Job Title: Central Pharmacy Operative

Job Summary: Participate in the automated facility to ensure the correct products are efficiently processed ready for distribution to the branch network for dispensing.

Key Responsibilities:

General

- Perform general processing duties in line with assembly systems under the supervision of a pharmacist,
- Accurately assemble items, under the supervision of the Pharmacist.
- Comply with all relevant company SOP's, Information Governance, policies and procedures
- Carry out all activities to support the automation process.
- Assist in the development of other staff members where appropriate.

House Keeping

- Maintain the cleanliness and tidiness of the facility.
- Complete all records required when supplying medicines.
- Complete date checking and cleaning in accordance with Company SOP's and ensure that adequate records are maintained.
- Have due regard for health and safety for both yourself, colleagues and customers.

Stock Control

- Effectively manage pharmaceutical stock and equipment.
- Receive, store, maintain and issue stock in accordance with Company SOP's.

Security

- Implement company security procedures, with particular reference to the controlled drugs.
- Have due regard for security in the branch and its stock.

Other Responsibilities

- To have a clean and tidy appearance in accordance with the Company dress code.
- To undertake any additional duties requested by the Line Manager to meet short-term requirements.

Key Experience, Knowledge, Skills & Qualifications:

Qualifications

Essential:

- NVQ2 in Pharmacy Services or accredited equivalent course (Buttercups)

Experience

Desirable: Experience of working in an automated/assembly environment

Knowledge

Essential:

- Understanding of confidentiality

Skills

Essential:

- Ensuring accurate handling of medicines
- Able to demonstrate self-motivation & initiative
- Good interpersonal skills
- Ability to prioritise work load
- Ability to work to deadlines