

Role Profile

Healthcare Administrator (Dispenser) | NVQ2 | 0621

Role profile

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| Description | |
| Title  Purpose  Dimensions  Report | Healthcare administrator (Dispenser)  To support the achievement of the company objectives by providing technical supply and healthcare services while delivering the Broadway Pharmacy with Cure Clinics experience.  40 hours per week including weekend work.  Reports to Michael Ball, Owner and Superintendent Pharmacist |
| Requirements | |
| Qualities | Adaptable  Comfortable at pace  Curious  Flexible  Friendly  Humble  Independent  Industrious  IT literate  Kind  Organised  Team focussed |
| Qualifications | NVQ 2 Dispensing – 2 years+ experience in a busy medicines supply setting |
| Desirable | Specialist area of clinical expertise – Managerial experience – Wide network of contacts |
| Details | |
| Activities  Aspirations | * Sets and maintains high personal and professional standards of behaviour. * Displays a genuine desire to provide high quality pharmacy services. * Adapts to change within the environment and responds positively to necessary business evolution. * Uses initiative to resolve immediate pharmacy issues. * Uses judgement to decide when to use initiative. * Is comfortable working within a skilled dispensary team or working alone. * Likes to be involved and contributes to current issues. * Communicates well with a variety of different people. * Has genuine empathy for patients and naturally provides good patient service. * Is organised and skilled in time management and managing a high and diverse workload. * Obtains accreditations for all relevant and requested activities. * Actively implements all standard operating procedures (SOPs) at all times. * Makes full use of the resources available including the IT systems with associated reference sources to meet the requirements of the business and patients. * Ensures all requirements for the recording and storage of Controlled Drugs are met. * Ensures confidentiality in accordance relevant legislation. * Supports the team to ensure all Health and Safety precautions are in place at all times. * Performs all medicines supply activities as directed by the pharmacy manager. * Other duties as required. * You will aspire to join an established, close knit team who care for each other and work as a strong unit to deliver customer satisfaction second to none. |

Broadway Pharmacy with Cure Clinics

Broadway Pharmacy with Cure Clinics has embarked on a revolution in community-based healthcare. The aspiration is to meet and exceed patient and customer needs by empowering pharmacists to practice at the top of their licence and behaving as entrepreneurs independent of NHS income streams while maximising NHS income.

We have invested over 18 months of hard work and significant funds in developing a business model, strategy, environment and platform that enables our team to excel at caring for our community. Expansion of our team is a next, key step towards delivering the Broadway Pharmacy with Cure Clinics vision.

We are looking for the right experienced healthcare administrator to join our team, work alongside our established, high performing team members and help to care for our patients.

To learn more and apply visit: www.broadway-pharmacy.co.uk/join-us