

Are you an experienced dispensary professional ready to lead and develop a high-performing dispensary team?

We have a rare opportunity for a Medicines Optimisation Lead to join our friendly dispensary team, up to 35 hours per week, ideally worked across four days.

£15.00 - £18.00 per hour Dependent upon qualifications and experience

Job Summary

Working directly with, and accountable to, the Managing Partner, the Medicines Optimisation Lead will be responsible for the effective management and strategic development of the Practice Dispensary. Supported by two Dispensing Leads, the postholder will ensure the safe, efficient and cost-effective procurement, management and dispensing of medicines, whilst maintaining compliance with NHS, CQC and Practice standards.

This is an exciting opportunity for an experienced Accredited Checking Technician (ACT), Dispensing Technician, or qualified NVQ Level II Dispenser looking to take the next step in their career and play a key role in shaping dispensary services across our rural dispensing practice.

Main Responsibilities

- Lead and manage the day-to-day operation of the Practice Dispensary.
- Ensure the cost-effective procurement of prescription medicines and medical products.
- Oversee Manufacturer Discount Scheme (MDS) registrations, account maintenance and optimisation.
- Develop and maintain productive relationships with pharmaceutical wholesalers and supplier representatives.
- Ensure Personally Administered (PA) claims are submitted accurately and in a timely manner.
- Produce and reconcile monthly VAT reports.
- Oversee the management of Medicines and Healthcare products Regulatory Agency (MHRA) and other safety alerts, supported by the dedicated Safety Alert Dispenser.
- Develop, review and maintain Dispensary Standard Operating Procedures (SOPs).
- Lead on the Dispensing Services Quality Scheme (DSQS), including audits, compliance monitoring and reporting.
- Support staff development through participation in recruitment, training, appraisals and performance management.
- Ensure the dispensary remains compliant with all relevant regulations, standards and contractual requirements.
- Lead on dispensary-related CQC compliance activities, including routine monitoring of drug searches and audit activity.
- Work collaboratively with clinicians, managers and external stakeholders to optimise prescribing and dispensing processes.
- Promote a culture of continuous quality improvement, patient safety and excellent customer service.

Essential Qualifications and Experience

- Accredited Checking Technician (ACT), Dispensing Technician or NVQ Level II Dispensing qualification.
- Minimum of five years' experience working within a General Practice dispensary.
- At least two years' experience in a senior dispensary position.
- Excellent understanding of dispensary operations, medicines management and quality assurance processes.
- Strong organisational, leadership and communication skills.
- Experience producing reports, audits and maintaining accurate records.
- Good IT skills and confidence using clinical systems and Microsoft Office applications.

Personal Qualities

The successful applicant will be able to demonstrate:

- A patient-focused approach.
- Strong leadership and team development skills.
- The ability to work proactively and independently.
- Excellent attention to detail.
- Sound decision-making and problem-solving abilities.
- Commitment to patient safety and quality improvement.
- Excellent communication and interpersonal skills.
- A serious appreciation of confidentiality and information governance.
- Awareness of equality, diversity and inclusion principles.
- Flexibility and resilience in a changing healthcare environment.

We Offer

- ✓ Five weeks annual leave plus bank holidays (pro rata)
- ✓ NHS Pension Scheme or NEST Pension
- ✓ Blue Light Card discounts
- ✓ Access to our Employee Assist Programme
- ✓ Supportive and friendly team environment
- ✓ Opportunity to influence and develop dispensary services

Application Information

Expressions of interest accepted via Indeed. To formally apply, application forms can be downloaded from our website: www.BowMedicalPractice.Co.Uk

Please return completed application forms marked for the attention of: Michelle Freeburn Managing Partner

Closing Date: Sunday 6th September

We look forward to welcoming a Medicines Optimisation Lead dedicated to making a meaningful impact on patient care through innovative medication management practices!