**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, motivated  Flexible |  | A & I  A |
| Qualifications and Training | National 4 or above (or equivalent) in English and Mathematics  SCQF 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 | C  A&I  A&I |
| Experience and Knowledge | Experience of team working  Knowledge of Microsoft office packages | Relevant work experience in a healthcare or pharmacy environment  Experience in storage, supply and stock rotation  Awareness of Health & Safety | A&I  A&I  A&I |
| Skills and/or Abilities | Good ability to communicate (verbally, written)  Good interpersonal skills  Basic numeracy skills  Standard keyboard skills  Able to demonstrate accuracy and attention to detail |  | A & I  A, I & R  A, T &R  A  A, 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 |