

PERSON SPECIFICATION

Job Title: Medicines Resource Centre - Digital Transformation Pharmacy Technician

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)
1.Values:-  Collaborate  Aspire  Respect  Enable	Communicates openly, honestly and professionally, and actively promotes team working and building strong working relationships	3	All values must be assessed at the interview/ assessment stage using various methods e.g. open questions and scenarios
	Patients are always first. Drives service improvements. Strong self-awareness with a desire to grow.	3	
	Treats all with compassion and kindness. Ensures everyone feels valued.	3	
	Consults others and listens to their views/opinions. Enables others to take the initiative	3	

CATEGORY	CRITERIA	Weight	HOW ASSESSED
2. EDUCATION, QUALIFICATIONS & TRAINING eg Education, professional qualifications	Educated to GCSE standard	3	Application form
	Advanced /intermediate software training and IT skills e.g. Word, Excel, PowerPoint., Access	3	Application form/interview
	Knowledge of JAC (not essential)	1	Application form/interview
	Registered with the General Pharmaceutical Council (GPhC)	3	Certificate
	BTEC National Certificate in Pharmacy Services	3	Certificate
	NVQ level 3 in Pharmacy Services or recognised equivalent to the above	3	Certificate
	Current ACPT qualification	1	Certificate
3. EXPERIENCE eg Breadth of occupational experience	Working in a busy and constantly changing environment /organisation	3	Application form / Interview
	Previous experience in hospital pharmacy (not essential)	2	Application form / Interview

4. SKILLS, ABILITIES & KNOWLEDGE e.g., Communication skills, excellent organisation skills, keyboard skills, high motivation, Special knowledge requirements e.g. NMC Code of Conduct, regulations etc.	Good verbal and written communication, including by telephone	3	Application form / Interview
	Good customer relation skills	3	Application form / Interview
	Ability to prioritise own workload and use initiative	3	Application form / Interview
	Ability to work as part of a team	3	Application form / Interview
	Ability to work unsupervised	3	Application form / Interview
	Able to work quickly and accurately under pressure	2	Application form / Interview
	Able to lift and handle pharmaceutical items	2	Application form / Interview
	Available to participate in Bank Holiday, weekend and late rotas	3	Application form / Interview
	Skilled in computer keyboard and applications	3	Application form / Interview
	Good problem-solving skills	3	Application form / Interview
5. SPECIAL CIRCUMSTANCES e.g., Ability to work internal rotation	Cross site working will be required	3	Application form / Interview