

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

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| Sector | Healthcare | |
| Track | Pharmacy Support | |
| Sub-track | Drug Compounding and Quality Management | |
| Occupation | Pharmacy Technician | |
| Job Role | Pharmacy Technician Executive | |
| Job Role Description | <p>A 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 managing quality assurance, improvement projects and initiatives of the department. S/He is required to maintain 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 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 |
| | 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 |
| | | Maintain compounding manufacturing facilities |
| | | 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 |
| | | 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 | | |

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| | 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 | | | |
| | 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 3, Level 4 | Problem Solving | Intermediate |
| | Change Management | Level 3 | Communication | Advanced |
| | Continuous Improvement Management | Level 4, Level 5 | Teamwork | Advanced |
| | Data Analytics | Level 2 | Leadership | Intermediate |
| | Infection Control | Level 2 | Interpersonal Skills | Advanced |
| | Management of Stakeholders | Level 3 | | |
| | Medication Safety | Level 3, Level 4 | | |
| | Non-Sterile Compounding | Level 3 | | |
| | 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 2 | | | |
| Programme Listing | For a list of Training Programmes available for the Healthcare sector, please visit: www.skillsfuture.sg/skills-framework/hc | | | |