

Person Specification

Job Title: Senior Medicine Management Technician- Ambulatory Care Division

Directorate/Department: Clinical Support Pharmacy & Medicines Optimisation

Band: 5

| Criteria | Essential | Desirable | Stage Measured at A – application I – Interview T – Test |
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| Commitment to Trust Values and Behaviours | Must be able to demonstrate behaviours consistent with the Trust’s “We are here for you” behavioural standards Approachable Team player Polite and respectful Caring and helpful Safe and vigilant Accountable and reliable Informative and compassionate Communicate and listen | | Interview Application |

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| Training & Qualifications | BTEC/NVQ Level 3 in pharmacy services or equivalent and are registered with the General Pharmaceutical Council. Accuracy Checking Pharmacy Technician (Accredited or proof of in-house training) | Medicine Management Assessments or Validations (Accredited or proof of in-house training) Proven knowledge and understanding of the medicine management technician role and responsibilities within hospital pharmacy. | Application Interview |
| Experience | To include: <ul style="list-style-type: none"> • Receiving, dispensing and accuracy checking prescriptions • Pharmacy labelling systems for labelling and stock management • Stock management • Able to work in a productive team • Able to work safely as an individual | Previous experience in all core aspects of hospital pharmacy, this should include: <ul style="list-style-type: none"> • Substantial knowledge of medicine management procedures and policies • Experience in the admission/discharge processes within hospital pharmacy • Experience of management and coordination of staff within hospital pharmacy • Proven knowledge and experience in using computer labelling and stock control systems within hospital pharmacy | Application Interview |
| Communication and relationship skills | <ul style="list-style-type: none"> • To communicate information relevant to medicine management back to patients, staff and colleagues • Good interpersonal skills with the ability to liaise with a wide range of staff and patients | <ul style="list-style-type: none"> • Identify compliance issues and action appropriately | Application Interview reference |
| Analytical and Judgement skills | <ul style="list-style-type: none"> • Proven evidence of judgement and prioritization skills with regards to targets, deadlines and stock management. • Proven experience in problem solving • Demonstrates competency under pressure | <ul style="list-style-type: none"> • Experience in data collection, activities and analysis • Ability to delegate and problem solve • Evidence of project work • Evidence of understanding extended | Application Interview |

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| | <ul style="list-style-type: none"> • Accurate with good attention to detail • Good time management | technician roles within hospital pharmacy | |
| Planning and organisation skills | <ul style="list-style-type: none"> • Experience in organising workload to meet pharmacy services and patients' needs • Self-motivated and able to motivate others • Persuasive • Approachable • Use own initiative and manage own time and deadlines • Demonstrate ability to multitask | | Application Interview Reference |
| Physical skills | <p>Physical Effort: During a shift the post holder will be required to exert light physical effort and may sit for long periods of time using IT equipment. When in the dispensaries, standing for long periods of time may occur. There may also be occasions where the post holder is expected to exert moderate physical effort, lifting, bending and stretching. This may occur frequently on a daily basis.</p> <p>There will be face to face contact with patients within this role which on occasion may be stressful and difficult.</p> <p>Mental Effort: During a shift the post holder may experience unpredictable workload, extreme busy periods and lots of background noise /distractions. Constant concentration is required for accurate work</p> | | |

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| <p>Other requirements specific to the role (e.g. be able to drive or work shifts)</p> | <ul style="list-style-type: none"> • Flexibility will be required to participate in rostered 7 day shifted working. • Bank holiday working • Must have the ability to wear appropriate PPE required for the role. • Commitment to support the Trusts values, behaviours and principles. | <p>Good keyboard skills Good knowledge and computer skills</p> | <p>Interview application</p> |
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