

# Person Specification



**North Bristol**  
NHS Trust

**Job Title:** Specialist Pharmacy Technician, Clinical Trials (*Band 4*)

**Department:** Pharmacy

Criteria	Where Found (Application Form, Interview, References)	Essential	Desirable
<b>Education/Training/Qualifications</b>			
BTEC National Certificate in Pharmacy Services and NVQ Level 3 in Pharmacy Services or a recognised equivalent qualification	A	✓	
Registered as a practising pharmacy technician with the General Pharmaceutical Council (GPhC)	A	✓	
Completed Pharmacy Workforce Development South (PWDS) Dispensing Accuracy Scheme (or equivalent from elsewhere)	A / I	✓	
Completed Pharmacy Workforce Development South (PWDS) Accredited Checking Technician (or equivalent) <i>or willing to work towards this once in post</i>	A / I	✓	
Completed Good Clinical Practice (GCP) and willing to maintain certification every 3 years as per Trust Policy	A / I		✓
Working towards Pharmacy Leadership Programme or equivalent or be able to demonstrate ongoing competence in leadership skills	A / I		✓
<b>Work Experience</b>			
Working as an experienced Pharmacy technician registered with the GPhC	A / I	✓	
Experience of working to procedures, protocols and systematic work practices with very high degrees of accuracy	A / I	✓	
Experienced with the dispensing of a variety of Clinical Trial prescriptions	A / I		✓
Experience working as a pharmacy technician in a UK hospital	A / I		✓
Experience of staff training and/or supervision	A / I		✓

Criteria	Where Found (Application Form, Interview, References)	Essential	Desirable
<b>Knowledge/Skills/Abilities</b>			
Familiar with safe medicine handling practices and Trust policies and procedures	A / I	✓	
Ability to work systematically and methodically with a very high degree of accuracy	A / I	✓	
Ability to read and dispense accurately, inputting data and generating labels using the Pharmacy computer system	A / I	✓	
Able to maintain accurate record keeping	A / I	✓	
Communicates effectively in English	A / I	✓	
Able to work closely with other teams	A / I	✓	
Standard IT competencies in Word, PowerPoint and Excel or equivalent programs plus CMM and SharePoint	A / I	✓	
Evidence of Continuing Professional Development (CPD)	I	✓	
Familiar with all relevant Trust and department policies and procedures	A / I		✓
An understanding of good supervision and leadership	A / I		✓
Able to demonstrate a broad knowledge and clear understanding of clinical trials, Good Clinical Practice (GCP), EU clinical trials legislation, UKCRN requirements and other relevant regulations and guidance	A / I		✓
Familiarity with Technical Services and the compounding of aseptic products in an environment compliant with Good Manufacturing Practice (EU GMP)	A / I		✓

Criteria	Where Found (Application Form, Interview, References)	Essential	Desirable
<b>Personal Qualities/Special Circumstances</b>			
Able to work under own initiative as an individual and as part of a team	A / I / R	✓	
Excellent interpersonal skills in order to communicate effectively with colleagues, patients/carers, ward and medical staff in written and verbal formats	A / I / R	✓	
Self-motivated individual with an organised and logical approach to work	I / R	✓	
Adaptable and flexible approach to work	A / I / R	✓	
Has a proactive approach to the application of knowledge gained to pharmaceutical practice	A / I	✓	
Excellent time and self-management skills. Capable of prioritising effectively and achieving deadlines through robust logical planning and organisation	A / I	✓	
Ability to motivate self and others	A / I	✓	
Willing and able to be trained and instructed	I	✓	
Work within the required professional standards of the GPhC registration	A / I	✓	
Able to accept responsibility	A / I		✓
Ability to identify and manage problems	A / I		✓
Confidence in dealing with others	A / I / R		✓
Able to react to changes in workflow and direct staff accordingly	A / I		✓