



Job Profile – Dispenser

Post	Dispenser
Type of Contract	Permanent after passing a 3 months probationary period
Place of work	Hay-on-Wye and Talgarth Medical Centres
Hours	Three days
Rate of Pay	Hourly rate to be negotiated according to qualifications, skills and past experience.
Pension Scheme	Staff are entitled (if they wish to do so) to join the NHS superannuation scheme. Their contribution is based on a % of their monthly salary. Full details will be available to the successful candidate.
Annual leave Entitlement	5 weeks per year – Holiday year 1 March - 28(29) February.

Desirable personal competencies include:

Good communication skills
Willingness to learn
Team player
Flexibility
Enthusiasm

Job limitations:

Never work at a level outside your recognised level of competence

To have access to advice and support from the Manager Team

Maintain a high standard of conduct.

Confidentiality

You will be required to observe and sign the practice Confidentiality Policy.

You must at all times recognise legal responsibilities when handling and recording personal/clinical data in respect of patients and members of the Primary Care Team

The post holder will abide by the legal requirements and statutory rules in respect of all aspects of workload delegated to the post.

This job profile is not exhaustive but reflects the main aspects of the post. It will be subject to periodic reviews and any changes will be in consultation with the post holder. The job profile should be read in conjunction with the job description.

Full terms and conditions will be issued to the successful candidate.

Staff handbook

A staff handbook is available to all members of staff which contains details of the comprehensive terms and conditions of work.

Completed application forms

Please follow the instructions on the application form.