**Prescription Clerk / Administrator**

**Advertising Details**

About the Role

Cuffley & Goffs Oaks Medical Practice has an opportunity for a Prescription Clerk / Administrator to join our busy prescribing team.  This role is offered on a permanent part-time basis, for 15 hours per week - Monday, Wednesday, Friday 9.00am to 2.00pm.

The role involves working at both our sites - Valley View Health Centre, EN7 5ET and Cuffley Village Surgery EN6 4JA and a car is therefore essential.

You will process repeat prescription requests to a high standard with care and attention to detail and assist patients and staff with prescription related queries. You will liaise with GPs, practice staff, community pharmacies and secondary care colleagues, as well as having direct contact with patients and carers.

The main responsibilities of the role include:

* Process all repeat medication requests sent in by patients and community pharmacies in a timely manner, within agreed protocols.
* Liaise with patients and pharmacies regarding prescription queries and requests
* Work with clinicians and other practice staff to resolve medicine related queries
* Effectively liaise with district nurses and PCN staff to ensure medications are arranged for housebound patients.
* Check patient records for chronic disease and drug monitoring, and arrange for testing and review as appropriate
* Enter relevant patient information accurately onto System1 and read code data
* Carry out system searches as required
* Use the Prescription Tracker to establish the status of electronic prescriptions
* Undertake any other duties appropriate to the post as requested
* Take minutes at clinical meetings
* Administrative tasks delegated by the manager
* There may be, on occasion, a requirement to carry out other tasks which will be dependent upon factors such as workload and staffing levels.

This list is not exhaustive and is subject to change.

About the Candidate

Essential:

* Experience in a customer focused environment.
* Experience of using a clinical medical IT system or similar.
* Experience managing prescriptions/working in a pharmacy setting is essential.
* Good level of IT skills/typing skills.
* Ability to communicate effectively and sensitively, both verbally and in writing to patients and staff at a range of levels.
* Excellent organisation skills demonstrate the ability to organise systems and paperwork in an office environment.
* Strong attention to detail and the ability to transfer accurate information.
* Work well under pressure and meet deadlines.
* Ability to adapt and respond to change.
* The ability to use own initiative within clear boundaries, seeking advice when necessary.
* Demonstrate enthusiasm and a strong sense of team spirit.
* Able to promote good working relationships.
* Computer literate in Microsoft Word and Outlook

Desirable:

* Experience within the NHS or similar health care setting.
* Computer literate in SystmOne clinical system.

About Us

We are a large practice based over two sites (just one mile apart) which are Valley View Health Centre and Cuffley Village Surgery.

We have a happy, established team that consists of GPs, nurses, HCAs and paramedics who are all supported by an experienced and organised admin team. We are also joined regularly and supported by colleagues from our primary care network.

Informal enquires welcome.

**Disclosure and Barring Service Check**

Please note 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 to check for any previous criminal convictions.