

## 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)
<b>Values:-</b>  <b>Collaborate</b>	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
 <b>Aspire</b>	Patients are always first. Drives service improvements. Strong self-awareness with a desire to grow.	3	
 <b>Respect</b>	Treats all with compassion and kindness. Ensures everyone feels valued.	3	
 <b>Enable</b>	Consults others and listens to their views/opinions. Enables others to take the initiative	3	

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<b>EDUCATION, QUALIFICATIONS &amp; TRAINING</b> 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
<b>EXPERIENCE</b> 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
<b>SKILLS, ABILITIES &amp; KNOWLEDGE</b> 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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<b>SPECIAL CIRCUMSTANCES</b> 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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