

PERSON SPECIFICATION (& SHORTLISTING FORM)

Job Title: Electronic Prescribing and Medicines Administration (EPMA)
Pharmacy Technician

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

Column (a) should be completed when setting Criteria. Column (b) should be completed at Shortlisting stage.

CATEGORY	CRITERIA	Weight (a)	Score (b)	Total (a x b)	HOW ASSESSED
EDUCATION, QUALIFICATIONS & TRAINING eg Education, professional qualifications	Registered Technician: Member of the General Pharmaceutical Council	3			GPHC On-line Register
	ACPT – Accredited Checking qualification	3			Application form
	Qualification / Accredited training in IT	2			Application form
	System manager training in JAC or any EPMA system	2			Application form
	Project management certification	2			Application form

E, Q & T Total Score					
EXPERIENCE eg Breadth of occupational experience	Significant experience of hospital pharmacy at Qualified Technician level	3			Application form, Interview References
	Experience of delivery of pharmacy service at a management level (Dispensary / MMT manager etc)	2			
	Evidence of significant relevant Continuing Professional Development	2			
	Experience of project management	2			
	Experience of conducting service audits and the use of performance indicators	2			
	Experience of training other pharmacy staff	2			
	Experience of managing staff	1			
	Experience of EPMA or Trustwide IT system development and roll out	3			
	Experience of database development or systems configuration	2			
Experience Total Score					

CATEGORY	CRITERIA	Weight (a)	Score (b)	Total (a x b)	HOW ASSESSED
SKILLS, ABILITIES & KNOWLEDGE eg Communication skills, excellent organisation skills, keyboard skills, high motivation	Able to prioritise and manage own workload	3			Application form, Interview References
	Work , communicate and engage	3			
	Clear and concise verbal and written communication	3			
	Able to recognise limits of own competencies and to refer and seek advice	2			
	Able to recognise and embrace new ideas and developments	2			
	To have a positive attitude, be able to recognise and communicate need for change and be able to participate in change management processes.	3			
	Able to overcome barriers and motivate staff and yourself	2			
	Work effectively within a range of different teams – at Departmental, Trust or regional level.	2			
	Prepared to attend any training sessions necessary for personal and service development	1			
Special Circumstances	Able to travel to other sites within the Trust	3			
	Full driving licence	2			
S, A & K Total Score					
Total Shortlisting Score					

