

Nidderdale Group Practice

Job Description

JOB TITLE:	Dispenser
RESPONSIBLE TO:	Practice Manager/ GP Partner
MAIN PURPOSE OF POST:	Dispensing in line with relevant regulations and practice protocol.

DUTIES AND RESPONSIBILITIES:

- Take requests for, issue and dispense prescriptions, using Standard Operating Procedures.
- Carry out a final check of dispensed medications once authorised to do so.
- Hand out prescriptions and collect prescription charges or exemption declarations as appropriate.
- Maintain stock levels of drugs, prescriptions and labels from sources indicated by the Dispensary Manager.
- Maintain stocks of other stationery required in the dispensary.
- Receive drug deliveries and check goods received against invoices and claim credits as required for shortages or errors.
- Check that credits requested are received.
- Pass all other invoices for any items it is necessary to order from other sources to the accounts department as they are received.
- Endorse scripts and ensure all details are completed on the reverse and the declaration signed and dated.
- Ensure the Controlled Drug Register is completed and stock level checks are carried out as required by the Practice guidelines.
- Demonstrate due regard for safeguarding and promoting the welfare of children and vulnerable adults.

Any other delegated duties considered appropriate to the post.

January 2022

PERSON SPECIFICATION

Essential

- An understanding, acceptance and adherence to the need for strict confidentiality
- Ability to work within a team
- NVQ2 in Pharmacy / Dispensing services
- Ability to communicate with people at all levels
- Ability to use own judgement, resourcefulness and common sense
- Must be able to cover for colleagues' holidays, study and sick leave
- Good keyboard and computer skills
- Ability to be accurate
- Numeracy skills
- Ability to handle cash
- Ability to work without direct supervision and determine own workload priorities
- Ability to work efficiently in a busy environment
- Good customer service skills
- To keep up to date with mandatory training and CPD in dispensing related subjects

Desirable

- Experience in Primary Care
- Knowledge of SystmOne

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