

**PERSON SPECIFICATION
(& SHORTLISTING FORM)**

Job Title: Lead Pharmacist – EPMA & Pharmacy Systems

Name of Applicant: _____

WEIGHTING

Criteria in each section are ranked in order of importance 3 – 1, with 3 being the most important

SHORTLISTING CRITERIA – using Application Form and accompanying information

Each candidate will be scored against the person specification as follows:

- 3 points = fully meets or exceeds the criteria
- 2 points = significantly meets criteria, although falls short on minor aspects
- 1 point = partially meets criteria, but falls short on key aspects
- 0 point = does not meet criteria

CATEGORY	CRITERIA	Weight (must be Completed)	HOW ASSESSED (must be completed)
<p>Values:-</p> <div style="text-align: center;">  Collaborate </div>	<p>Communicates openly, honestly and professionally, and actively promotes team working and building strong working relationships</p>	3	<p>All values must be assessed at the interview/ assessment stage using various methods e.g. open questions and scenarios</p>
<div style="text-align: center;">  Aspire </div>	<p>Patients are always first. Drives service improvements. Strong self-awareness with a desire to grow.</p>	3	
<div style="text-align: center;">  Respect </div>	<p>Treats all with compassion and kindness. Ensures everyone feels valued.</p>	3	
<div style="text-align: center;">  Enable </div>	<p>Consults others and listens to their views/opinions. Enables others to take the initiative</p>	3	

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EDUCATION, QUALIFICATIONS & TRAINING eg Education, professional qualifications	Registered Pharmacist: Member of the General Pharmaceutical Council	3	GPhC On-line register
	Member of the Royal Pharmaceutical Society	2	Application form
	Post-graduate diploma in clinically pharmacy or equivalent	3	Application form
	RPS faculty Stage II accreditation	2	Application form
	Relevant IT formal study or qualification	2	Application form
EXPERIENCE eg Breadth of occupational experience	Significant experience of hospital pharmacy at Post Registration Pharmacist level	3	Application form, Interview, References
	Significant experience of delivery of pharmacy services to a broad range of specialties	3	
	Experience of delivery of clinical pharmacy service to a specialist level	3	
	Evidence of significant relevant Continuing Professional Development	3	
	Experience of project management	3	
	Experience of conducting service audits and the use of performance indicators	3	
	Experience of training other pharmacy staff	2	

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	Experience of managing staff	2	
	Experience of EPMA or Trustwide IT system development and roll out	3	
CATEGORY	CRITERIA	Weight	HOW ASSESSED
SKILLS, ABILITIES & KNOWLEDGE eg Communication skills, excellent organisation skills, keyboard skills, high motivation, Special knowledge requirements e.g. NMC Code of Conduct, regulations etc.	Able to prioritise and manage own workload	3	
	Communicate, engage and provide effective leadership	3	
	Clear and concise verbal and written communication	3	
	Able to recognise limits of own competencies and to refer and seek advice	3	
	Able to recognise and embrace new ideas and developments	3	
	To have a positive attitude, be able to recognise and communicate need for change and be able to participate in change management processes.	3	
	Work effectively within a range of different teams –at Departmental, Trust or regional level.	3	
	Prepared to attend any training sessions necessary for personal and service development	3	

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SPECIAL CIRCUMSTANCES eg Ability to travel to other sites. Ability to work internal rotation	Willing to travel between sites and throughout Bucks, as required by the post	3	Interview

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