

## FROME VALLEY MEDICAL CENTRE

### JOB DESCRIPTION

**TITLE:** PRESCRIPTION ADMINISTRATOR

**RESPONSIBLE TO:** Practice Pharmacist

**KEY TASKS:** To ensure the correct patient, receives the correct drug in a timely and efficient manner.  
Maintaining confidentiality at all times.

**The following tasks in accordance with Practice policy:**

#### **PRESCRIPTION ADMINISTRATOR DUTIES**

To ensure that all prescription requests are forwarded to the appropriate clinician via the electronic workflow in a timely and efficient manner as per the prescription workflow protocol (PWP).

To ensure that medication review dates, blood tests and/or further investigations are current and allow for the continued issue of a repeat prescription, as per the PWP.

To ensure that all 'additional pharmacy or patient messages' on prescriptions are current and/or relevant, and edit/remove these as appropriate. If time sensitive messages have been ignored, highlight this as a query to the clinician.

To ensure that the current EPS nomination is correct. If ordering appliances, add these as separate requests and ensure that the correct EPS nomination is selected (Pharmacy/Appliance).

To deal with prescription queries as appropriate or as directed by Clinical pharmacist and/or Prescription Co-ordinator.

To assist the Clinical pharmacist and Prescription Co-ordinator in keeping medication records up to date by the review and action of medications changes from external clinicians as appropriate. In addition this will include 'linking problems', synchronising quantities and brand/generic switches as appropriate.

To assist the Clinical pharmacist and Prescription Co-ordinator in the monitoring of medications as set out in Local Enhanced Service specifications as appropriate.

To assist the Clinical pharmacist & Prescription Co-ordinator in highlighting non-attenders of chronic disease clinics and facilitate an appointment at a chronic disease clinic.

To assist the Clinical pharmacist & Prescription Co-ordinator in the set up and management of dosette boxes as per the dosette box protocol.

To assist the Clinical pharmacist & Prescription Co-ordinator with the FP34 submission as appropriate.

To assist in any other prescription related activities as directed.

To take responsibility for other administrative tasks within the practice (eg. Workflow, summarising) as required.

To assist in reception as required.

**OTHER AD HOC**

- Acting in accordance with the Health and Safety code.
- Responding to new regulations and changes as required.
- Dealing with other ad hoc tasks as and when necessary.

Sept 19