



## Job Description

This job description describes the practical purpose and main elements of the job. It is a guide to the nature and main duties of the job as they exist currently, but is not intended, as a wholly comprehensive or permanent schedule and is not part of the contract of employment.

### 1. JOB DETAILS

Job Title: Pharmacy Services Assistant Team: Pharmacy Services

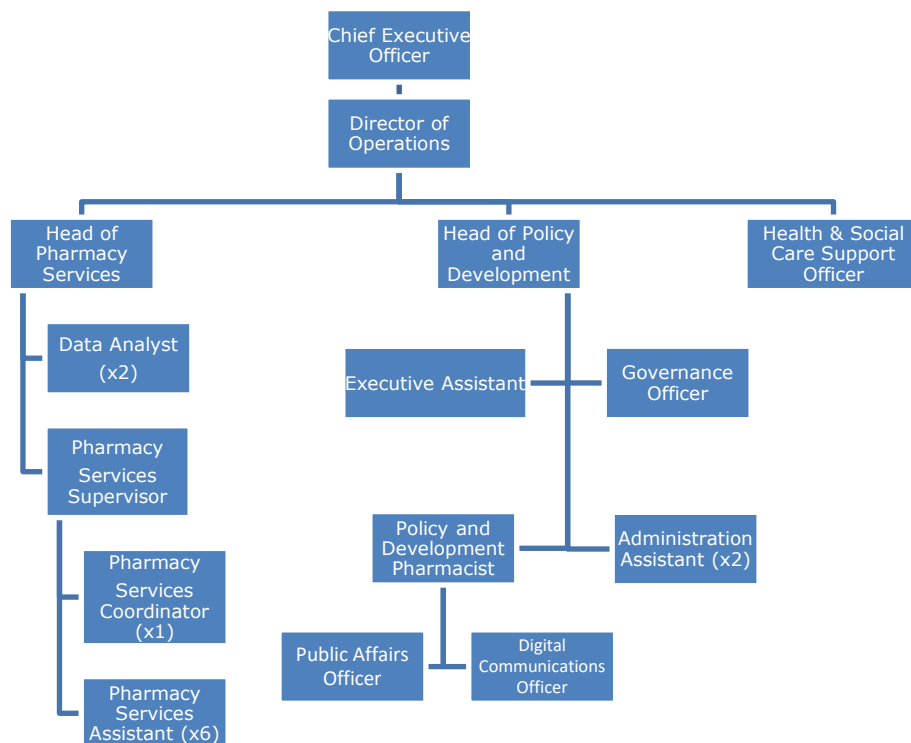
Reports to: Pharmacy Services Supervisor Reporting to job-holder: 0 posts (see section3)

### 2. OVERALL PURPOSE OF THE JOB –

To provide accurate and timely information and support to members of Community Pharmacy Scotland and Community Pharmacy Health Board Committees.

### 3. JOB DIMENSIONS

Reporting Structure:



#### **4. PRINCIPAL ACCOUNTABILITIES –**

1. To provide accurate information to support all members of Community Pharmacy Scotland.
2. Monitor and report the accuracy of prescription pricing.
3. Use of online reporting database to help contractors understand payments and answer queries.
4. Support quarterly pricing enquiry process.
5. Act as liaison officers for local Community Pharmacy Health Board Committees
6. Help with tasks involved in the timely preparation, collation and dissemination of information
7. Other such duties, consistent with the nature of the post as required.
8. To promote and maintain CPS' brand identity when activities are being delivered.

**These key tasks are not intended to be exhaustive, but they highlight a number of major tasks that the post-holder may be reasonably expected to undertake.**

#### **5. JOB CHALLENGES**

Ensuring information given is accurate. Developing knowledge of payment mechanisms. Working with colleagues to meet the changing needs of the business.

#### **6. JOB KNOWLEDGE, SKILLS AND EXPERIENCE –**

- Educated to SQA higher level or equivalent as demonstrated by previous experience
- Attention to detail
- IT skills including working knowledge of Microsoft Office
- Problem solving skills
- Communication skills

#### **7. ADDITIONAL COMMENT –.**

**Every job description in the organisation will be subject to a review either:**

- **on an annual basis at the time of the annual appraisal meeting where performance indicators will also be reviewed, or**
- **as a result of a change in strategic direction, or**
- **as a result of a team/ operational requirements, or**
- **as a result of agreed performance appraisal needs and objectives, or**
- **within six months of appointment**

This job description will be subject to ongoing review to ensure all roles are reflective of organisational priorities.