

## PERSON SPECIFICATION

### Senior Paediatric Pharmacy Technician - Dispensary Evelina London Pharmacy

#### Requirements

ESSENTIAL	A/I/T*	DESIRABLE	A/I/T*
<b><u>Qualifications</u></b>			
NVQ Pharmacy services Level 3 plus an accredited underpinning knowledge (BTEC in Pharmaceutical Science or equivalent) or equivalent	A/I	Practice/Educational Supervisor qualification	A/I
Completion of a recognised Accredited Checking Pharmacy Technician (ACPT) qualification	A/I/T	Supervisory/leadership and management qualification	A/I
Registered as a pharmacy technician with the General Pharmaceutical Council	A/I	Medicine management accreditation	A/I
<b><u>Experience</u></b>			
Mandatory professional CPD as defined by General Pharmaceutical Council	A/I	Working in a children's hospital dispensary	A/I
Working in a busy hospital dispensary	A/I	Working with Epic computer system - Electronic prescribing and medicine administrations (ePMA) records	A/I
Supervising and mentoring pharmacy staff	A/I	Supervising the day to day running of a dispensary	A/I
Checking of medicines in a hospital pharmacy environment	A/I		
Working with confidential documentation and information	A/I	Stock level management and maintenance	A/I
<b><u>Knowledge, Skills and Abilities</u></b>			
Demonstrated ability to dispense accurately to set standards	A/I		
Demonstrated ability to dispense clinical trials	A/I	Demonstrated ability to manage stock inventory	A/I
Demonstrated ability to counsel and give advice to patients/their carers on their/child's medications	A/I	Delivering induction and training e.g. Train the Trainer or equivalent	A/I
Demonstrated ability to final check of clinically screened prescriptions	A/I		
Demonstrated ability to work to set procedures	A/I	Demonstrated ability to write standard operating procedures	A/I
Demonstrated ability to work accurately under pressure	A/I		
Demonstrated ability to prioritise and organise routine daily tasks using own initiative, whilst supervising the team	A/I	Demonstrated ability to undertake recruitment and selection of pharmacy staff	A/I

Demonstrated ability to, plan, organise and deliver, training and assessment.	A/I	Demonstrated ability to conduct appraisals/ performance development reviews (PDR)	A/I
Demonstrated ability to solve routine problems	A/I		
Demonstrated ability to motivate self and others	A/I	Demonstrated ability to remain focused and motivated to complete tasks, in spite of any external distractions	A/I
Demonstrated ability to communicate routine, more complex and sensitive information effectively using clear written and spoken English and overcome barriers to understanding	A/I	Demonstrated ability to carry out data-collection, data-entry, analysis and reporting	A/I
Demonstrated ability to clearly and accurately complete complex routine and non-routine documentation	A/I		
Demonstrated pharmacy computer and IT skills including <ul style="list-style-type: none"> <li>• Email</li> <li>• Word processing</li> <li>• Spreadsheets</li> <li>• Accurate data entry</li> </ul>	A/I	European Computer Driving Licence (ECDL) Epic computer system - Electronic prescribing and medicine administrations (ePMA) records	A/I
Demonstrated accurate numeracy skills, without using a calculator, including <ul style="list-style-type: none"> <li>• Complex calculations</li> <li>• Addition subtraction, division multiplication</li> <li>• Percentages, decimal, fractions, ratio</li> </ul>	A/I		
Demonstrated effective customer service skills	A/I		
Able to demonstrate a good understanding of the Trust values and behaviours <ul style="list-style-type: none"> <li>• Put patients first</li> <li>• Take Pride in what we do</li> <li>• Respect others</li> <li>• Strive to be the best</li> <li>• Act with Integrity</li> </ul>	A/I		

**A=application**

**I=interview**

**T=Test/assessment centre**

It must be stated whether these requirements are **ESSENTIAL** or **DESIRABLE** for the post. This can be clearly understood by the potential candidate if it is done in the form of a chart.

**Add initials and date of preparation: PH 23/04/2024**