



Bradford Teaching Hospitals
NHS Foundation Trust

PERSON SPECIFICATION

Post Title: Senior Pharmacy Assistant

Band: 3

Department, Location: Pharmacy, Bradford Teaching Hospitals NHS Foundation Trust

An Equal Opportunity Employer

Bradford Teaching Hospitals NHS Foundation Trust positively welcomes applications from Disabled People and will make reasonable adjustments to posts in compliance with the Equality Act 2010.

E or D indicates whether a selection criterion is ‘Essential’ to the job role or ‘Desirable’.

As a minimum a candidate must meet the essential criteria for the post to be recruited.

Experience	How Identified	E/D
Significant experience of dispensing	Application Form Interview	D
Experience of working in a similar role	Application Form Interview	D
Supervision of staff	Application Form Interview	D

Skills <i>Includes: Analytical & judgemental Skills, Communication & Relationship Skills, Physical Skills.</i>	How Identified	E/D
Numeracy skills	Application Form Interview	E
Ability to follow written and verbal instructions	Application Form Interview	E
Good communication skills	Application Form Interview	E
Ability to prioritise workload and meet deadlines	Application Form Interview	E
Ability to work effectively under pressure	Application Form Interview	E
Good team working skills	Application Form Interview	E
Demonstrable attention to detail	Application Form Interview	E
Computer literate	Application Form Interview	E

Knowledge <i>Includes; Knowledge & Training</i>	How Identified	E/D
Understanding of Information Governance and Confidentiality	Application/ Interview	E
Understanding of equality and diversity issues and how this affects patients, visitors and staff	Interview	E
Understanding of what the NHS Constitution means to you, and your responsibilities to the public, patients and colleagues	Interview	E
Knowledge of Medicines Management	Application Form Interview	E
Knowledge and understanding of Pharmaceutical technical procedures specific to the area of work	Application Form Interview	E

Qualifications - <i>In most cases (where indicated *) demonstration of equivalent qualification, skills or experience is an acceptable alternative.</i>	How Identified	E/D
Good basic general education	Application Form	E
NVQ level 2 in Pharmacy Services (or willing to work towards this qualification – in which case the salary will be paid at 75% of top of Band 3 salary, until the qualification is obtained).	Application Form Interview	E

Values and Behaviours (some of these standard core values may be demonstrated in meeting other criteria cited on this person specification)	How Identified	E/D
<p>We are one team</p> <ul style="list-style-type: none"> • We trust each other and work together • We talk clearly and honestly • We make every penny count • We get better all the time 	Application form/ Interview/ Test	E
<p>We care</p> <ul style="list-style-type: none"> • We are kind and compassionate • We take ownership and keep our word • We are passionate, proud and committed • We say thank you 	Application form/ Interview/ Test	E
<p>We value people</p> <ul style="list-style-type: none"> • We respect each other and our patients • We embrace difference • We support each other • We say when we have done well and learn from mistakes 	Application form/ Interview/ Test	E

Other Requirements: <i>Includes; Working Conditions</i>	How Identified	E/D
Able to fulfil Occupational Health requirements for the post (with reasonable adjustments, if necessary) Including clearance on blood borne viruses, in compliance with Trust Policy	Occupational Health Paper Screening, followed by an Immunisation Assessment in the first week of work	E
Demonstrates continued professional development or equivalent knowledge through experience	Application Form	E
Able to work effectively to short changing deadlines	Interview	E
Smart/professional appearance	Interview	E
Receptive to change	Interview	E
Motivated, enthusiastic	Interview	E
Flexibility in working hours to suit the needs of the department	Application form Interview	E