

JOB DESCRIPTION

Title of Post:	Dispenser
Responsible to:	Head of Department, any of the Partners & the Practice Manager
Place of Work:	Bassett Road Surgery

Overall Function of the Job:

To assist the practice to deliver effective primary health care to the patients of the practice, by undertaking the below listed duties:

Main Duties:

- 1) Dispensing prescriptions as written by the Partners.
- 2) Ensuring accuracy and complying with all statutory regulations regarding the labelling of pharmaceutical preparations.
- 3) Using the principles underlying dispensing applications to include the nature and choice of containers etc. used.
- 4) Discussing with the Partners any unusual doses or possible instances of chemical incompatibility.
- 5) Purchase and receipt of drug supplies, managing their storage and stock control.
- 6) Distribution of drugs and maintenance of economic purchasing initiatives.
- 7) Endorsing the correct prescriptions for the Prescription Pricing Authority.
- 8) Providing drug information to staff and patients, if appropriate, and passing on queries to the Partners.
- 9) Maintenance of good relationships with patients and giving detailed information about medications as required, in association with the patient's own GP.
- 10) To work effectively with colleagues to ensure that the department is appropriately staffed during times of annual/study/sick leave.
- 11) Operating the computer system within the dispensary administrative structure and using it for optimum benefit to the patients and the practice.
- 12) Processing of repeat prescriptions, whether FP10 or EPS, marking these for re-authorisation as appropriate
- 13) Ensuring that scripts are signed and returned by the Doctors to meet daily deadlines
- 14) Ensuring that the nursing home scripts are processed in a timely fashion
- 15) Collecting information from the nursing team and processing the monthly scripts to the PPA.
- 16) Processing of the disallowed scripts received from the PPA, as appropriate.
- 17) Ensuring that the till balances at the end of each day/week, liaising with the Accounts Dept

- 18) Ensuring that sufficient stationery is ordered and available for the department's use, e.g. bags, labels etc.
- 19) Ensuring that out of date medications/returned medications are safely disposed of.
- 20) Recording of prescription batch numbers when received and recording of all scripts put into clinical printers to prevent fraud/theft.
- 21) Participation in departmental audits as requested.
- 22) Participation in departmental and practice-wide training activities ensuring mandatory training commitments are met. These include training in basic life support, safeguarding adults & children, lifting and handling, fire safety and information governance.

- 23) Responsibility for the Health & Safety of the dispensary department including evacuation of the building in the event of fire.
- 24) To work effectively with colleagues to ensure that the department is appropriately staffed during times of annual/study/sick leave.
- 25) Monitoring of the department's workload and liaising with the Practice Manager should additional hours be required.
- 26) Participation in the staff appraisal process, in association with the Practice Manager.
- 27) Attendance at relevant inhouse and external meetings as required to represent the views of the department and assist in the smooth running of the practice.
- 28) Any other duties which may be allocated by the Partners or the Practice Manager, to ensure the efficient running of the practice.