

Organisation and Management Skills Competencies Assessment

Instructions: Please rate yourself (or another person where applicable) for each statement below. Consider your/their current abilities and behaviours in relation to the competencies described. Be honest and reflective in your responses.

Self Assessment or Assessment of other person? *

Self Other

If other, name of person being assessed

Send Your Assessment Feedback to this Person?

Email Address of person being assessed

With regard to the Organisation and Management Skills Competency, Manages Self, how strongly do you agree or disagree with the following?

	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	Not Applicable
Indicative Behaviour 3.1.1 *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Carries out my work in an efficient and organised manner.						
Indicative Behaviour 3.1.2 *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ensures own work is appropriately planned and managed.						
Indicative Behaviour 3.1.3 *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Can prioritise workload and tasks appropriately based on their importance and urgency.						
Indicative Behaviour 3.1.4 *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Aware of the responsibility of own position, and demonstrates and maintains the highest standards of personal and professional honesty and integrity.						
Indicative Behaviour 3.1.5 *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Punctual and reliable.						
Indicative Behaviour 3.1.6 *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Takes steps to look after own health and well-being, and recognises and adopts ways to promote and maintain personal resilience.						

With regard to the Organisation and Management Skills Competency, Manages Within the Workplace, how strongly do you agree or disagree with the following?

	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	Not Applicable
Indicative Behaviour 3.2.2 *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Understands and adheres to the documented procedures and policies within own practice, and provides feedback where appropriate if identifies opportunities for improvement.						
Indicative Behaviour 3.2.3 *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Works effectively with leadership and management, including supervising and superintendent pharmacist(s) as relevant.						
Indicative Behaviour 3.2.4 *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Addresses management issues as required in own position of responsibility.						
Indicative Behaviour 3.2.5 *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Engages with own organisation's systems for performance leadership.						
Indicative Behaviour 3.2.6 *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Serves as a role model, coach and mentor to colleagues and students and demonstrates concern for their wellbeing and welfare.						
Indicative Behaviour 3.2.1 *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Understands and applies the principles of management and leadership as appropriate to own role.						

With regard to the Organisation and Management Skills Competency, Manages Resources and Finance, how strongly do you agree or disagree with the following?

	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	Not Applicable
Indicative Behaviour 3.3.3 * Understands the principles of pharmacoeconomic assessment and medicines cost benefits analyses and where appropriate, selects the most cost effective option for patients and the health system.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Indicative Behaviour 3.3.2 * Maintains an understanding of the ways in which patients are entitled to receive medication, including via the health services reimbursement schemes.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Indicative Behaviour 3.3.4 * Considers the impact own role has on the environment, use energy efficient systems and contribute to waste reduction initiatives.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Indicative Behaviour 3.3.5 * If one identifies opportunities to improve the management and allocation of resources, discusses these with colleagues and management.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Indicative Behaviour 3.3.1 * Can effectively analyse and manage financial data and budgetary information as appropriate to own role.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

With regard to the Organisation and Management Skills Competency, Contributes to Continuous Quality Improvement and Risk Management, how strongly do you agree or disagree with the following?

	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	Not Applicable
Indicative Behaviour 3.4.1 * Recognises the commitment to continuous quality improvement as a core principle of own role as a pharmacist.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Indicative Behaviour 3.4.2 * Understands the role of policies and procedures in supporting self in own role and in the safe provision of pharmacy services.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Indicative Behaviour 3.4.3 * Contributes to the development, implementation, maintenance of and training in standard operating procedures.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Indicative Behaviour 3.4.4 * Contributes to audit activities and understands the value and importance of using feedback from complaints and audit to improve and develop services.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Indicative Behaviour 3.4.5 * Understands that risk is a reality in own role and proactively identifies, manages, mitigates and reviews risks in relation to own workplace, patients and the public.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Your Notes / Reflections on these Competencies (if any)?