

Job description

Job title:	Dispenser
Reports to:	Dispensing Lead
Place of work:	Unity Healthcare, Haverhill

Job Purpose

The Dispensary is an integral part of the surgery ensuring we offer a safe and efficient service to our patients. The successful applicant will be a key member of our team and surgery.

Main Duties & Responsibilities

- To ensure the provision of high-quality medicine.
- To ensure that medicines are dispensed accurately and with adequate safeguards.
- To ensure the safe issue of medicine.
- To ensure the provision of suitable information to the patient.
- To ensure confidentiality.
- To ensure that medicines are dispensed in a hygienic manner.
- To ensure suitable equipment is available.
- To ensure the provision of suitable reference material.
- To comply with probity and legal requirements.
- To maintain full and accurate records of all patient contact.
- To issue drugs according to prescriptions authorised by any of the partners or their deputies.
- To ensure that refrigerated items are stored at the appropriate temperature and maintaining the temperature control record/logbook.

- To issue prescriptions originated by the Practice and District Nursing staff for dressings to be dispensed directly or through a chemist in town.
- To reconcile income from prescription fees with prescriptions issued and other income from travel vaccinations on a daily basis, remove the money from the cash register each evening and put in the safe.
- To administer the monthly prescription returns to the Prescription Pricing Authority.
- To record the receipt and issue of Controlled Drugs and ensure their security in the locked cupboard provided. In line with the 'Controlled Drugs in the Community and in GP Practices' policy
- To oversee collection of prescription charges/checking patient exemptions.
- To ensure that drugs are ordered, received, and stored in an appropriate manner.
- To process repeat prescription requests and non-repeat queries as made by patients.
- To carry out the issue of dispensed prescriptions and any necessary reception duties at the branch surgery when required.
- To safely assemble weekly dosset boxes for patients.
- To provide cover for annual leave/sickness.

Amending the job description: It is expected that as the organisation develops and changes it may be necessary to vary the tasks and/or the responsibilities of the post holder. This will be done in consultation with the post holder and it is hoped that agreement can be reached to any reasonable changes.

Confidentiality: The post holder must at all times maintain complete confidentiality of the material and information that they handle. Any matters of a confidential nature, or in particular, information relating to diagnoses and treatment of patients and individual staff records must not, under any circumstances, be divulged or passed on to any unauthorised person or persons. The post holder must respect patient named confidentiality in keeping with "Caldicott principles".

Data Protection: The post holder must at all times respect the confidentiality of information in line with the requirements of the General Data Protection Regulation. This includes, if required to do so, obtaining, processing and/or using information held on a computer in a fair and lawful way, holding data only for the specified registered purposes and using or disclosing data only to authorised persons or organisations as instructed.

Policies & Procedures: The post holder will be expected to comply with all statutory legislation, the organisations governance framework and approved national and local policy. All employees are expected to comply with all of the organisations Policies and Procedures.

General: The post holder will be expected to be responsible for his/her continuing professional development and to take a proactive approach to maintaining personal and professional effectiveness in an evolving role.

The duties and responsibilities described in this Job Description are intended to be indicative but not exhaustive of the responsibilities of the post holder. As the organisation develops, the requirements of the job may change and the post holder is expected to adapt to these changes.

Health & Safety: Employees must share responsibility for abiding by health and safety policies and regulations, infection prevention and control policies and act in accordance with the Risk Management Policy. This includes compliance with The Health Act 2006 Code of Practice for the prevention and control of healthcare associated infection. In addition, be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedure is carried out to maintain a safe environment for themselves, other employees and visitors.

Equal Opportunities Policy and Anti-Harassment: The post holder will immediately report to their line manager any breach or suspected breach of both equal opportunity and anti-harassment guidelines

Safeguarding: Everyone employed by the Organisation regardless of the work they do has a duty to safeguard and promote the welfare of vulnerable adults and children. When patients and/or their carers use our services, it is essential that all protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow relevant policies in relation to safeguarding vulnerable adults and children. To ensure you are equipped to carry out your duties effectively, you must also attend mandatory safeguarding training and updates at the competency level appropriate to the work you do

Organisation Structure Chart

