

Pharmacy Technician Person Specification

CATEGORY	CRITERIA	RANK	SCORE	HOW ASSESSED
EDUCATION, QUALIFICATIONS & TRAINING	<ul style="list-style-type: none"> Registered with the GPhC as a Pharmacy Technician Evidence of continuing professional development Post-registration/graduate diploma level or equivalent in a relevant subject, or equivalent level of knowledge or experience 			CV/Application Form
EXPERIENCE	<ul style="list-style-type: none"> Recent previous experience within a comparable role in General Practice or community pharmacy Experience as a pharmacy technician in primary care, inpatient or community settings Experience of prescribing systems, such as SystmOne Experience in using NHS information systems Recent previous experience of working within a customer focused environment Previous line management experience of pharmacy technicians and /or support staff 			CV/Application Form Interview
SKILLS, ABILITIES & KNOWLEDGE	<ul style="list-style-type: none"> Excellent organisational and planning skills Clear communicator with excellent writing, report writing and presentation skills; capable of constructing and delivering clear ideas and concepts concisely and accurately for diverse audiences IT skills including MS Word and Excel Skills for communication on complex matters and difficult situations, requiring persuasion and influence Demonstrated ability at exercising tact and diplomacy Skills for nurturing key relationships and maintaining networks Knowledge of medicines legislation and ethics Knowledge of prescribing systems 			CV/Application Form Interview



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<p>OTHER</p>	<ul style="list-style-type: none"> • Awareness of the specialist systems used to process and deliver healthcare related information • Ability to work independently or as part of a team • Knowledge of diversity issues and ability to work in a non-discriminatory way • Ability to recognise limitations of own knowledge and skills and circumstances in which referral to a pharmacist is necessary • Ability to gather information and use attention to detail to extract key messages from complex data reports • Ability to use own initiative within sphere of responsibility and organise workload without supervision • Ability to analyse and interpret information, pre-empt and evaluate issues, and recommend appropriate course of action to address issues. • Problem solving skills and ability to respond to sudden unexpected demands • An understanding, acceptance and adherence to the need for strict confidentiality • Able to work under pressure • Hard working, reliable, honest, pleasant and approachable • Willingness / availability to support the Practice in its provision of primary care medical services during Surgery opening hours 			
<p>Total short listing score:</p>				