



## **JOB VACANCY – PRESCRIPTION CO-ORDINATOR**

### **Main job roles**

To process high volumes of prescriptions and deal with patient prescription queries and processes in a timely manner in a busy Primary Care Network (PCN) Prescribing Hub environment.

- Process repeat prescriptions on a daily basis ensuring compliance with the prescribing protocols.
- Ensure all current medication have relevant, current authorisations.
- Promote cost-effective prescribing at the practice through switching drugs to the generic preparation when appropriate and encouraging the use of local primary care trust formulary medication choices.
- Deal with prescription queries from a range of healthcare professionals including; GP's, nurses, community pharmacists, nursing home staff.
- Add new patient medication (appliances, simple moisturiser/barrier creams, stockings etc). Pass to registered GP for approval highlighting any concerns found, add relevant diary entries /recall. Liaise with patient via phone call, SMS or letter. Liaise with Pharmacies regarding monthly dosette box prescriptions.
- Attend regular prescribing hub team meetings and practice meetings as necessary.
- Any other duties as reasonably requested.
- The above list of duties is not exhaustive and may be subject to change as deemed necessary.
- Salary £24,422, full time (the work pattern is negotiable)
- CLOSING DATE – 31 MARCH 2025

### **About us**

The Chippenham, Corsham and Box Primary Care Network (CCB PCN) provides proactive and coordinated care across the local population of 61,000 people. We have a strong focus on health promotion and personalised care, supporting people to make informed decisions about their health and social care. We are a dynamic, friendly and supportive PCN with much experience in training GPs and other healthcare professionals.

### **Qualifications & Requirements**

Minimum of GCSE English and Maths 'B' or equivalent  
Microsoft Office: Word, Excel and PowerPoint

### **Interested?**

For more information or to discuss the role informally please contact Jacqui Wilmshurst, People Advisor on 01249 472157.

If you want to apply for this position, please send your CV with a covering letter FAO Jacqui Wilmshurst by email to [jacqui.wilmshurst@nhs.net](mailto:jacqui.wilmshurst@nhs.net) Our website: [www.cbpcn.co.uk](http://www.cbpcn.co.uk)