

Person Specification – Pharmacy Stores Assistant

Attribute	Essential	Desirable	How Identified
Knowledge Requirements	<p>Demonstrable knowledge of a Stores environment.</p> <p>Knowledge of stock rotation</p> <p>Demonstrable knowledge of the 'Cold Chain' with regards to transportation and storage of medicines</p> <p>Knowledge of the Control of Substances Hazardous to Health.</p> <p>Knowledge of a hospital distribution service.</p> <p>Demonstrates an understanding of current pharmacy and NHS issues.</p> <p>Demonstrates an understanding of Health and Safety policies and standards.</p>		
Qualifications Academic/ Professional	<p>2 x GCSE's or equivalent grade C or above in Mathematics and English.</p>	<p>NVQ L2 in Procurement or equivalent nationally recognised qualification in Procurement or Stores. eg CIPS</p> <p>Apprenticeship (BTec and NVQ) L2 in Pharmacy Service, and or demonstrable, relevant experience in a Storekeepers role.</p>	

Experience	<p>Experience of a Stores environment.</p> <p>Experience of a hospital distribution service</p>	<p>Previous experience of using Ascribe pharmacy software, Kelsius temperature monitoring system and ARX robot.</p> <p>Experience of a hospital Pharmacy Stores.</p> <p>Experience of training staff</p>	
Personal attributes	<p>Able to provide and receive information, verbally and written.</p> <p>To communicate effectively with other healthcare professionals and pharmaceutical suppliers.</p> <p>Be able to organise own day to day work plan and adhere to a rota.</p> <p>Good organisational skills.</p> <p>Methodical, accurate working.</p> <p>Able to use common software packages eg email, word, excel, powerpoint.</p> <p>Ability to train staff.</p> <p>Evidence of good personal time management.</p>		
Personal circumstances	<p>Neat and professional appearance.</p> <p>Ability to communicate openly and responsibly, non judgemental.</p> <p>Commitment to personal development.</p> <p>Friendly, able to work in a team.</p>		

	<p>Professional outlook.</p> <p>Honest and trustworthy.</p> <p>Adaptable and flexible to the needs of the stores environment.</p>		
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