

Role Profile Supplement

My Current Role and Responsibilities



MY CURRENT ROLE:

Current role:	Clinical Administrator
Role Profile/Job Title:	Clinical Administrator
Location:	
My Manager:	

SUPPORT/TRAINING:

- Clinical Admin Forum
- Support from Prescribers, Clinical Lead, Clinical Service Manager and Line Management

SPECIFIC RESPONSIBILITIES I HAVE:

- Adheres to guidance set out in the Clinical Administration Policy and supporting documents
- Knows who the controlled drug nominated person is for the service
- Utilise CIM in relation to prescribing
- Follow correct process for secure storage, prescription recording, managing lost/stolen prescriptions
- Awareness of how to set up ordering prescriptions
- Understand and follow processes for ordering, delivery processing and security of blank prescriptions
- Manage and check the process for generating prescriptions, including change forms, required authorisations, responsibilities of the Prescriber, batch management, schedules and using ECR where required.
- Manage the dispatching of prescriptions, including full understanding of required steps for posting prescriptions and required steps for courier delivery
- Reconcile receipts to ensure all prescriptions have been received at the pharmacy/pharmacies
- Upload documents on to ECR
- Follow correct process for recording and destroying void prescriptions
- Complete stock checks at least monthly