**Vacancy for Maternity Cover - Part Time Dispenser**

**This is to cover maternity leave starting as soon as possible for 9 months, possibly longer**

Reporting to the Dispensary Manager you will be within the dispensing team serving the patients of Collingham and Thorner.

**Working as part of a busy, friendly dispensing team, you possess a natural ability to provide friendly and courteous customer service and have good communication skills.**

**As an integral part of the team you will contribute to the consistent delivery of the highest quality of care to our patients. We are looking for 16 hours over 2 days. (Monday and Friday)**

**Qualifications and skills:– you will have a minimum of one years’ experience working as a dispenser and hold an NVQ/SVQ 2 or 3, or equivalent qualification.**

**It is essential that applicants have a good standard of general education and possess excellent keyboard and IT skills.**

**Our dispensary team work over our two sites at Collingham Church View Surgery and our Thorner branch surgery.**

**About us:- Collingham is a medium sized, friendly, Dispensing practice serving a population of 9780, patients and are looking for flexible and enthusiastic people to join our team.**

**We provide 22 days annual leave, plus bank holidays and NHS pension scheme - pro rate**

**Pay scheme Other Salary £10.50 to £11.50 per hour depending on experience**

**Part-time, 16 hours per week over 2 days.**

**Main Job Responsibilities:-**

**· To ensure that all medicines and appliances are dispensed and checked against the prescription following standard operation procedures. Whenever there is doubt about the appropriateness of the item, or about the dose or labelling instructions to check with the authorising Doctor.**

**· To collect all due prescription charges and ensure that the patient declaration on the reverse of the FP10 is duly filled in and signed by the patient. To ensure that all monies received or handled on behalf of the practice are appropriately stored and a record kept of all financial transactions.**

**· To operate efficient stock control appropriate to the needs of the practice with the objective of ensuring continuity of supply for patients and minimising wastage through out of date stock.**

**· To ensure that drugs are stored in an appropriate manner in accordance with the accompanying instructions.**

**· To take prompt action in response to any drug alert bulletins that may be received from time to time.**

**· To ensure that refrigerated items are stored at the appropriate temperature and to maintain a temperature control record/logbook.**

**· To maintain full and accurate records of all dispensing transactions incorporating the use of computers when available and appropriate.**

**· To communicate factual information to other staff and patients about medication.**

**· To ensure adherence to dispensary standard operating procedures at all times.**

**· To undertake any Medicines management tasks as requested by Dispensary Manager, Dispensary Manager or Pharmacist.**

**· To assist in training and / or mentoring of dispensary staff as required by the dispensary manager.**

Applicants can apply by sending their CV and covering letter to Jorgie Moran, Dispensing Manager, Collingham Church View Surgery, School Lane, Collingham, Wetherby LS22 5BQ95 or by emailing Jorgie.moran1@nhs.net