

# Acle Medical Partnership

## Apprentice Dispensing Assistant

This is an excellent opportunity to develop a career within the dispensary at a busy medical centre. You will be working across the dispensary and admin areas. Within the dispensary area, duties will include helping to unpack drug delivery orders on a daily basis, taking repeat prescriptions via email, answerphone and face to face from patients, processing, checking and submitting prescriptions, checking orders and invoices, learning about stock control and how to dispense.

Your main point of contact will be the Senior Dispenser who will mentor you and offer you the support needed to obtain the NVQ Level 2 in Pharmacy Service Skills. You will receive dedicated study time within the working week but you will also be expected to complete some study within your own time if appropriate.

### Requirements and prospects

#### Desired skills

- Effective working within a team & on your own when needed
- Excellent interpersonal skills across vary forms of communication
- Logical thinker.

#### Personal qualities

- Organised, reliable & punctual
- Friendly, empathetic and approachable
- Passionate, determined and enthusiastic to meet the business needs.

#### Qualifications required

GCSE Maths and English Grade D or above (or equivalent) required.

#### Future prospects

This is an 18 month fixed term placement with the possibility of further employment for the right candidate and if the opportunity arises.

#### Things to consider

The dispensary is a very busy working environment which will involve you being on your feet for majority of the working day. The workload varies from day to day but there are always many jobs to do and only small periods of downtime.

#### About the employer

Acle Medical Centre provides a range of health services to over 9,000 residents in the local community. The welcoming workforce supports the development of staff members and encourages progression wherever possible. The high standards of the busy surgery are maintained due to the efficiency and adaptability of the personnel.

#### Training provider

Level 2 Certificate in Pharmacy Service Skills (NVQ)(QCF)

BTEC Level 2 Certificate in Pharmaceutical Science

Functional Skills Maths and English Level 1 (with the option to complete Level 2)

Please contact Teresa Randall [t.randall@nhs.net](mailto:t.randall@nhs.net) for more information