



DISPENSARY ASSISTANT - JOB DESCRIPTION

JOB TITLE: DISPENSARY ASSISTANT

REPORTS TO: PHARMACY MANAGER

HOURS: FULL TIME / PART TIME

Job Summary:

The post-holder will project a positive and friendly image to dispensary patients and other visitors and deal with queries in a professional, courteous and efficient way.

Assist in the preparation, dispensing and sale of prescriptions and over-the-counter medicines/appliances and assist with stock control, ordering and re-stocking of the dispensary.

Duties and Responsibilities:

- Issuing stock items and prepared prescriptions
- Collection of prescription charges/checking patient exemption statements
- Operation of efficient stock control appropriate to the needs of the dispensary with the objective of ensuring continuity of supply for patients and minimising wastage
- Ensuring that drugs are received and stored in an appropriate manner in accordance with the manufacturers' instructions
- Ensuring that refrigerated items are stored at the appropriate temperature and maintaining the temperature control record/logbook
- Cleaning work surfaces and shelving on a regular basis and ensuring that all dispensary equipment is kept clean and kept in good working order.
- Maintaining full and accurate records of all dispensing transactions.
- Undertaking other reasonable duties within the framework of the post as directed by the Supervising dispenser.
- Dispensing and preparing prescriptions under the supervision of a pharmacist.
- Taking orders for repeat prescriptions and liaising with other health care professionals.
- Dealing with queries from patients regarding their prescriptions.

Registered Address: St Martins Medical Centre, Manor Stores, Les Camps Du Moulin, St Martins, GY4 6DA

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- Handling controlled drugs (and keeping register).
- Handling money and operating/balancing the till.
- Assisting in stock checks
- Providing cover for annual leave/sickness.
- To maintain a strict level of confidentiality
- Assisting in the promotion and maintenance of the company's Health and Safety Policy
- To support the equality, diversity and rights of patients, carers and colleagues, respecting their privacy, dignity and needs.
- To undertake necessary training in order to fulfil the requirements of the local medicines law.
- Any other duties as directed by the Management.