

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

Sector	Healthcare	
Track	Pharmacy Support	
Sub-track	Pharmacy IT and Supply Chain	
Occupation	Pharmacy Technician	
Job Role	Pharmacy Technician Executive	
Job Role Description	<p>A Pharmacy Technician Executive in the Pharmacy IT and Supply Chain sub-track is responsible for managing procurement, automated distribution processes and clinical drug trial supply. S/He is required to perform store management and distribution and assist with the management of pharmacy information technology (IT)-related matters. S/He is required to manage 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 proactive and conscientious. 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
		Coordinate procurement
		Recommend purchases and contracts for approval
		Assess vendor performance
	Manage automated distribution	Oversee repackaging processes for automated distribution
		Oversee the processes of automation systems
		Execute process improvements or enhancements to automated repackaging processes
		Manage pharmacy automation systems and software
		Monitor product quality of outsourced repackaging vendors
	Manage clinical drug trial supply	Maintain information and records related to clinical trials required by study protocols
		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		
		Implement appropriate measures to meet store 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		
		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				
Skills and Competencies	Technical Skills and Competencies		Generic Skills and Competencies	
	Audit Management	Level 3, Level 4	Computational Thinking	Basic
	Automated Distribution Management	Level 4	Digital Literacy	Intermediate
	Change Management	Level 3	Problem Solving	Intermediate
	Clinical Investigational Drug Management	Level 3	Creative Thinking	Intermediate
	Data Analytics	Level 2	Decision Making	Intermediate

	Drug Distribution and Inventory Management	Level 3		
	Inventory Procurement for Pharmacy Support	Level 3		
	Management of Stakeholders	Level 3		
	Medication Safety	Level 3, Level 4		
	Performance Management	Level 3		
	Pharmacy Information Technology Management	Level 3		
	Professional, Legal and Ethical Healthcare Practice	Level 4		
	Vendor Management	Level 3		
	Workplace Safety and Health	Level 2		
Programme Listing	For a list of Training Programmes available for the Healthcare sector, please visit: www.skillsfuture.sg/skills-framework/hc			