



Health. Care. Together.

Administrator 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?

What we can offer you...

A role that makes a difference

All our prescription administrators are in the privileged position to know they are a part of something, what they do makes a very real difference to our patients and their families at the end of their working days. This is real job satisfaction.

Genuine team and work with great people

Our teams are made up of some amazing people and we hear all the time from them about the levels of support, spirit and togetherness in their local teams. We are not afraid to say we work in a challenging environment although our people genuinely help one another every step and every day.

Great relationship with your line manager

Our teams benefit from some fantastic team leaders, who are accessible, experts in the job, supportive personalities and spend time with you to understand how you feel about your role.

What is the purpose of this role...

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?

Job specification

- To accurately follow a process / pathway document (intended to serve you as a clear guide) when processing tasks on our system relating to prescriptions;
 - (i) 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
 - (ii) 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
 - (iii) Provide a first class external customer service regarding medication / prescription queries (i.e. other health authorities such as Hospitals, Residential Homes etc.)
 - (iv) 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
- First class communication skills
- Competent in the use of PCs and IT
- Ability to adhere to strict confidentiality policies
- Absolute discretion with regards to patients and colleagues



Health. Care. Together.

- Proven history of learning and adhering to policies and processes
- The ability to work in a fast-paced environment with an attention to detail.

So are you in?

Job title: **Administrator – In our prescription administration team**

Location: Our talented and friendly Fulford Surgery, YO10 4QE

Hours: **Open to discussion – Part Time / Full Time / Job Share**

Salary: £9.40 per hour + Company pension scheme

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.