

2026

RECRUITMENT PACK

Prescribing Technician



Managing Partner – Jo Gilford
Clinical GP Lead – Dr Amy Butler
Danetre Medical Practice

Date: February 2026

We are recruiting a Prescribing Technician to join our successful, innovative and happy practice. The post holder will be primarily responsible for the delivery of a patient-centred medication management service.

The practice itself is located in close proximity to Daventry Town centre in a modern building adjoining Danetre Hospital (a community hospital which opened in September 2006) offering a wide range of services and delivering a high standard of care. Also attached to the Practice operating independently are Boots Chemist and a Children's Nursery. The site has free car parking.

We are an accredited training practice and undertake level 2 research which means we can offer excellent support and colleague led teaching to enable you to develop your professional knowledge further,

If you are interested in this exciting and fulfilling role along with working within a dynamic and organised practice please send a copy of your CV along with the application form to martin.shoyinka1@nhs.net. Informal enquiries are welcome.

The post holder will have direct contact with patients and carers therefore a disclosure check will be undertaken by the Criminal Records Bureau.

This post is not exempt from the provisions of the Rehabilitation of Offenders Act 1974. Therefore the post holder is required to disclose any spent convictions.

JOB DETAILS

TITLE:	Prescribing Technician
HOURS OF WORK :	16 hours per week
SALARY:	£15.00
REPORTING TO:	MDT Manager
IN DIRECT REPORT TO:	Practice Manager

THE ROLE OF THE PRESCRIBING TECHNICIAN

To provide a patient-centre medication management service

JOB DESCRIPTION

- Under the guidance of the GPs, action and implement changes in medication resulting from: Hospital in patient stays/ discharge letters: Outpatient clinics: Consultant letters:
- Producing prescriptions if needed and informing patient if necessary.
- To undertake pro-active “housekeeping” management of the repeat prescribing process whilst in patients notes.
- Assisting with medication/ prescription queries from patients, care homes, chemists.
- Keeping up to date with the CCG formulary and the ‘traffic light ‘designation.
- To assist in the reduction of waste and to help minimise risk.
- To answer and complete assigned tasks in a timely manner.
- To contact hospitals, clinics, etc. when more information or clarification is needed.
- To contact patients to inform them of medication changes and prescriptions issued if needed or to ask for additional information.
- To follow best practice guidelines.
- To contribute to the promotion and development of improvements to the prescribing process.
- Liaise with local chemists
- Support medication reviews and medicines reconciliation for new care home patients and synchronise medicines for patient transfers between care settings, linking in with local community pharmacies.
- Undertake clinical audits of prescribing in areas directed by the PCN team, and feedback results to clinical pharmacist team, and other clinicians in the practices.
- Support implementation of local and national guidelines and formulary recommendations.
- Support and encourage reduction in prescribing of medicines available to purchase over the counter, medicines of low value, and low priority treatments
- Work with general practice teams to ensure that practices are compliant with CQC standards and assist with medicine-related compliance.
- Undertake audits to identify patients that may be appropriate to switch medications to more cost effective/ greener alternative brands.
- Actioning the requests for catheters, stoma products etc on the dedicated email.

GENERAL

- Ensure the provision of high quality, customer focused services to support the practice and meet service demands.
- Ensure health and safety requirements are met and that the Practice complies with the Health & safety at Work legislation, carrying out a systematic program of risk assessments
- Ensure infection control policies are adhered to
- Manage data collection to support data requirements/claims

COMMUNICATION

- Communicate effectively with patients and carers, recognising the need for alternative methods of communication to overcome different levels of understanding, cultural background and preferred ways of communicating
- Utilise communication skills to support patients to adhere to prescribed treatment regimens
- Estimate and maintain effective communication with individuals and groups within the practice environment and with external stakeholders
- Act as an advocate when representing the patients' and colleagues' viewpoints to others

QUALITY

- Prioritise, organise and manage own workload in a manner that maintains and promotes quality
- Participate in the maintenance of quality governance systems and processes across the Practice and its activities
- In partnership with other teams, collaborate on improving the quality of health care, responding to local and national policies and initiatives as appropriate
- Support and participate in shared learning across the practice and wider organisation

PERSONAL AND PEOPLE DEVELOPMENT

- Take responsibility for own development, learning and performance participating in acting as a positive role model

- Actively promote the workplace as a learning environment, encouraging everyone to learn from each other and from external good practice
- Participate in planning and implementing changes within the practice
- Contribute and participate in the development of local guidelines, protocols and standards
- Keep up-to-date with new developments locally and nationally identifying those that will enhance the team's work.

TEAMWORKING

- Understand own role and scope in the organisation and identify how this may develop over time
- Work as an effective and responsible team member, supporting others and exploring the mechanisms to develop new ways of working
- Ensure clear understanding and utilisation of referral mechanisms within the practice
- Work effectively with others to clearly define values, direction and policies impacting upon care delivery
- Participate in team activities that create opportunities to improve patient care
- Participate in and support local projects as agreed with the practice management team

MANAGEMENT OF RISK

- Manage and assess risk within the areas of responsibility, ensuring adequate measures are in place to protect staff and patients
- Monitor work areas and practices to ensure they are safe and free from hazards and conform to health, safety and security legislation, policies, procedures and guidelines
- Undertake mandatory and statutory training via Bluestream and internal/external training
- Apply infection control measures within the practice according to local and national guidelines
- Apply policies that reduce environmental health risks, are culturally sensitive and increase access to health care for all
- Participate in the local implementation strategies that are aligned to the values and culture of general practice

ADDITIONAL RESPONSIBILITY

- Attend training courses identified as essential or beneficial to the role and take responsibility for identifying own learning needs.
- Ensure all significant events are reported.
- To maintain a high level of accuracy with computer based work including READ codes and supporting in QOF.

KEY WORKING RELATIONSHIPS

Practice Manager	MDT Manager
Operations manager	Practice Nurses
Staff and clinicians	Patients
Secondary care providers	PPG representatives

INFORMATION GOVERNANCE

Information is vitally important for the safe clinical management of patient care and the efficient administration of services and resources, including our workforce. Information Governance is a framework to enable the Practice to handle personal and corporate information appropriately. It is the responsibility of our entire workforce, regardless of employment status, to ensure they abide by the requirements of Information Governance as set out in the Employee Handbook and the Information Governance Policy.

CONFIDENTIALITY

In the performance of the duties outlined in this Job Description, the post-holder may have access to confidential information relating to patients and their carers, Practice staff and other healthcare workers. They may also have access to information relating to the Practice as a business organisation. All such information from any source is to be regarded as strictly confidential.

Information relating to patients, carers, colleagues, other healthcare workers or the business of the Practice may only be divulged to authorised persons in accordance with the Practice policies and procedures relating to confidentiality and the protection of personal and sensitive data.

HEALTH AND SAFETY

The post holder will be required to comply with the duties placed on employees of the Practice as set out in the Health and Safety at Work Policy and related procedures.

The post holder has a legal obligation to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice.

TECHNOLOGY

- Use technology as an aid to management in planning, implementation and monitoring, presenting and communicating information
- Review and process data using accurate Read codes about patients in order to ensure easy and accurate retrieval for monitoring and audit processes
- Understand own and other's responsibility to the individual organisation regarding the Freedom of Information Act
- Update the computer by coding activities appropriately and at the time of the consultation using templates where appropriate
- Comply with computer based information requirements
- Be computer literate in email and Microsoft word.

EQUALITY AND DIVERSITY

The Practice has an Equality and Diversity Policy to ensure that no job applicant or employee is discriminated against either directly or indirectly on the grounds of disability, marital status, sex, race, colour, nationality, ethnic or national origin, sexual orientation, age, religion or political opinion, whilst attracting talented recruits and retaining experienced employees.

The Practice is committed to promoting equal opportunities and diversity and will keep under review its policies, procedures and practices to ensure that all users of its services are treated according to their needs.

- Identify patterns of discrimination, take action to overcome this, and promote diversity and quality of opportunity
- Enable others to promote equality and diversity in a non-discriminatory culture
- Monitor and evaluate adherence to local chaperoning policies
- Act as a role model in good practice relating to equality and diversity
- Accept the rights of individuals to choose their care providers participate in care and refuse care. Assist patients from marginalised groups to access quality care

CRIMINAL RECORDS BUREAU (CRB) DISCLOSURE & REHABILITATION OF OFFENDERS ACT 1974

- The post holder will have direct contact with patients and carers therefore a disclosure check will be undertaken by the Criminal Records Bureau. The Practice will normally require an enhanced CRB check to be undertaken. This is a mandatory requirement and a condition of the employment offer.
- This post is not exempt from the provisions of the Rehabilitation of Offenders Act 1974. Therefore the post holder is required to disclose any spent convictions.

THIS JOB DESCRIPTION IS SUBJECT TO CONSTANT CHANGING NEEDS WITHIN THE WORK SITUATION AND WILL BE REVIEWED ANNUALLY IN CONSULTATION WITH THE POST HOLDER

PERSON SPECIFICATION

Formal Qualifications:

- You will be a Qualified Pharmacy Technician with NVQ 3 or BTech in Pharmaceutical Science and registered with the GPhC.
- Applicants with the above qualifications who lack experience will be considered

Job holder specification

- Computer literate with MS office processing skills
- Knowledge of changing NHS and Social Care responsibilities
- Awareness of diversity and equality and ability to deal with personal details in a confidential manner
- Excellent communication (written and oral) and interpersonal skills with the ability to work independently and as part of a multidisciplinary team
- Previous experience of working in Social Care in medication management, but not essential

Qualities:

- Pro-active and self-motivating
- Resilient
- Able to work with minimal direction
- Trustworthy and dependable
- Determination to ensure that policies and agreed actions are implemented
- Hard working, reliable and resourceful

Performance Standards:

- Quality data is collected to support QoF and enhanced service data requirements
- Clear concise accurate notes are taken via the use of templates
- Clinical protocols are adhered to working with CQC
- Workload is managed.

Other requirements

- Willing to work flexible hours as necessary
- Highly motivated
- Willingness to undertake further training
- Flexibility
- Enthusiasm
- Team player