

**PUDDLETOWN SURGERY**  
**ATHELHAMPTON ROAD • PUDDLETOWN • DORCHESTER • DORSET**  
**DT2 8FY**

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[www.puddletownsurgery.co.uk](http://www.puddletownsurgery.co.uk)

## Vacancy for Dispenser

Puddletown Surgery is a three doctor dispensing practice serving a rural population. It is small and friendly – we know most of our patients by name. The practice has a reputation for efficiency and high quality of care. You are welcome to visit us at our website, [www.puddletownsurgery.co.uk](http://www.puddletownsurgery.co.uk), or to come and see us in the flesh. Telephone to arrange your visit with the Practice Administrator who will be pleased to show you around the practice. This may help you to decide if this job is one you want to apply for.

The successful candidate for this post will preferably have relevant experience and qualifications although for the right person full training will be given. You would be required to perform the full range of dispensing duties and, after training, will often be left in sole charge of the dispensary. A full job description is attached.

**Hours: 21.5 per week, the arrangement of these to be agreed**, but will include some Saturday mornings.

**The rate of pay is:** Negotiable dependant on experience and qualifications

**Holiday entitlement is:** 25 days pro rata

**Probationary Period:** This employment is permanent, subject to an initial three month probationary period.

**Working in a busy practice puts you in a special position of trust and responsibility. Your attitude to patients and the impression you make are of prime importance to the tone of the Practice as a whole. We wish to provide a courteous and caring service to our patients at all times.**

**Essential qualities of the post holder are:**

- Organised and reliable
- Committed to the job
- Flexible to be able to provide cover for staff holidays and sickness
- Discrete, maintaining patient confidentiality
- Having genuine empathy for people and a willingness to understand their problems
- Kind and considerate
- Careful in attention to detail
- Able to work under pressure
- Enthusiastic to learn and develop new skills

## **JOB DESCRIPTION**

### **DISPENSER**

You are responsible directly to Dr Burnham and Dr Bond. Any matters of dispensary policy should be discussed with them and the Dispensary Manager.

#### **1 DISPENSING**

Taking orders for and dispensing acute and repeat prescriptions in accordance with such policy as may currently be in use in the Practice.

Receiving patients at the dispensary, giving them their acute and repeat medications and collecting prescription charges as appropriate.

Advising patients on the use of their medicines and giving other pharmacological advice as may be appropriate.

#### **2 STOCK MANAGEMENT**

Maintaining appropriate stocking levels as agreed with the Dispensary Manager.

Making orders for stock and receiving deliveries.

Maintaining the Controlled Drug Register in accordance with regulations.

#### **3 ACCOUNTING PROCEDURES**

Checking suppliers' delivery notes.

#### **4 THE DISPENSARY AND OTHER STAFF**

Advising other surgery staff on matters relating to the dispensary.

#### **5 THE FIELD OF PHARMACY**

Attending to your own education and updating of your pharmacological knowledge.

#### **6 PRESCRIPTION PRICING AUTHORITY**

At each month end producing totals of prescription forms and items for the Prescription Pricing Authority.

At each month end parcelling up prescription forms appropriately and ensuring their safe postage.