



Dispenser

We at Church Lane Surgery in Boroughbridge are offering an excellent opportunity for a reliable and flexible individual to join our busy dispensary team.

We are a rural practice, with over 12,000 patients, working from a modern purpose-built premises.

We are also a training practice with a wide multidisciplinary team including first contact physiotherapists, a PCN pharmacy team, Health & Wellbeing Coach, Social Prescriber, Mental Health Practitioner, and an in-house dispensary.

You will be a team player, willing to learn, and looking for a fresh and rewarding challenge. You will receive ongoing personal development and training opportunities in our high achieving and supportive environment.

You will work as part of a team providing a professional and effective dispensing service to patients, following business policies and procedures, always ensuring accuracy.

This is a permanent position, part time hours – 27 hours per week, weekly hours detailed below, with as soon as possible/immediate start date.

Mon	8.30am – 12.30pm	Total Hrs – 27
Tues	9.00am – 5.30pm	
Weds	Non-working day	
Thurs	9.00am - 6.30pm	
Fri	1.00pm – 6.00pm	

Responsibilities: This is not an exhaustive list

- Processing prescription requests both repeat and acute for the practices dispensing patients
- Follow all protocols and Standard Operating Procedures in place at the practice to ensure a safe and efficient dispensing service is provided
- Maintain adequate stock control
- Taking payments for prescriptions / checking exemption declarations as appropriate
- Handing out medication and dealing with queries
- Managing appointment queries
- Liaising with doctors, nurses, pharmacist, practice staff, members of the Primary Health Care Team and outside agencies (chemists)
- Assisting with administration and day to day running of the dispensary
- Managing sensitive information/maintaining confidentiality (you will be required to sign the practice confidentiality agreement)

Essential skills:

- Qualified Dispenser with supporting qualification
- Excellent communication skills, compassion, and an ability to understand the needs of the patient and the practice
- Good keyboard skills, numeracy and good practical knowledge of Microsoft Office (Excel, Word, Outlook)
- A good attention to detail
- An ability to work on own initiative
- Experience of dealing with the public
- Ability to remain calm and keep a sense of humour whilst working under pressure
- Commitment to the organisation, and happy to work as part of a team
- Flexibility –to cover additional hours, including for holiday and sickness as required
- Flexibility is important for this post as you would need to be willing to infrequently assist the practice with its extended access commitment

Desirable skills:

- Previous experience of general practice (this is an advantage but not essential as training will be given)

Key benefits:

- NHS pension scheme
- On- site parking
- 6.6 weeks annual leave
- NHS employee benefits/discounts at various stores / brands

If you believe you have the requisite skills for this position, please forward a copy of your CV with a covering letter to Emma Gerrard HR Manager. **Please NOTE - You will also need to complete an application form.**

Tel: 01423 322309 Email: emma.gerrard4@nhs.net

Closing date: Friday 9th May 2025

Church Lane Surgery is an equal opportunities employer and welcomes applications from all. Applications will be considered on individual merit.