**Prescribing Clerk**

Due to service development Vida Healthcare is currently looking to recruit a reliable and hardworking person to join our busy Pharmacy and Dispensary team. This position will be based predominantly at the Carole Brown Health Centre or Gayton Road Health Centre (however multi-site working is expected).

This position is part time, and the successful candidate must have the flexibility to be available to cover extra hours for annual leave and short notice sickness.

Experience in this field is essential.

**Job Description**

* Searching and processing repeat prescription requests and queries regarding requests for acute medications.
* Identifying specials and high quantities on prescriptions
* Seeking alternative medications – for unavailable/shortages/discontinuations, etc.
* Switching medications to most cost-effective brands in line with local and national Medicines Optimisation Policies
* Monitoring and reviewing prescribing of OTC and low value medications
* Aligning quantities
* Synchronising meds
* Carry out medicine’s reconciliation for complex hospital discharges and patients with multiple medication changes.
* Implement response to MHRA safety alerts where appropriate.
* Identifying new dispensing patients
* Identifying medication review patients.
* Supporting with Prescribing/dispensing policies/sops
* Handling high risk drug requests.
* Supporting the care homes with medication queries, ordering processes and medicines waste.

**Additional Support**

* Support the workflow team regarding developments through the prescribing team.
* Dispensary and Prescribing support
* Supporting with complaints involving medication.
* Making and receiving calls to patients or dealing with face-to-face enquiries.
* Building and maintaining relations with other surgeries/chemists.
* Helping to develop and keep practice medication/prescribing policies up to date
* Carrying out Interventions - referring to social prescribers if needed e.g., problems with housing etc.
* Safety alerts/recall/ supply disruptions support.

**General**

* Be able to work unsupervised whilst also being an effective team member, communicating and supporting colleagues in achieving the practice aims
* Liaise and communicate with wider team and participate in meetings as required
* Attend relevant training to meet the requirements of the role and improve skills
* Always maintain data security (clear desk procedures, lock out computers etc)
* Be aware of information governance standards and policies

Our patients demand the highest standards of care and if you are conscientious with a strong team-working ethic, then one of these could be the ideal role for you.

You will be responsible for providing a high-quality service to patients, across our practices. You can expect to be mentored and supported by the organisation, whilst you are empowered to deliver care and support.

You must be able to work collaboratively with the general practice team to meet the needs of patients. High quality service delivery, complete confidentiality and patient satisfaction are an absolute priority.

We pride ourselves on our impeccable standards of patient care and in order to maintain this it is essential that we employ reliable team players with strong caring qualities, dedication, and excellent attention to detail and commitment to quality-of-service delivery.

Vida Healthcare is one of Norfolk’s largest and most successful General Practices, working with colleagues in the NHS to provide the best possible patient care. Our practice has experienced impressive growth over recent years, by creating a work environment that encourages talented individuals to thrive and make a difference.

**Committed to Equal Opportunity.**

**Q: What makes Vida Healthcare an award winning organisation?**

**A: The highly motivated people who work here and their enthusiasm for what we do and stand for.**

To ensure that we remain at the forefront of health care, we recruit individuals whose passion, drive, integrity, initiative and customer orientation shines through. If you are interested in joining a forward thinking, passionate and professional organisation, then we would love to hear from you.