**RECRUITMENT AND SELECTION STANDARDS**



**PERSON SPECIFICATION FORM**

Post Title/Grade**:** Senior Pharmacy Technician Clinical Trials

Department/Ward: Pharmacy Departments, Fife Wide

Date: April 2025

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|  | **ESSENTIAL** | **DESIRABLE** | **MEASURE** |
| **Experience** | Experience as a Pharmacy Technician in a hospital setting.  Experience working in a clinical environment.  Experience supervising/managing staff. | Experience of developing and delivering service change.  Experience in clinical trials and the management of investigational medicinal products  Experience in education and training | Application Form/ Interview |
| **Qualifications/**  **Training** | Diploma in Pharmacy Services or equivalent.  Registered with the General Pharmaceutical Council as a Pharmacy Technician.  Accuracy Checking Technician Qualification (or willingness to work towards)  Higher National Certificate in Pharmacy Services; other management qualification or BTEC Pharmacy Clinical Services Professional Diploma (or willingness to work towards)  SCQF Assessor Qualification (e.g. L&D9D and L&D9Di or equivalent) (or willingness to work towards)  PDA in the Assessment and Supply of Individual Patients Medicines (or equivalent experience) | Completed Good Clinical Practice (GCP) Training | Application Form/ Interview |
| **Knowledge** | Undertake CPD and maintain a portfolio of personal and professional development.  Knowldge of Good Clinical Practice standards | Clinical knowledge (e.g. basic interpretation of lab results). | Application Form/ Interview |
| **Skills** | Excellent communication and interpersonal skills.  Ability to prioritise activities and organise tasks using own initiative, working independently with minimal direction from line manager.  Audit skills.  Negotiation and problem solving skills.  Self motivated and ability to inspire and develop others.  Attention to detail with a high degree of accuracy  Ability to maintain accurate records | Experienced in use of IT systems, particularly word processing software. | Application Form/ Interview |
| **Aptitude** | Ability to identify and address own learning needs.  Ability to promote and encourage staff development.  Behave in a way that promotes equality and diversity. |  | Application Form/ Interview |
| **Other**  **e.g. Team Player, Be able to travel** | Able to work under pressure and in difficult situations (e.g. conflict).  Flexible and adaptable.  Empathetic to staff, patient and carer needs.  Behaves professionally at all times.  Able to travel across Fife  Demonstrate ethics, values and personal qualities / behaviours consistent with the vision, culture and values of NHS Fife |  | Application Form/ Interview |