*} This criteria will be waved in the case of an applicant whose disability prohibits driving, but who is able to arrange suitable alternative arrangements