

**Person Specification**

Job Title: Senior Pharmacy Assistant / SATO	Grade: Band 3		
Department: Pharmacy	Date: June 2018		
*Assessed by: A= Application I= Interview R= References T= Testing C = Certificate			
Minimum Criteria	*	Desirable Criteria	*
Qualifications			
Good general education including English and maths	A	Attendance at Regional courses relevant to aseptic preparation	A
NVQ level 2 in Pharmacy services (selected relevant modules) or working towards	A	Evidence of additional specialist training in pharmacy, and knowledge of relevant quality standards and regulations	I
Experience			
Minimum 2 years' experience of working within a hospital pharmacy environment	A	Experience of supervising staff	A
		At least 1 year within a preparative services environment	I
Skills / Knowledge / Abilities			
Knowledge of pharmaceutical legislation, with particular knowledge of preparative services, GMP and MHRA standards	I	An interest in oncology	I
Knowledge of actions and uses of medicines	I	Able to lift and handle heavy boxes	I
Good written and oral skills for communication with patients and healthcare professionals	I		
Ability to recognise and overcome barriers to understanding	I		
Knowledge of QA/QC auditing processes and standards	I		
Ability to work as part of a team but use own initiative	I		
Numeracy skills- to be able to complete pharmaceutical calculations	I		
Ability to produce reports from pharmacy systems and excel	I		
Enthusiastic	I		

Polite Organised and able to prioritise workload Manipulation skills and ability to prepare intravenous injections.	I I I		
<b>Other</b> Reliable work record DBS clearance	R		

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Managers Signature

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Date

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Postholder's signature

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Date