**NHS LOTHIAN**

**Post: Senior PSW, QRGS (U-CN-PHM-RVH-SQAS1)**

**PERSON SPECIFICATION**

In order to be shortlisted you must demonstrate you meet all the essential criteria and as much of the desirable as possible. When a large volume of applications are received for a vacancy and most applicants meet the essential criteria then the desirable criteria is used to produce the shortlist.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Criteria | Essential | Desirable | | How assessed |
| Personal Traits | Understands and demonstrates NHS Lothian’s values of quality, teamwork, care & compassion, dignity & respect, and openness, honesty & responsibility through the application of appropriate behaviours and attitudes  Enthusiastic, motivated  Team player, flexible  Friendly, approachable |  | | A & I  A & I  A & I  A & I |
| Qualifications and Training | Educated to SCQF level 6  (e.g. SVQ Level 2 in health related subject, such as Pharmacy, Medical Physics or labs)  **PLUS:**  Relevant work experience in a healthcare or pharmacy environment and completion of in-house training programme to demonstrate competency for role. | |  | A & C |
| Experience and Knowledge | Experience of team working  Experience of working in clean room environments or experience of having worked in a laboratory environment with QA/QC regulations.  Knowledge of Microsoft office packages  Knowledge of workplace standards in relation to hospital pharmacy business e.g. EU Good Manufacturing Practice, Health & Safety At Work Act, COSHH regulations and legal regulations referring to the supply of medicines | Experience of staff supervision  Awareness of Health & Safety | | A & I  A & I  A & I  A&I |
| Skills and/or Abilities | Good written, oral communication and numeracy skills  Good interpersonal skills  Basic numeracy skills  Computing and keyboard skills required  Effective organisational skills  Problem solving skills  Able to demonstrate accuracy and close attention to detail  Able to work to deadlines | Manual handling skills for moving equipment  Ability to comply with policies and procedures  Ability to work unsupervised and alone | | A, C, R & I  A, I & R  C & R  A  A, I & R  A & I  A & I |
| Specific Job Requirements | Ability to be flexible to work out with core normal working hours |  | | I |

|  |  |
| --- | --- |
| **Key – how assessed** | |
| A = Application form | I = Interview |
| C = Copies of certificates | T= Test or exercise |
| P = Presentation | R = References |