



STAITHE SURGERY STALHAM

JOB OPPORTUNITY

DISPENSER

We are looking to recruit a flexible, self-motivated and hard-working person to join our busy dispensing team.

Staithe Surgery looks after approximately 7,300 patients and comprises of six GPs and two Nurse Practitioners. We are a friendly rural training, research accredited and dispensing practice that benefits from highly skilled nursing staff and an efficient admin and dispensing team. We pride ourselves on offering a high standard of care and are a high QOF achieving practice with successful CQC inspections.

The applicant must hold a recognised dispenser qualification (NVQ level 2 or equivalent), have excellent attention to detail and ideally will have experience of working in a busy dispensary or pharmacy. You will form part of a busy team consisting of dispensers and clerks, working alongside our clinical and administrative practice team to provide the best service for our patients.

Job Summary

- To dispense medications accurately and efficiently to our patients.
- To order and manage stock.
- Maintain full and accurate records on the computer system.
- To assist with other general day to day housekeeping and administrative duties that play an integral part in managing dispensing workloads accurately and safely and ensuring the smooth running of our dispensary.
- Deal with patient enquiries face to face and by telephone - excellent customer service skills are essential.

Permanent contract.

Hours negotiable.

On-site parking.

NHS Pension Scheme.

To apply for the position, please send a covering letter and CV by post or email to the Business Manager: Jo Didwell, Staithe Surgery, Lower Staithe Road, Stalham, Norwich, Norfolk NR12 9BU. Email: nwicb.staithe.managers@nhs.net **Closing date:** 16th December 2024 (*may close sooner if a successful applicant is appointed*).