

**PERSON SPECIFICATION
(& SHORTLISTING FORM)**

Job Title: Higher Level Pharmacy Technician - Medicines Optimisation (Band 5)

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.

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CATEGORY	CRITERIA	Weight (a)	Score (b)	Total (a x b)	HOW ASSESSED
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			
EDUCATION, QUALIFICATIONS & TRAINING e.g. Education, professional qualifications	Completion of a GPhC accredited course and registered with the General Pharmaceutical Council as a Pharmacy Technician.	3			Application form / Interview / On-line Register
	Accredited Checking Pharmacy Technician qualification (or willingness to undertake).	3			Application form/ Interview
	Accredited Medicines Optimisation Technician (or willingness to undertake)				

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	Practice Supervisor (PS)/Education Supervisor (ES)	3			Application form / interview
		1			Application form / interview
E, Q & T Total Score					
EXPERIENCE e.g. Breadth of occupational experience	Relevant hospital Experience	3			Application form/Interview
	Experience of Medicines Optimisation at ward level	2			Application form/Interview
	Experience of counselling patients	2			Application form/Interview
	Experience of training other pharmacy staff	1			Application form/Interview
Experience Total Score					

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CATEGORY	CRITERIA	Weight (a)	Score (b)	Total (a x b)	HOW ASSESSED
SKILLS, ABILITIES & KNOWLEDGE E.g. Communication skills, excellent organisation skills, keyboard skills, high motivation	Able to prioritise and manage own workload	3			Application form/ Interview/ References
	Communicate effectively as part of a team	3			
	Able to recognise limits of own competencies and to refer to and seek advice from colleagues.	2			
	Able to recognise and embrace new ideas and developments and implement directly or support others to achieve	3			
	To have a positive attitude, be able to recognise and communicate need for change and be able to participate in change management processes	2			
	Prepared to attend any training sessions necessary for personal and service development	1			
	Evidence of managing difficult situations	1			
	Flexibility and willingness to work in other sections with short notice	2			
	Ability to work in an organised and calm fashion in a busy environment.	2			

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Special Circumstances	Able to travel to other sites within the Trust and to venues for training	3			Application form, Interview
S, A & K Total Score					
Total Shortlisting Score					