

# PRIORY SURGERY

## Non Clinical Staff

### Person Specification

**Job Title:** Prescriptions Clerk

Specification	Essential	Desirable
<b>Education, Qualifications, Training</b>	<ul style="list-style-type: none"> <li>• Minimum 2 GCSE passes or equivalent, incl Maths &amp; English</li> <li>• Evidence of continued professional development</li> </ul>	<ul style="list-style-type: none"> <li>• To have completed or be working towards the European Computer Driving Licence (ECDL) or equivalent</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• A good understanding of the day to day functions of General Practice</li> <li>• Previous experience working in an NHS Primary Care environment</li> <li>• NHS Prescriptions administration experience</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in the public sector</li> <li>• BNSSG Level 1 Prescription Clerk training (or equivalent)</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Excellent keyboard/computer skills</li> <li>• Demonstrable communication skills</li> <li>• Good knowledge of EMIS Web and Medicines Management Workflow</li> <li>• Experience of Microsoft office software</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of the Data Protection Act/GDPR</li> <li>• Understanding of all aspects of H&amp;S</li> <li>• Good understanding of clinical coding (Read/Snomed)</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• An understanding, acceptance and adherence to the need for strict confidentiality</li> <li>• Ability to use own judgement, resourcefulness and common sense</li> <li>• Ability to work without direct supervision and determine own workload priorities</li> <li>• Ability to work as part of an integrated multi-skilled team</li> <li>• Ability to communicate clearly &amp; succinctly verbally and in writing</li> <li>• Able to work under pressure</li> <li>• Able to work in a changing environment</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Flexibility of working hours/able to work at desired times</li> <li>• Reliability, punctuality and good organisation</li> </ul>	