**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.

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

**2 Stock management**

Maintaining appropriate and efficient stock control as agreed with the Dispensary Manager to ensure the dispensary has continuity of supply for our patients whilst minimising waste.

Maintaining the Controlled Drug Register in accordance with regulations.

**3 Accounting procedures**

 Checking suppliers' delivery notes.

 Be confident accounting for prescription charges.

**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.