

Person specification –Prescription Clerk		
Qualifications	Essential	Desirable
Good general education with English and Maths to GCSE standard or equivalent.	✓	
Experience	Essential	Desirable
Experience of prescription clerk work in general practice, or dispensing clerk work in community pharmacy	✓	
Previous knowledge of EMIS		✓
Deal with people and communicate professionally even when under pressure	✓	
Skills	Essential	Desirable
Ability to prioritise, delegate and work to tight deadlines in a fast-paced environment	✓	
Excellent communication skills (written, oral and presenting)	✓	
Strong IT skills (generic)		✓
Ability to manage time and workload	✓	
Ability to work under pressure & maintain a professional and effective approach	✓	
Excellent attention to detail	✓	
Ability to work as part of an integrated multi-skilled team	✓	
Effective time management (planning and organising)	✓	
Personal qualities	Essential	Desirable
Polite and confident	✓	
Flexible and cooperative	✓	
Excellent interpersonal skills	✓	
Enthusiastic, motivated and proactive	✓	
Ability to use initiative and judgement	✓	
Forward thinker with a 'solutions' focused approach	✓	
High levels of integrity and loyalty	✓	
Sensitive and empathetic in distressing situations	✓	
Other requirements	Essential	Desirable
Disclosure Barring Service (DBS) check	✓	
To be discreet and always maintain confidentiality	✓	