

EQUIP Advert

Hedingham Medical Centre are looking to welcome an experienced Dispensary Manager into our busy practice, to deal with the day-to-day management of our rural General Practice dispensary.

Salary dependant on experience.

Hours: 22-37 per/week

Main purpose of the role:

Lead on driving profitability and effective buying and stock management.

To effectively manage the dispensary staff.

To oversee and manage the day to day running of the dispensary to hit and maintain required service level

To ensure the Practice meets the current requirements with regard to audit and current legislation, including controlled drug legislation.

To audit systems and processes and to instigate changes when appropriate.

Maintaining the reputation of the Practice and retaining the respect of the patients through effective management of the department.

The main responsibilities of the role include:

Management of the dispensary team in line with best practice.

Dispensary Staff Rotas and holiday planning.

Stock management/purchasing.

Negotiating discounts & deals with Pharmacy suppliers.

Involvement with recruitment and training of new dispensing staff.

To assist in identifying and overcoming areas of concern with employees to maximise employee morale and motivation.

Management of performance/Appraisals of the Dispensary team.

Dispensing acute/repeat/private prescriptions.

Updating patients' repeat screens on Doctors' instructions.

Dispensing private prescriptions.

Checking colleagues' dispensing.

Handing out prescriptions and collecting charges.

Collecting and recording private charges.

Sorting, stamping and endorsing prescriptions.

Ensuring prescriptions are endorsed correctly in order to ensure correct reimbursement.

Controlled drugs – handling, storage, record keeping and associated regulations.

Liaising with local pharmacist.

Collection of monthly PPA returns.

Overseeing the checking of purchase invoices and marking of PA items.

Essential/Desirable person specification:

Qualified Dispenser (NVQ Level 2) - Essential

Management Qualification - Desirable

Experience of working in a dispensary - Essential

Experience in managing dispensary services in primary care - Desirable

Broad knowledge of General Practice - Desirable

Excellent communication skills (written and oral) - Essential

Strong IT skills - Essential

Competent in the use of Systmone - Desirable

Ability to promote best practice regarding all pharmaceutical matters - Essential

Effective time management (Planning & Organising) - Essential

Ability to manage and develop staff (rotas, appraisals etc) - Essential

Capable of managing payments (invoices, cash etc) - Essential

Ability to work as a team member and autonomously - Essential

Good interpersonal skills - Essential

Ability to follow policy and procedure - Essential

Ability to effectively manage stock, including ordering, rotation, disposal etc.-Essential

Flexibility to work outside of core office hours-Essential

Evidence of continuing professional development-Essential

If you are an experienced Dispensary Manager looking for an exciting new role, then we'd love to hear from you