



## Administrator x 2 in our Prescription Administration Team

Are you a solid administrator, with an eye for detail and proven history of following clearly laid down processes in your role? Are you looking for an opportunity to work within a supportive environment? If the answer is yes...our prescription administration team is looking for 2 additional team members during an exciting time of growth

### Our Culture ... Our People

At Priory Medical Group, we are a forward thinking, innovative and driven organization and we recognise the quality of our work is through the quality of our people.

We as a Practice and we as colleagues are committed to providing each other with an open, friendly and supportive environment where our staff are comfortable with sharing ideas and who can expect to be provided with all the tools and support they need to enjoy succeeding in your role.

### What are the main duties of the role?

Contribute towards providing a safe, timely and first class prescription administration service for our patients;

- To accurately follow a process / pathway document (intended to serve you as a clear guide) when processing tasks on our system relating to prescriptions.
- Safely review, verify and process medication prescriptions in an accurate and timely manner for our patients using the steps laid down in the process / pathway document
- Safely escalate medication prescriptions / queries if they fall outside of the scope of your role as laid down in the process / pathway document and access the wider clinical team for support or advice as appropriate
- Provide a first class external customer service regarding medication / prescription queries (i.e. other health authorities such as Hospitals, Residential Homes etc.)
- Provide a first class internal customer service regarding medication / prescription queries (i.e. our GP, Nurse and Reception Teams)
- Maintain accurate and appropriate patient records on our clinical system
- Other duties as deemed appropriate for the role

At Priory Medical Group, all our employees should enjoy coming to work and enjoy feeling a part of the team! We will ensure you are provided with a clinical supervisor and a supportive network around you.

### What we look for in your application

Whilst we would carefully consider all applications with a proven background as an administrator where inputting information and following a clearly defined process is key, it would be advantageous (**not** essential) to have previous experience of working in a health care environment for instance as a secretary, administrator, medical receptionist or in a pharmacy environment such as a dispenser or administrator.

### Essential:

- Proven history of maintaining this attention to detail whilst processing large volumes of tasks / information
- Proven history of working to deadlines
- Competent in the use of PC's and IT.



- Ability to adhere to strict confidentiality policies and absolute discretion with regards to patients, colleagues and confidential information
- Delivered a first class administration service and customer service to internal customers
- Proven record of thriving and enjoying working within a wider team who rely on the quality of each other's work.

### Desirable:

- Background of working within a primary health care environment or pharmacy environment
- Proven history of working (or proven desire to work) in a centralised environment where direct contact with the customer / patient may be limited. Although this role will require on occasion contact with patients, it will be focussed on interacting with your peers and internal customers.

### So are you in?

**Job title:** Prescription Administration Team – Administrator

**Working hours:** Part time / Full time up to 37.5 hours – open to discussion

**Rate of pay:** Between £16,341 (pro-rata) and £18,154.5(pro-rata) depending on strength of candidate.

**Location:** Fulford Surgery, 2 Fulford Park, York, YO10 4QE

### How to apply:

Please apply for this vacancy by visiting [www.jobs.nhs.uk](http://www.jobs.nhs.uk) and searching Priory Medical Group.

For more information contact [vacancies@priorymedical.com](mailto:vacancies@priorymedical.com) or Human Resources on 01904 721519

### Selection for Interview

The Practice recognises that discrimination of any kind is both unlawful and would act as a barrier to finding the most talented individuals for our organisation. As such, our recruitment and selection procedures exist to ensure no job applicant, employee or worker is discriminated against either directly or indirectly on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

A great deal of careful consideration has been invested in preparing the advert for this post based on the specification for this role and the person we are looking for. **Our selection for interview process is designed to ensure individuals are selected for interview on the merit of their application only.**

If you are applying through NHS Jobs, you will notice you are asked if you would like a guaranteed interview as part of the 'Two Tick' disability scheme. Whilst this is an admirable government initiative, please be aware we are not signed up to this scheme. This is a question on the NHS jobs application form which is outside of our own control. Our own process ensures we consider candidates on the merit of their application only and we do not ask any questions regarding a disability as part of our selection process. We only give candidates the opportunity to share information regarding any disability after candidates are invited to interview and only if the candidate feels they require adjustments in the interview process.