



General Practice Dispenser Vacancy

Location: Kelsall Medical Centre, 7 Green Hill Road, Kelsall, CW6 0SN

Hours: Part-time - minimum 21 hours a week with a flexible approach required to provide cover for holidays and unplanned absences

Reports to: Dispensary Manager and Practice Management Team

Salary: £11.96 per hour

Contract type: Permanent (first three months probationary)

Notice period: Three calendar months

Annual leave: Five weeks pro rata per year, plus bank holidays

Benefits NHS pension available, on site parking, staff uniform

Job summary

The successful candidate must be qualified to NVQ Level 2 or above and have previous dispensary experience. You will be responsible for providing efficient and accurate dispensing of medication to patients. The successful candidate must also provide high quality, professional customer service to patients, clinicians, staff and colleagues.

The following are the core responsibilities for the role. There may be, on occasion, a requirement to carry out other tasks; this will be dependant upon factors such as workload and staffing levels:-

- Ensure dispensing procedures are carried out in accordance with the Practice's Standard Operating Procedures
- Complying with all relevant Controlled Drugs standards and operating procedures.
- Assist in the preparation and dispensing of prescriptions.
- Receiving and storing supplies in accordance with current policy, ensuring the cold chain is maintained where applicable
- Checking and issuing prepared prescriptions
- Respond to the needs of the clinical team
- Deal with queries relating to prescriptions when necessary
- Collecting prescription charges in accordance with internal protocols/checking patient exemption information
- Assisting in month end process for payment of prescriptions.
- Undertaking regular date checking of medication, stock rotation and assist with stock control and ordering of items in the dispensary

- Maintaining accurate records at all times
- Participate and contribute to personal development and the annual appraisal process

About Kelsall Medical Centre:

We are a forward-thinking and friendly practice based in Rural Cheshire. Earlier this year we moved into a purpose built surgery still within the heart of Kelsall Village. We are a training and dispensing practice. We provide healthcare to a population of just over 5,500 patients in the West Cheshire area.

We use EMIS Web as our clinical system. We have a strong clinical team of 2 partner GPs, 3 salaried GPs, 1 Advanced Nurse Practitioner, 1 Practice Nurse, 1 HCAs, 1 Clinical Pharmacist and 1 Pharmacy Technician supported by our excellent reception and secretarial teams. Staff training and development is encouraged and supported.

The dispensary is open to patients between 9am and 6.45pm Mondays to Fridays closing between the hours of 1pm to 2pm for Lunch. Dispensary staff are on site at 08:00 to unlock and prepare for the day ahead. We currently have over 2000 dispensing patients.

We provide a staff uniform.

We have excellent support from the ICB's Medicines Optimisation Team and we are committed to the national Dispensary Services Quality Scheme. We are a high performing practice for QOF. We have a CQC rating of Good overall.

Person Specification

Qualifications:

Essential criteria

- NVQ Level 2 Dispensing
- GCSE (or equivalent level) Mathematics C or above
- GCSE (or equivalent) English at grade C or above

Experience:

Essential criteria

- Experience of working in a dispensary
- Experience of working with patients/customers
- Ability to use email, Word and Excel.

Desirable criteria

- Experience of working in a primary care setting
- Experience using EMIS Web clinical management system

Personal skills and attributes

Essential criteria

- Excellent communication skills
- Good IT skills

- Appreciative of the importance of patient confidentiality
- Good communicator both verbal and written.
- Good customer service.
- Well organised, diligent, and attentive to detail.
- Self-motivated and able to prioritise.
- Works well as part of a team.
- Resilient; ability to work under pressure and manage personal stress.
- Appreciative of the importance of medicines safety.
- Experience of managing stock including rotation, disposal and ordering

Additional Criteria:

Subject to a satisfactory enhanced DBS check.

Two satisfactory employment references, one of which from current employer.

Ability to travel easily in the community if required.

*Applicants will need to be able to demonstrate they meet all the essential criteria to be shortlisted for interview, and the successful candidate is likely to meet the majority of desirable criteria. This list is not exhaustive, but gives a sense of the person most suitable for the post and will be used as a guide for candidate selection.

For further information and /or an informal chat about the role please contact Melissa Griffin, Dispensary Manager on 01829 751252.

If you are interested and would like to apply, please either email your application to:- cmicb-cheshire.kelsall.medicalcentre@nhs.net or send by post to Kelsall Medical Centre, 7 Green Hill Road, Kelsall, Tarporley, CW6 0NS, marked for the attention of the Dispensary Manager.

Closing date for applications Friday 26th January 2024