

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

Sector	Healthcare	
Track	Pharmacy Support	
Sub-track	Drug Compounding and Quality Management	
Occupation	Pharmacy Technician	
Job Role	Senior Pharmacy Technician Executive	
Job Role Description	<p>A Senior Pharmacy Technician Executive in the Drug Compounding and Quality Management sub-track is responsible for assisting the pharmacists in performing sterile and non-sterile manufacturing based on product orders and overseeing the management of quality assurance, improvement projects and initiatives. S/He is required to review the medication safety practices of the department.</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
	Perform sterile and non-sterile manufacturing	Process sterile and non-sterile product orders
		Prepare sterile and non-sterile products
		Check all prepared products to ensure that products compounded adhere to quality control and labelling requirements
		Manage laboratory inventories
		Maintain records related to compounding and laboratory activities
		Supervise compounding processes
		Maintain compounding manufacturing facilities
		Coordinate certification of laboratory equipment
		Manage manpower resources related to compounding
		Highlight equipment failures and unusual activities to pharmacists/supervisors
	Manage quality assurance and improvements	Perform regular internal audits of operations
		Implement post-audit corrective and preventive actions as well as quality initiatives and improvements
Participate in quality improvement projects such as automation and research		

		Lead in quality improvement projects such as automation and research		
		Optimise work processes and resources		
	Manage medication safety	Promote a medication safety culture		
		Assist pharmacists in the identification of gaps leading to medication safety problems		
		Develop strategies, tools and methods to report and improve medication and patient safety		
		Review strategies, tools and methods to report and improve medication and patient safety		
		Monitor key performance indicators relating to medication and patient safety		
		Analyse incident reports		
		Collate data pertaining to safe medication-use practices		
		Perform analyses on collated data		
		Assist in the implementation of medication safety initiatives		
		Communicate safe medication practices to team		
Perform audits pertaining to medication and patient safety				
Skills and Competencies	Technical Skills and Competencies		Generic Skills and Competencies	
	Audit Management	Level 4, Level 5	Problem Solving	Advanced
	Change Management	Level 3	Resource Management	Advanced
	Continuous Improvement Management	Level 5	Interpersonal Skills	Advanced
	Data Analytics	Level 2	Communication	Advanced
	Infection Control	Level 2	Leadership	Intermediate
	Management of Stakeholders	Level 4		
	Medication Safety	Level 3, Level 4		
	Non-Sterile Compounding	Level 3		
	People Management	Level 4		

	Pharmaceutical Equipment Maintenance	Level 3		
	Professional, Legal and Ethical Healthcare Practice	Level 4		
	Sterile Manufacturing of Pharmaceutical Products	Level 3		
	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			