

**SKILLS FRAMEWORK FOR HEALTHCARE
SKILLS MAP - SENIOR PHARMACY TECHNICIAN EXECUTIVE**

Sector	Healthcare	
Track	Pharmacy Support	
Sub-track	Pharmacy IT and Supply Chain	
Occupation	Pharmacy Technician	
Job Role	Senior Pharmacy Technician Executive	
Job Role Description	<p>A Senior Pharmacy Technician Executive in the Pharmacy IT and Supply Chain sub-track is responsible for managing procurement, overseeing the automated distribution processes and clinical drug trial supply. S/He is required to perform store management and distribution and manage pharmacy information technology (IT)-related matters. S/He oversees the management of the department's inventories.</p> <p>S/He works in various settings such as hospitals, outpatient clinics, polyclinics and retail pharmacies.</p> <p>S/He should be independent and forward thinking. S/He should possess effective interpersonal, leadership and problem-solving skills.</p>	
Critical Work Functions and Key Tasks / Performance Expectations	Critical Work Functions	Key Tasks
	Manage procurement	Manage drug inventory systems
		Negotiate drug purchase prices
		Coordinate procurement
		Recommend purchases and contracts for approval
		Assess vendor performance
	Manage automated distribution	Oversee repackaging processes for automated distribution
		Review standard operating procedures and internal controls for the automated repackaging processes
		Oversee the processes of automation systems
		Execute process improvements or enhancements to automated repackaging processes
		Manage pharmacy automation systems and software
		Monitor key performance indicators for monitoring automation systems and software
	Manage clinical drug trial supply	Monitor product quality of outsourced repackaging vendors
Manage clinical drug trial supply	Manage the clinical investigational drugs (CID) inventories and facilities	

		Maintain information and records related to clinical trials required by study protocols
		Coordinate internal audit processes of clinical investigational drugs (CID)
		Perform clinical investigational drugs (CID) distribution activities in accordance to set protocols and procedures
	Perform store management and distribution	Oversee drug distribution activities
		Assist pharmacists in maintaining the drug master lists
		Assist pharmacists in reviewing drug distribution lists and par levels
		Review store or warehouse key performance indicators
	Manage pharmacy information technology	Assist pharmacists with troubleshooting of hardware and software systems
		Maintain master lists within information technology systems
		Report security anomalies of information technology systems
		Generate reports required for project or drug analyses
		Perform data analyses
Review inputs for new system enhancements and equipment		
Conduct interface checks between systems		
Assist pharmacists to manage department information technology workflows		
Conduct user acceptance testing for new automation projects or enhancements		
Manage inventory	Execute drug recalls	
	Monitor dispensary stock movements	
	Project dispensary stock quantities required to avoid out-of-stock situations	
	Supervise cycle counts and annual stock-take	

	Execute post stock-take procedures			
	Oversee storage conditions, expiry checks, audits and reporting of defects in drug products within institutions			
	Reconcile inventory or drug discrepancies			
	Assist pharmacists in-charge to communicate to stakeholders during critical stock situations			
Skills and Competencies	Technical Skills and Competencies		Generic Skills and Competencies	
	Audit Management	Level 4, Level 5	Computational Thinking	Intermediate
	Automated Distribution Management	Level 4	Problem Solving	Intermediate
	Change Management	Level 3	Digital Literacy	Advanced
	Clinical Investigational Drug Management	Level 4	Communication	Advanced
	Data Analytics	Level 2	Decision Making	Advanced
	Drug Distribution and Inventory Management	Level 4		
	Inventory Procurement for Pharmacy Support	Level 4		
	Management of Stakeholders	Level 4		
	Medication Safety	Level 3, Level 4		
	Performance Management	Level 4		
	Pharmaceutical Equipment Maintenance	Level 3		
	Pharmacy Information Technology Management	Level 3, Level 4		
	Professional, Legal and Ethical Healthcare Practice	Level 4		
	Vendor Management	Level 4		
Workplace Safety and Health	Level 3			
Programme Listing	For a list of Training Programmes available for the Healthcare sector, please visit: www.skillsfuture.sg/skills-framework/hc			