

## PERSON SPECIFICATION

<b>JOB TITLE:</b>	Advanced Specialist Pharmacy Technician – Medication Safety
<b>JOB BAND:</b>	6

Knowledge and Training	Weighting (Essential or Desirable)
Registered Pharmacy Technician	Essential
Demonstrable understanding of the role of regulatory and professional bodies, including the Care Quality Commission and Royal Pharmaceutical Society	Essential
Experience in using Microsoft Office – Excel, Word etc to create documents and databases	Essential
Experience of using software including Datix, AMaT and QPulse.	Desirable
Quality improvement training/methodology	Desirable

Experience	Weighting (Essential or Desirable)
Post qualification experience in a hospital pharmacy environment	Desirable
Experience of interviewing techniques	Desirable
Experience in a supervisory/lead role within hospital pharmacy	Essential
Experience conducting performance appraisals	Essential
Experience of using medicines management digital systems and technology	Desirable
Experience of completing medicines management and safe storage audits, ward or departmental audits.	Essential
Experience of writing and managing Standard Operating procedures (SOPs)	Essential
Experience of developing, managing and working with Patient Group Directions (PGDs), Policies and Guidelines	Desirable
Experience of service development and leading transformation projects	Desirable
Understanding of medicines governance and the safe storage and security of medicines at ward/department level	Essential

Communication & Relationship Skills	Weighting (Essential or Desirable)
-------------------------------------	------------------------------------

Able to deal professionally with both staff and patients when dealing with sensitive information.	Essential
Experience of undertaking audits and feedback to a variety of stakeholders	Essential
Excellent communication and interpersonal skills (verbal and written)	Essential
IT literate in Word, PowerPoint and Excel or equivalent programs.	Essential
Experience of report writing and developing action plans for non-compliance	Essential
Ability to develop educational materials and train staff with a varying level of ability.	Essential

<b>Analytical &amp; Judgement Skills</b>	<b>Weighting (Essential or Desirable)</b>
Experience management of data including audit or Key Performance Indicators (KPIs)	Essential
Able to delegate duties to the appropriate person(s)	Essential
Able to plan and prioritise own workload, training sessions, audit and project work	Essential

<b>Planning &amp; Organisational Skills</b>	<b>Weighting (Essential or Desirable)</b>
Ability to react to and manage the changing situation within the department on a daily basis and manage staff accordingly.	Essential
Able to undertake all duties and responsibilities specified in the job description	Essential
To keep professionally updated at all times, and also be actively aware of Trust-wide issues and trends.	Essential
Able to work during the normal working week, extended hours, weekends, bank holidays and occasional out of hour for special projects	Essential

<b>Physical Skills</b>	<b>Weighting (Essential or Desirable)</b>
Able to lead and manage a team effectively	Essential
Able to build and maintain effective relationships within teams and with colleagues in other areas.	Essential
Able to work as part of a team	Essential
Highly motivated and enthusiastic	Essential
Excellent time management skills	Essential

<b>Equality, Diversity, Inclusion and Trust Values</b>	<b>Weighting (Essential or Desirable)</b>
Able to provide safe, caring, and effective services	Essential
Values and behaviours that reflect the Trust values of Care, Respect and Responsibility	Essential
Commitment to creating a diverse and inclusive workplace that is free from discrimination and where people feel they belong and their contribution is valued	Essential

<b>Prepared by:</b>	Suzanne Cooper
<b>Date prepared:</b>	08.03.2023
<b>Job evaluation completed:</b>	
<b>Job evaluation reference number:</b>	