

Linking attributes to requirements

Complete the following table to help ensure the right person gets the right job.

Factor	Example for general practice nurse (GPN) role	Essential requirements	Desirable requirements
Health and physical make-up			
To what extent does the job require: <ul style="list-style-type: none"> an active person? strength and stamina? freedom from physical disability? 	<ul style="list-style-type: none"> Good general health 		
Attainments			
Qualifications What are the minimum qualifications needed: <ul style="list-style-type: none"> for the candidate to be eligible for the post? to do the job satisfactorily? Experience Does the job require: <ul style="list-style-type: none"> relevant experience – the same type of work elsewhere (eg in an acute trust or nursing home environment)? related experience – (eg in a customer services role)? 	<ul style="list-style-type: none"> Current Nursing and Midwifery Council (NMC) registration Degree in nursing Experience in general practice nursing 2 years of post-registration experience 		
General intelligence			
What does the job require in relation to the practical application of knowledge: <ul style="list-style-type: none"> problem-solving? initiative? concentration and memory? general common-sense? 	<ul style="list-style-type: none"> Ability to work without direct supervision Ability to assess and plan care independently 		

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Special aptitudes			
What does the job require in relation to: <ul style="list-style-type: none"> • number skills? • reading skills? • verbal skills? • writing skills? • manual dexterity? 	<ul style="list-style-type: none"> • Competent to undertake audit • IT literate • Proficiency with EMIS clinical software system 		
Interests			
How far does the job require an interest in: <ul style="list-style-type: none"> • physical activity? • practical things? • being of service or helping others (eg caring for family, volunteer work?) 	<ul style="list-style-type: none"> • Skills in managing diabetes or willingness to undertake training related to diabetes management 		
Disposition/personality			
How important to the role is: <ul style="list-style-type: none"> • working as part of a team? • communicating with people? • self reliance? • helping people? • being steady, methodical and accurate? • being extrovert, enthusiastic and lively? • influencing people? 	<ul style="list-style-type: none"> • Good team worker • Ability to get on well with people at all levels • Good motivator 		
Circumstances			
<ul style="list-style-type: none"> • What are the working hours? • Will there be designated space for the post holder to meet patients? 	<ul style="list-style-type: none"> • Able to work flexibly in order to provide cover for the service 		