**Vacancies - GP Surgery - Eastergate**

We are looking for conscientious and reliable people to join our busy and expanding team.

**Medicines Team Administrator**

The successful applicant would be responsible for the safe and effective issuing of prescriptions in the practice; advising patients on use of their medication, supporting clinicians and carrying out audits to ensure safe use of medication.

Experience in medicines management or community pharmacy desirable.

Knowledge of General Practice repeat prescribing policies and systems desirable but not essential.

Ideally the post holder would have a Pharmacy Dispensing Qualification

**Reception**

Duties include telephone and direct contact with patients and administrative tasks, including working with computerized records.

This role requires that applicants must be able to work between 08.00 and 19.00 hours. The rota will include a number afternoons per week, but not necessarily until 19.00.

**Administration**

Opportunities undertake a patient administrative support role, and assist the Management Team with day to day Practice administration.

Full time or part time hours considered, but not less than 20 per week.

Computer skills are essential, and previous experience in a medical environment and/or customer care, would be an advantage.

Please apply (including CV) to :

Mrs. J. Walker

Practice Manager

The Croft Practice

Barnham Road

Eastergate

Chichester

PO20 3RP

Email [CWSCCG.croft-eastergate@nhs.net](mailto:CWSCCG.croft-eastergate@nhs.net)