**NHS LOTHIAN**

**Post: Pharmacy Support Worker (Band 2) - L-GEN-HSS-PA-PSW**

**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.

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| Criteria | Essential | Desirable | How assessed |
| Personal Traits | Enthusiastic, motivatedFlexible |  | A & IA |
| Qualifications and Training | National 4 or above (or equivalent) in English and MathematicsSCQF Level 6 units relevant to post within 12 months following probationary period | SCQF Level 6 units relevant to post.Completion of Healthcare Support Workers induction standards within 12 months following probationary period | CA&IA&I |
| Experience and Knowledge | Experience of team workingKnowledge of Microsoft office packages | Relevant work experience in a healthcare or pharmacy environmentExperience in storage, supply and stock rotationAwareness of Health & Safety | A&IA&IA&I |
| Skills and/or Abilities | Good ability to communicate (verbally, written)Good interpersonal skillsBasic numeracy skillsStandard keyboard skillsAble to demonstrate accuracy and attention to detail |  | A & IA, I & RA, T &RAA, I, T & R |
| Specific Job Requirements | Ability to be flexible to work out with core normal working hours |  | I |

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