Dispenser Job description

**HCRG CARE GROUP**

**CARE,THINK,DO**

Secure environments are one of the most challenging yet rewarding places for healthcare professionals to work. If you’re looking for a role where you can develop your existing pharmacy skills and learn something new every day in an environment that never stands still, then this could be the opportunity for you.

As a Pharmacy Dispenser for HMP Chelmsford you will be completing general dispensary duties and stock management.  You will be working as an active member of the pharmaceutical team to ensure delivery of the pharmaceutical service. You will provide a timely and efficient service to the prison wings. You will work with Pharmacy technicians, Pharmacists and multidisciplinary team. You will receive prescriptions from the Pharmacist and Pharmacy technicians.

**Main duties of the job**

* You will either hold an NVQ Level 2 in Pharmacy Service Skills/equivalent or be working towards this qualification and have a non-judgmental and compassionate approach.
* Process all relevant prescriptions and repeat prescriptions as authorised by GP's, Psychiatrist and prescribing nurses where appropriate, in accordance with the good practice principles of the Dispensing Services Quality Scheme and follow SOP’s;
* Ensure that all medicines and appliances dispensed are checked against the prescription and whenever there is doubt about the appropriateness of the item, or about the dose or labelling instructions, to check with the lead pharmacist, pharmacy manager, pharmacy technicians and authorising doctor or duty doctor;
* Collect all due prescription from the Pharmacists and Pharmacy technicians.
* Get GP to sign the Controlled drug prescriptions prior to labelling and dispensing. If in doubt with the process, always check with the Pharmacist and team leader.
* Manage ordering stock, stock control daily, date checking and organise dispensary to ensure dispensary runs smooth and keep it neat and tidy.
* Answering and dealing with dispensary phone enquiries
* Monitoring stock level of controlled drugs and liaise with Lead Pharmacist and Pharmacy Manager.
* Sorting and disposing of unwanted/returned medication.
* Any other duties to assist in the smooth day to day running of the Dispensary as directed by the Pharmacy Manager, Team leader, Pharmacy technicians, Lead Pharmacist.
* You will collect orders from suppliers from the Main Gate and arrange collection of return. You will participate in dispensing of prescriptions.
* You will be required to work on the substance misuse wing to administer medications to the patient under the supervision of Pharmacy technicians.
* You will transfer medications between the wings and assist pharmacy technicians when needed.

The tasks and responsibilities shown above are not exhaustive but should merely be regarded as a guide. The jobholder will be required to conduct any reasonable activities according to the business needs at that time. These will be subject to periodic review and may be amended to meet the changing needs of the service.  The job holder will be required to participate in this process and the company would aim to reach agreement to changes.

**Interested in professional development?**

We have a wide range of opportunities for you to develop your skills and your career, which include both internal and external options for development and learning and access to our apprenticeship schemes.

**How will we support you?** Bespoke induction, including our Introducing Health in Justice training course Competency framework Regional and national career development opportunities Our bespoke Learning Management System to address your learning needs Support from the wider team.   You’ll receive an annual salary up to 22816 per annum.

**It doesnt stop there** we also offer:

Company pension scheme

25 days annual leave increasing with service up to 28 days per year, plus public bank holidays – Not sure about this??

An extensive range of wellbeing and lifestyle benefits

Discounts on shopping and leisure activities

Support to grow in your role and continue your professional development.

Excellent long-term career prospects

24/7 employee assistance helpline and financial assistance when you need it

**About us**

HMP Chelmsford is a category B remand prison, with a capacity of up to 700 men. The site is based approximately 20 minutes from the train station, 30 minutes from London by train.

HCRG values are…….????

we treat patients and each other as we would like to be treated,

we act with integrity

we embrace diversity

we strive to do things better together

patients can only access excellence if we commit to living our values in everything we do when were at work

If you share these values and have transferable skills we want to meet you!

Please note that offers of employment are subject to Practice Plus Group Terms & Conditions and receipt of satisfactory references, an enhanced DBS check and prison vetting. Practice Plus Group is committed to creating a diverse and inclusive environment and we are proud to be an equal opportunity employer.

**Person Specification**

**Qualifications**

**Essential**

We are looking for positive and approachable people who can utilise their Level 2 or Dispenser qualification to enrich people’s lives. An adaptable and flexible mentality will be key, as well as a desire to embed newly acquired knowledge and skills. To be successful in this role you must possess excellent relationship building skills, have an approachable and ambitious personality, as well as the ability to motivate and nurture those around you.

**Disclosure and Barring Service Check**

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service (formerly known as CRB) to check for any previous criminal convictions.