

Job Title	Pharmaceutical Dispenser		Reports to	Senior Pharmacist – Operations & QA
Job Purpose	You will be responsible for the day-to-day dispensing of pharmaceutical products, both safely and in accordance with the General Pharmaceutical Council Regulations and Guidance for Registered Pharmacies preparing Unlicensed Medicines. All activities and decisions must be supervised/approved by the Accountable/Responsible/Superintendent Pharmacist as per Section 10 of the Medicines Act 1968.			
Main Duties and Responsibilities				
Safe and Effective Dispensing Service	<ul style="list-style-type: none"> ○ Conducting the dispensing of medications against legally valid prescriptions which have been clinically checked by a pharmacist ○ Ensure that all patient and prescriber specifications and preferences such as allergy status, base preference, flavours are considered during clinical checks of compounded medications ○ Ensure all legal, safe & ethical decision-making pathways have been adhered to in the pharmacy ○ Delivering efficient dispensary operations and ensuring errors and near-misses are recorded and medication waste is minimised ○ Work efficiently adhering to GPhC guidelines and SP Standard Operating Procedures (SOPs) at all times ○ Assist answering patient care queries (e.g. stock availability) if in your competence area or refer to a more senior as required ○ Ensure confidentiality of patient and SP data are maintained as required by the General Data Protection Regulations ○ Work closely with the Pharmacists to identify the root cause analysis and adopt the correct reflective measures when dealing with near misses, non-conformances and dispensing errors to help improve professional and pharmacy practice ○ Strive to deliver and maintain turnaround times of production as per the company’s key performance indicators. ○ Observe the Safety at Work Act 1974 regulations and ensure compliance with the Control of Substances Hazardous to Health (COSHH) regulations protecting staff and the general public. ○ Ensure all compounded preparations have undergone Quality assurance 			
Good Stock Management	<ul style="list-style-type: none"> ○ Observe good stock management which includes: <ul style="list-style-type: none"> ▪ Ensure an effective stock rotation process is in place including expiry checks. ▪ Effective API and Licensed stock waste management – ensuring wastage is kept to a minimum ▪ Assist the Pharmacist or Production Manager in monthly stock counts 			
Service Improvement	<ul style="list-style-type: none"> ○ Together with the Procurement Officer, Production Supervisors, Production Manager and Pharmacists, strive to continuously improve the service by producing, gathering and implementing initiatives using the change control process. 			
Other Duties	<ul style="list-style-type: none"> ○ Strive to continuously develop self and others and promote good team-work across all areas of the pharmacy service (Patient Care Team, Dispensary, Pharmacist Team and Production) 			

<p>Skills Required</p>	<ul style="list-style-type: none"> ○ Ability to follow instructions methodically with excellent attention to detail. ○ Ability to problem solve and action change effectively with minimum supervision. ○ Able to work with minimal supervision ○ Have or ability to undertake NVQ level 2 in Pharmaceutical Science ○ Basic computer skills essential ○ Flexible and adaptable to meet the needs of SP, e.g. accommodating for part time / shifts would be required
<p>Colleagues at Gluck Holdings Ltd should be ...</p>	<ul style="list-style-type: none"> ○ Able to Institute leadership, help people do a better job. ○ Customer Focused, at the forefront of providing service excellence. ○ Action Oriented, able to take on new challenges with enthusiasm. ○ Trustworthy, able to gain the confidence and trust of others easily and honour commitments. ○ Innovative, able to spot opportunities to do things better and share best practice. ○ Collaborative, building and maintaining strong working relationships and working with colleagues to meet shared goals. ○ Cultivating Innovation, embracing the concept that the business should never stand still, challenging the status quo and not settle for anything but #1. ○ Strategically Minded, comfortable to shift their thinking between the short and long term to lead us towards future success. ○ Collaborative, modelling collaboration at all levels and promoting high visibility of shared contributions to goals.