

## PERSON SPECIFICATION

**POST TITLE: Band 5 - Medicines Management Pharmacy Technician – Medicine**

		Essential (E) Desirable (D)	Assessed through: App Form (A) Interview (I)
<b>Royal Free World Class Values</b>	<ul style="list-style-type: none"> <li>Demonstrable ability to meet the Trust Values</li> </ul> <p><i>Positively welcoming</i> <i>Actively respectful</i> <i>Clearly communicating</i> <i>Visibly reassuring</i></p>	<ul style="list-style-type: none"> <li>E</li> </ul>	<ul style="list-style-type: none"> <li>A / I</li> </ul>
<b>Education &amp; Professional Qualifications</b>	<ul style="list-style-type: none"> <li>BTEC in Pharmaceutical Sciences and NVQ Pharmacy services Level 3 or equivalent</li> <li>Current registration with the General Pharmaceutical Council as a Pharmacy Technician</li> <li>Accredited Checking Technician (ACT) or willing to work toward this</li> <li>QCF A1 workplace assessor award or working towards this</li> </ul>	<ul style="list-style-type: none"> <li>E</li> <li>E</li> <li>D</li> <li>D</li> </ul>	<ul style="list-style-type: none"> <li>A</li> <li>A</li> <li>A</li> <li>A</li> </ul>

**Date of the Person Specification Review: June 2023**

*Positively welcoming* *Actively respectful* *Clearly communicating* *Visibly reassuring*

<b>Experience</b>	<ul style="list-style-type: none"> <li>• Significant and demonstrable post qualification hospital pharmacy experience</li> <li>• Previous assessable experience/understanding of JAC Pharmacy Computer System (or equivalent)</li> <li>• Computer literate including Microsoft Office software products.</li> <li>• Previous assessable managerial/supervisory experience and experience in training</li> <li>• Previous assessable experience in recruitment and selection of staff</li> <li>• Ability and understanding of how to correctly and efficiently obtain accurate medication histories and contribute towards medicines reconciliation</li> </ul>	<ul style="list-style-type: none"> <li>• E</li> <li>• E</li> <li>• E</li> <li>• D</li> <li>• D</li> <li>• E</li> </ul>	<ul style="list-style-type: none"> <li>• A</li> <li>• A / I</li> <li>• A / I</li> <li>• A / I</li> <li>• A / I</li> <li>• A / I</li> </ul>
<b>Skills and Aptitudes</b>	<ul style="list-style-type: none"> <li>• Demonstrate ability to plan, organise &amp; deliver induction &amp; competency based training.</li> <li>• Demonstrate ability to deal with conflict and complaints (with patients and staff of all levels)</li> <li>• Demonstrate excellent verbal and written communication and interpersonal skills (with patients and staff of all levels)</li> <li>• Ability to work independently and as a member of a team.</li> <li>• Demonstrate proven ability to dispense accurately.</li> <li>• Demonstrate proven ability to counsel and give advice to patients/carers on medications.</li> <li>• Excellent understanding of computerised systems of stock control management</li> <li>• Demonstrate ability to prioritise and organise own workload and for staff managed.</li> <li>• Methodical methods of working and good decision-making skills</li> <li>• Demonstrate attention to detail.</li> </ul>	<ul style="list-style-type: none"> <li>• D</li> <li>• D</li> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> </ul>	<ul style="list-style-type: none"> <li>• A / I</li> <li>• A / I</li> <li>• A / I</li> <li>• A / I</li> <li>• A / I</li> <li>• A</li> <li>• A / I</li> <li>• A / I</li> <li>• A / I</li> </ul>

<b>Personal Qualities &amp; Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to work independently and as a member of a team.</li> <li>• Ability to work in a stressful environment.</li> <li>• Well-motivated</li> </ul>	<ul style="list-style-type: none"> <li>• E</li> <li>• E</li> <li>• E</li> </ul>	<ul style="list-style-type: none"> <li>• A / I</li> <li>• A / I</li> <li>• A / I</li> </ul>
<b>Others</b>	<ul style="list-style-type: none"> <li>• Able to work late duties, weekends and Bank Holidays as per Rota</li> <li>• Evidence of CPD which meets the requirements of the Pharmacy Regulator (GPhC)</li> <li>• Member of APTUK (Association of Pharmacy Technicians UK)</li> </ul>	<ul style="list-style-type: none"> <li>• E</li> <li>• E</li> <li>• D</li> </ul>	<ul style="list-style-type: none"> <li>• A / I</li> <li>• A / I</li> <li>• A / I</li> </ul>