



Dispensary Manager

Acle medical Partnership Job Vacancy

Dispensary Manager

Full Time 37.5hrs per week (hours between 8:30 – 18:30)

Acle Medical Partnership, Bridewell Lane, Acle, Norwich, Norfolk, NR13 3RA

Closing Date: 2nd February 2018

Dr Noble & Partners, operating as The Acle Medical Partnership, is a 6 doctor dispensing practice providing care to around 9200 patients in and around Acle in North Norfolk. We are looking for a knowledgeable Dispensary Manager to maintain and improve our dispensary services, lead the dispensary team, deliver against financial targets and work with the Practice Manager to ensure the efficient, effective and safe running of the Practice.

The partners and staff have a shared belief in the delivery of high quality, traditional personal family healthcare. Patients interests are kept very much to the fore and there is a strong commitment to develop patient services. To promote a multi-disciplinary team approach, we share our premises with other providers including local community services e.g. physiotherapy and midwifery.

The successful applicant will join a busy management team. They will be actively involved in managing dispensary staff to ensure delivery of a first class service to patients, doctors and community colleagues, annual achievement of DSQS and financial targets, prescription administration, stock control, EPS, record keeping and maintaining compliance with legal requirements and practice policies. Preference will be given to applicants with demonstrable experience of using the skills and qualifications necessary to manage a busy dispensary; experience of Emis would be beneficial.

If you have NVQ Level 3 or the equivalent experience, have excellent management and customer care skills, are a good communicator that remains focussed working under pressure, have an eye for detail and a flexible yet committed approach to work and enjoy leading a team, we would like to hear from you.

Salary dependant on qualifications and experience.

For a job description and person specification please contact the practice via email victoria.docwra@nhs.net for an application pack.