

## Overton Medical Centre

### Job Description – Dispenser

<b>Job Title:</b>	Dispenser
<b>Responsible to:</b>	Dispensary Team Leader/Business Manager
<b>Responsible for:</b>	N/A
<b>Job Purpose:</b>	To ensure that all medicines are dispensed in a safe and timely manner adhering to all legal requirements and Practice Standard Operating Procedures. Provide a high level of service to patients, doctors, nurses and other members of the Practice team.

Duties and Responsibilities	
Dispensary Duties	
1.	Ensure dispensing procedures are carried out adhering to Practice Standard Operating Procedures
2.	Participate in weekly monitored dose system orders
3.	Hand out prescriptions and dispensed items and collect payment as necessary
4.	Deal with queries relating to prescriptions as necessary
5.	Ensure outstanding queries are explained and handed over to next shift as necessary
6.	Undertake DRUMs as required
7.	Respond to needs of doctors and nurses during surgery
8.	Ensure drug alerts are dealt with promptly
9.	Ensure refrigerated items are stored correctly and maintain temperature control record book
10.	Ensure incoming stock is dealt with promptly
11.	Maintain high standards of cleanliness on shelves and work surfaces
12.	Ensure dispensary equipment is kept clean and in good working order
General	
13.	Input and extract information from Practice computer system
14.	Participate in overtime rota to cover sickness and holidays
15.	Participate in extended hours rota
16.	Participate in staff and Practice meetings
17.	Undertake any training necessary to ensure continued safe and efficient performance
18.	Observe health and safety guidelines at all times
19.	Participate in washing up
20.	Any other reasonable duties as necessary

**Prepared by: ACJ MARRIOTT**

**Title: Business Manager      Date: 26 July 2021**