



## Job Description

## Dispenser

JOB TITLE: -                   DISPENSER

RESPONSIBLE TO: -       PARTNERS AND PRACTICE MANAGER

MAIN PURPOSE OF POST: -

To prepare and dispense medicines  
To work to agreed and recognised policies and procedures  
To support and assist the Dispensary Manager  
To ensure safe and recommended procedures are adhered too.

Any other delegated duties deemed appropriate to the post

#### Major Duties and Responsibilities

- 1) To unpack all drug deliveries
- 2) To check stock against invoice
- 3) Add all checked invoices to stock control system
- 4) Add all drugs orders to dispensary shelves
- 5) Keep shelves tidy – rotating packs/checking expiry dates etc
- 6) Ensure cartons/bottles/bags are full stocked in the dispensary
- 7) Follow up outstanding drug orders from wholesalers
- 8) Ensure all prescriptions are signed ready for dispensing
- 9) To dispense and prepare medicines/dressings etc in accordance with  
then Practice written guidance notes.
- 10) Check all dispensed medicines and bag ready for collection
- 11) Check collection shelves for uncollected prescriptions
- 12) To maintain records and provide statistical information in order to  
provide regular reports
- 13) To identify opportunities for quality improvement in the service.
- 14) To bring attention to any issues of areas of concern in service  
provision to the Dispensary Manager.

15) To gain a nationally recognised training certificate.

16) To be involved in team discussion groups.

### **Personal Qualifications**

Able to maintain high standards of dispensing duties and tasks

Able to work autonomously as well as within a team

Ability to use database stock control/patient data base and computer applications

### **Confidentiality:**

- In the course of seeking treatment, patients entrust us with, or allow us to gather, sensitive information in relation to their health and other matters. They do so in confidence and have the right to expect that staff will respect their privacy and act appropriately
- In the performance of the duties outlined in this job description, the post-holder may have access to confidential information relating to patients and their carers, practice staff and other healthcare workers. They may also have access to information relating to the practice as a business organisation. All such information from any source is to be regarded as strictly confidential
- Information relating to patients, carers, colleagues, other healthcare workers or the business of the practice may only be divulged to authorised persons in accordance with the practice policies and procedures relating to confidentiality and the protection of personal and sensitive data

### **Health & safety:**

The post-holder will assist in promoting and maintaining their own and others' health, safety and security as defined in the practice Health & Safety policy, the practice Health & Safety manual, and the practice Infection Control policy and published procedures. This will include:

- Using personal security systems within the workplace according to practice guidelines
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks
- Making effective use of training to update knowledge and skills
- Using appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards

- Actively reporting of health and safety hazards and infection hazards immediately when recognised
- Keeping own work areas and general / patient areas generally clean, assisting in the maintenance of general standards of cleanliness consistent with the scope of the job holder's role
- Undertaking periodic infection control training (minimum annually)
- Reporting potential risks identified

### **Equality and diversity:**

The post-holder will support the equality, diversity and rights of patients, carers and colleagues, to include:

- Acting in a way that recognizes the importance of people's rights, interpreting them in a way that is consistent with practice procedures and policies, and current legislation
- Respecting the privacy, dignity, needs and beliefs of patients, carers and colleagues
- Behaving in a manner which is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings priorities and rights.

### **Personal/Professional development:**

The post-holder will participate in any training programme implemented by the practice as part of this employment, such training to include:

- Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development
- Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work

### **Quality:**

The post-holder will strive to maintain quality within the practice, and will:

- Alert other team members to issues of quality and risk
- Assess own performance and take accountability for own actions, either directly or under supervision
- Contribute to the effectiveness of the team by reflecting on own and team activities and making suggestions on ways to improve and enhance the team's performance
- Work effectively with individuals in other agencies to meet patients' needs
- Effectively manage own time, workload and resources

**Communication:**

The post-holder should recognize the importance of effective communication within the team and will strive to:

- Communicate effectively with other team members
- Communicate effectively with patients and carers
- Recognize people's needs for alternative methods of communication and respond accordingly

Contribution to the implementation of services:

The post-holder will:

- Apply practice policies, standards and guidance
- Discuss with other members of the team how the policies, standards and guidelines will affect own work
- Participate in audit where appropriate