



Person Specification

JOB TITLE: DEPUTY DISPENSARY MANAGER, INPATIENTS, VIRTUAL WARDS & SATELLITE DISPENSARIES

BAND: 6

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Knowledge, skills and experience equivalent to BTEC + NVQ Level 3 in Pharmaceutical Services plus relevant qualification or equivalent experience in GDP• Registration with the GPhC as a Pharmacy Technician• In-house management training (or willing to undertake)• Formal leadership/management qualification or working towards completing• ACPT (or willing to undertake)	<ul style="list-style-type: none">• Management study days



Experience	<ul style="list-style-type: none">• CPD portfolio demonstrating competent pharmacy practice post-qualification and showing evidence of;<ul style="list-style-type: none">○ Validated competence in stores and distribution○ Experience of formulating standard operating procedures○ Customer orientated services○ Experience of assessment, training and supervision of staff○ Experience of staff recruitment○ Experience of audit	
Knowledge	<ul style="list-style-type: none">• Good up to date knowledge of medicine use• Understanding of issues involved in stock control• Knowledge of good manufacturing practice• Knowledge of good distribution practice• Knowledge of unlicensed medication regulations• Understanding of importance of monitoring quality of service• Understanding of the need of confidentiality awareness at all times	<ul style="list-style-type: none">• Knowledge of Trust Standing Financial Instructions• Knowledge of Health and Safety at work requirements



Personal Skills	<ul style="list-style-type: none">• Good verbal and written communication skills• Good listening skills• Tact and persuasive skills• Negotiation skills• Standard keyboard skills• Ability to plan and organise on-going service delivery• Ability to plan and organise on-going training programmes• Ability to appropriately prioritise competing demands• Ability to analyse complex problems• Accurate numeracy skills• Accurate fine, manipulation skills• Demonstrated dispensing accuracy	<ul style="list-style-type: none">• Awareness of teaching and learning strategies and ability to put them into practice• Use of reporting software
Other	<ul style="list-style-type: none">• Accurate and organised• Reliable and trustworthy• Able to thrive on development/change• Self-motivated and organised• Able to lead a team• Able to work independently to meet agreed objectives• Good interpersonal skills	



	<ul style="list-style-type: none">• Able to cope with frequent, moderate, manual handling activities.• Able to work accurately under pressure and interruptions.• Frequent requirement for detailed concentration	
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