

## **Person Specification**

**Job Title:** Lead Pharmacy Technician- **Division**: Support Services Cancer and Aseptic Services

Job Requirements		Weighting
<ul> <li>QUALIFICATIONS/TRAINING</li> <li>Level of education</li> <li>Professional qualifications</li> <li>Vocational Training</li> <li>Post basic qualifications</li> <li>Training and learning programmes/courses</li> </ul>	<ul> <li>BTEC/NVQ3 in Pharmaceutical Sciences or equiv.</li> <li>HNC in Pharmaceutical Sciences</li> <li>Accredited Checking Technician</li> <li>Short courses in management training.</li> <li>Professional registration with the Royal Pharmaceutical Society of GB.</li> </ul>	E D D* E
	Evidence of CPD.  *Essential for postholder with responsibility for dispensaries and training.	E
Length and type of experience     Level at which	<ul> <li>Experience of day to day management of technical operations in a section of a hospital pharmacy.</li> <li>Sufficient experience of hospital</li> </ul>	E E
experience gained	pharmacy to achieve the competencies required for the job.  Significant experience of the specialist service area of the post.  Supervision of a team of technicians/assistants.  Planning and implementing improvements in pharmacy service.  Writing and presenting reports.  Multidisciplinary working.  Problem solving involving most grades of hospital staff.  Involved in service development action plans.  Broad experience in communicating complex information to staff, patients, relatives and other healthcare professionals.	
	<ul> <li>Disciplinary process.</li> <li>Recruitment process.</li> <li>Equal opportunities.</li> </ul>	D D E E

	T	
	Performance management, appraisals, objective setting.  The science in the setting appraisals.	E
	Experience in pharmacy/ medicines legislation.	Е
	• Experience in risk management and the investigation of incidents,	
	errors and complaints drug	
	withdrawals, hazard warnings etc.	
SKILLS/KNOWLEDGE	<ul> <li>Awareness of hospital pharmacy developments.</li> </ul>	E
<ul> <li>Range and level of skills</li> <li>Depth and extent of knowledge</li> </ul>	Extensive knowledge around the	Е
	<ul><li>specialist service area of the post.</li><li>Competent in the skills required in</li></ul>	Е
	the specialist service area of the post.	1
	<ul> <li>Accurate dispensing and checking skills.</li> </ul>	E
	Excellent numerical calculation skills.	E
	Able to record and keep accurate	E
	<ul> <li>records</li> <li>Able to accurately input data onto</li> </ul>	E
	<ul><li>systems</li><li>Competent in writing and</li></ul>	Е
	implementing SOPs	Е
	Good team leader/ manager skills.	E
	Strong training skills.	Ē
	Generally able to deal with difficult, concerned, angry, disturbed	
	patients, relatives, carers.	
	Generally able to deal with difficult,	E
	angry, annoyed healthcare colleagues.	_
	<ul> <li>Must be able to concentrate for prolonged periods yet be able to deal with interruptions.</li> </ul>	Е
	Able to plan, co-ordinate and balance conflicting priorities.	E
	Able to demonstrate clear thinking and defend judgements.	Е
	<ul> <li>Understands JAC system and reports.</li> </ul>	D
	Awareness of benefits of IT.	D
PERSONAL QUALITIES	Team player.	E
<ul> <li>Sometimes called</li> </ul>	Enthusiastic, self-motivator and	Е
attributes	<ul><li>able to motivate others.</li><li>Technical credibility with</li></ul>	Е
	colleagues.	
	Confident, but not over-	E E
	confident.	E
	Appropriately persistent.     Definit control approach	E
	<ul><li>Patient centred approach.</li><li>Approachable.</li></ul>	E
	Aware of own limitations.	E

	<ul> <li>Innovative.</li> <li>Appreciates feedback.</li> <li>Ability to create a rapport.</li> </ul>	E E
OTHER JOB REQUIREMENTS  Physical attributes  Specific job circumstances such as unsocial hours  Special requirements such as car driver	<ul> <li>Some flexibility in working hours.</li> <li>Keyboard skills and general IT knowledge.</li> <li>Capable in Microsoft Outlook, Word.</li> <li>Capable in Excel, PowerPoint.</li> <li>Driver, with use of motorised transport.</li> <li>Able to use a VDU.</li> <li>Occasional moderate lifting</li> </ul>	E E D D E E

## \* Notes on Completion

## **JOB REQUIREMENTS**

## **WEIGHTING**

The job requirements are in effect the person specification, in that they specify the person who could do the job competently.

Please indicate for each criteria whether it is **E**ssential or **D**esirable.