

Job Specification – Pharmacy Assistant

Davidsons Chemists have been providing a comprehensive community pharmacy service across Scotland for over three centuries. We are at the heart of the communities we serve, providing excellent pharmaceutical care, continuing to make community pharmacy the first port of call.

Although Davidsons pharmacies are at the heart of the communities they serve, our employees are the heart of Davidsons. Our teams treat each other with respect and encouragement, we aim to work selflessly and cooperatively, not as individuals but as members of a team pursuing a common goal.

Pharmacy Assistants work alongside pharmacy technicians and ACT's under the supervision of the responsible pharmacist to ensure the safe, accurate and timely supply of prescribed medication to patients. They must also be able to provide medicines-related and lifestyle-related advice to patients whilst assisting in the smooth running of the pharmacy.

What qualifications must a Pharmacy Assistant possess?

There are no specific qualifications Pharmacy Assistants must hold to start off their career. However once started they must be working towards or have already completed an accredited NVQ level 2 (or equivalent) Pharmacy Assistant training course under the guidance of the pharmacist.

What are the key responsibilities of a Pharmacy Assistant?

- Answer queries on the supply and availability of medicines as well as answering queries of a routine pharmaceutical nature and know when it is appropriate to refer a patient to the Responsible Pharmacist.
- Assist with the engagement of patients onto advanced services (smoking cessation, minor ailments etc) and assist with the provision of such services where appropriate.
- Be able to provide advice on leading a healthy lifestyle.
- Ensure that Patient Medication Records (PMR's) are maintained accurately to ensure patient safety whilst complying with data protection requirements.
- Liaising with other healthcare professionals to assist in the continuity of patient care across primary and secondary care.
- Maintain an up-to-date knowledge of medicines and minor ailments by reading journals, product information and training resources.
- Selecting, labelling and dispensing pharmaceutical products in accordance with a prescription (whilst following company standard operating procedures (SOPs) and complying with all legal requirements as appropriate when not providing accuracy checking and ensure safe and correct transfer of dispensed items to patients.

- To answer queries on the supply and availability of medicines (within competence) and to be able to select and recommend suitable products and provide advice on their correct use.
- To identify medicine related problems or queries and bring these to the attention of the pharmacist.
- With regards to stock control, ensure stock is received in accordance with standard operating procedures (SOP's), ensure stock is stored appropriately and safely and maintain reasonable stock levels within the dispensary.

Our Team Members

Our teams are people-centric, who treat every patient and customer with professional advice and care, providing an individual, high-quality service within the communities we serve.

If you're a people person, Davidsons Chemists is the place for you.

As we strive to grow as a business, it's important to us that our team members learn and grow along with us. Team members are offered continuous professional development and ongoing training opportunities, beginning with our induction programme to allow you the best foundation for your career with Davidsons Chemists.

Our core values, as detailed within our company mission statement, can be summarised as:

- Care – a patient and customer first approach
- Partnership – working together to pursue a common goal
- Professionalism – committed to the highest standards and professional conduct
- Excellence – committed to being the best at what we do

Our core values are important in everything we do, and we look for these qualities in all our team members:

- Be an effective communicator
- Have strong customer-service Skills
- Show good attention to detail and accuracy
- Be a positive team player
- Demonstrate honesty, reliability and diligence
- Most importantly, care for patients and customers above all else