

Buckinghamshire Healthcare   
NHS Trust

**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
<p><b>Values:-</b></p>  <p><b>Collaborate</b></p>  <p><b>Aspire</b></p>  <p><b>Respect</b></p>  <p><b>Enable</b></p>	<p>Communicates openly, honestly and professionally, and actively promotes team working and building strong working relationships</p>	3			<p>All values must be assessed at the interview/ assessment stage using various methods e.g. open questions and scenarios</p>
	<p>Patients are always first. Drives service improvements. Strong self-awareness with a desire to grow.</p>	3			
	<p>Treats all with compassion and kindness. Ensures everyone feels valued.</p>	3			
	<p>Consults others and listens to their views/opinions. Enables others to take the initiative</p>	3			
<p><b>EDUCATION, QUALIFICATIONS &amp; TRAINING</b></p> <p>e.g. Education, professional qualifications</p>	<p>Completion of a GPhC accredited course and registered with the General Pharmaceutical Council as a Pharmacy Technician.</p>	3			<p>Application form / Interview / On-line Register</p>
	<p>Accredited Checking Pharmacy Technician qualification (or willingness to undertake).</p>	3			<p>Application form/ Interview</p>
	<p>Accredited Medicines Optimisation Technician (or willingness to undertake)</p>				

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	Practice Supervisor (PS)/Education Supervisor (ES)	3			Application form / interview
		1			Application form / interview
<b>E, Q &amp; T Total Score</b>					
<b>EXPERIENCE</b> <b>e.g. Breadth of occupational experience</b>	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
<b>Experience Total Score</b>					

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CATEGORY	CRITERIA	Weight (a)	Score (b)	Total (a x b)	HOW ASSESSED
<b>SKILLS, ABILITIES &amp; KNOWLEDGE</b> E.g. <b>Communication skills, excellent organisation skills, keyboard skills, high motivation</b>	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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<b>Special Circumstances</b>	Able to travel to other sites within the Trust and to venues for training	3			Application form, Interview
<b>S, A &amp; K Total Score</b>					
<b>Total Shortlisting Score</b>					