

Oldwood Surgery & Battle Health Centre

Oldwood Surgery
01580 880790
Battle Health Centre
01424 776550

5th July 2022

Dear Applicant,

Re: Part time Dispenser

Thank you for your interest in our vacancies. We are a small and friendly GP practice providing care to 6,000 patients living in Robertsbridge and Battle. We are based at Oldwood Surgery, Robertsbridge; and Battle Health Centre, Station Approach, Battle.

Quality integrated care and patient wellbeing is at the heart of everything we do. We are looking for team members who aspire to these values and can help us to deliver great quality services to our patients.

Our vacancy is for a part time dispenser to work in our dispensary, at Oldwood Surgery, on:

- Thursdays 12pm to 5pm
- Fridays 8am to 5pm

This totals 13.5 hours per week with a 30 minute unpaid lunch break on the Friday.

We look after 1,500 dispensing patients. We are a small team of part time dispensers so you will be working with another member of the team for the morning and working solo, once fully inducted, in the afternoon, with support from the GPs and receptionists who are also on site..

We are ideally looking for a qualified and experienced dispenser who:

- provides great customer service, clear advice and can answer medication queries
- works accurately and ensures the safe supply of medicines
- is confident in doing all aspects of dispensary work, self-motivated and able to multi-task and manage the daily workload of a dispensary
- has good computer skills
- is reliable, flexible and able to work additional hours to cover team holidays or sickness at short notice.

The rate of pay is negotiable and dependent upon your experience and qualifications. Pay is reviewed annually. Holiday entitlement is 5 weeks per year (plus pro-rata bank holidays).

The job description and person specification are attached.

You will be required to complete a DBS Criminal Record check and other pre-employment checks before starting in post.

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Please note that if you are a patient at the practice and are successful in being appointed, you and your immediate family will need to register with another GP surgery in line with best practice.

We hope you are interested in working with us and would very much welcome your application. The closing date is Sunday 17th July 2022. We will be interviewing on Thursday 21st July.

For an informal chat or to find out more about working for us, please contact the surgery on 01580 880790 and ask to speak to me. You can also contact me via our generic email address esxccg.oldwood.dispensary@nhs.net

Yours faithfully,

Julia Roper

Deputy Dispensary Manager

Oldwood Surgery & Battle Health Centre: Job Description

Job Title	Dispenser
Line Manager	Dispensary Manager
Accountable to	Lead GP for Dispensary

Job Summary

To be responsible for the processing of prescriptions in accordance with practice policy and current legislation. In addition, the post-holder will be required to support the dispensary manager in ensuring a high-level of service is delivered at all times, whilst supporting the multi-disciplinary team in line with the strategic objectives of the practice.

Mission Statement

To deliver the highest standard of quality integrated care that meets the needs of the individual. To provide services that help prevent ill health, improve wellbeing and that are responsive to the needs of the local community.

Primary Responsibilities

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

- a. To be responsible for checking all medicines dispensed, ensuring there are no discrepancies
- b. Dispensing medicines to the entitled population safely and accurately
- c. Collecting prescription charges in accordance with dispensary protocol
- d. Maintaining stock levels within the dispensary, liaising with the dispensary manager to facilitate reordering
- e. Receiving and storing supplies in accordance with current policy, ensuring the cold chain is maintained where applicable
- f. Ensuring controlled drugs are dispensed with in accordance with practice policy
- g. Safe disposal of returned and / or out of date medicines
- h. Ensuring all repeat prescriptions are processed within a 48-hour timeframe
- i. Providing patients with advice regarding all prescription matters
- j. Process prescription requests via email, phone, fax, face-to-face and online
- k. Processing Dossett boxes
- l. Assisting the Dispensary Manager in the preparation of monthly returns
- m. Maintaining a clean and safe working environment at all times
- n. Maintain accurate records at all times, read coding entries appropriately

Secondary Responsibilities

In addition to the primary responsibilities, the dispenser may be requested to:

- a. Partake in audit as directed by the audit lead
- b. Provide guidance for trainee dispensary staff and students as necessary
- c. Remain current with the latest guidance ensuring the dispensary conforms to NICE, CQC etc guidance

Generic Responsibilities

All staff at Oldwood Surgery have a duty to conform to the following:

Equality, Diversity & Inclusion

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A good attitude and positive action towards ED&I creates an environment where all individuals are able to achieve their full potential. Creating such an environment is important for three reasons: it improves operational effectiveness, it is morally the right thing to do, and it is required by law.

Patients and their families have the right to be treated fairly and be routinely involved in decisions about their treatment and care. They can expect to be treated with dignity and respect and will not be discriminated against on any grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. Patients have a responsibility to treat other patients and our staff with dignity and respect.

Staff have the right to be treated fairly in recruitment and career progression. Staff can expect to work in an environment where diversity is valued and equality of opportunity is promoted. Staff will not be discriminated against on any grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. Staff have a responsibility to ensure that you treat our patients and their colleagues with dignity and respect.

Safety, Health, Environment and Fire (SHEF)

This practice is committed to supporting and promoting opportunities for staff to maintain their health, well-being and safety. You have a duty to take reasonable care of health and safety at work for you, your team and others, and to cooperate with employers to ensure compliance with health and safety requirements. All personnel are to comply with the Health and Safety at Work Act 1974, Environmental Protection Act 1990, Environment Act 1995, Fire Precautions (workplace) Regulations 1999 and other statutory legislation.

Confidentiality

This practice is committed to maintaining an outstanding confidential service. Patients entrust and permit us to collect and retain sensitive information relating to their health and other matters, pertaining to their care. They do so in confidence and have a right to expect all staff will respect their privacy and maintain confidentiality at all times. It is essential that if the legal requirements are to be met and the trust of our patients is to be retained that all staff protect patient information and provide a confidential service.

Quality & Continuous Improvement (CI)

To preserve and improve the quality of our output, all personnel are required to think not only of what they do, but how they achieve it. By continually re-examining our processes, we will be able to develop and improve the overall effectiveness of the way we work. The responsibility for this rests with everyone working within the practice to look for opportunities to improve quality and share good practice.

This practice continually strives to improve work processes which deliver health care with improved results across all areas of our service provision. We promote a culture of continuous improvement, where everyone counts and staff are permitted to make suggestions and contributions to improve our service delivery and enhance patient care.

Induction Training

On arrival at the practice all personnel are to complete a practice induction programme; this is managed by their line manager.

Learning and Development

The effective use of training and development is fundamental in ensuring that all staff are equipped with the appropriate skills, knowledge, attitude and competences to perform their role. All staff will be required to partake and complete mandatory training as directed by the training coordinator, as well as participating in the practice training programme. Staff will also be permitted (subject to approval) to undertake external training courses which will enhance their knowledge and skills, progress their career and ultimately, enable them to improve processes and service delivery.

Collaborative Working

All staff are to recognise the significance of collaborative working. Teamwork is essential in multidisciplinary environments. Effective communication is essential and all staff must ensure they communicate in a manner which enables the sharing of information in an appropriate manner.

Service Delivery

Staff at Oldwood Surgery must adhere to the information contained with practice policies and regional directives, ensuring protocols are adhered to at all times. Staff will be given detailed information during the induction process regarding policy and procedure.

Security

The security of the practice is the responsibility of all personnel. Staff must ensure they remain vigilant at all times and report any suspicious activity immediately to their line manager. Under no circumstances are staff to share the codes for the door locks to anyone and are to ensure that restricted areas remain effectively secured.

Professional Conduct

At Oldwood Surgery, staff are required to dress appropriately for their role. Administrative staff will be provided with a uniform whilst clinical staff must dress in accordance with their role.

Person Specification – Dispenser		
Qualifications	Essential	Desirable
Qualified Dispenser (NVQ Level 2)	✓	
GCSE (or equivalent) English & Maths at Grade C or above	✓	
Experience	Essential	Desirable
Experience of working in a dispensary	✓	
Experience of working in primary care		✓
Broad knowledge of General Practice		✓
Experience working with the general public/patients	✓	
Skills	Essential	Desirable
Excellent communication skills (written and oral)	✓	
Strong IT skills	✓	
Clear, polite telephone manner	✓	
Competent in the use of Office and Outlook	✓	
EMIS / SystemOne / Vision (patient IT system) user skills	✓	
Ability to promote best practice regarding all pharmaceutical matters	✓	
Effective time management (Planning & Organising)	✓	
Capable of managing payments (invoices, cash etc)		✓

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Ability to work as a team member and autonomously	✓	
Good interpersonal skills	✓	
Problem solving & analytical skills	✓	
Ability to follow policy and procedure	✓	
Ability to effectively manage stock, including ordering, rotation, disposal etc.		✓
Personal Qualities	Essential	Desirable
Polite and confident	✓	
Flexible and cooperative	✓	
Motivated	✓	
Forward thinker	✓	
High levels of integrity and loyalty	✓	
Sensitive and empathetic in distressing situations	✓	
Ability to work under pressure	✓	
Other requirements	Essential	Desirable
Flexibility to work outside of core office hours	✓	
Disclosure Barring Service (DBS) check	✓	
Evidence of continuing professional development	✓	

This document may be amended following consultation with the post holder, to facilitate the development of the role, the practice and the individual. All personnel should be prepared to accept additional, or surrender existing duties, to enable the efficient running of the practice.