

Suffolk GP Federation CIC Person Specification



Role: ADHD Prescribing Clerk	Department: ADHD Prescribing & Monitoring
Date Reviewed: September 2026	

Values and Behaviors

E	Ability to take instructions and follow protocols without direct supervision
E	Excellent communication skills, both written and verbal
E	Excellent IT skills
E	Excellent attention to detail and high level of accuracy
E	Excellent organisational skills
E	Ability to maintain confidentiality and demonstrate understanding of confidentiality policies.

Clinical Practice

E	Previous experience of using a clinical system (ideally SystmOne)
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Education, Training, Qualifications and Experience

E	GCSE or equivalent in English and Math's grade C or above or NVQ equivalent level 2 or 3.
D	Administration or customer service qualification
D	Pharmacy Services or equivalent NVQ2 or higher qualification
E	Experience of communicating with members of the public face to face, phone and email
E	Experience of managing multiple requests via telephone and email
D	Previous experience as a prescriptions clerk
D	Previous experience within a healthcare setting
D	Knowledge of primary and secondary care

Personal Qualities and Physical Attributes

E	Experience of working as part of a team
E	Able to work on own initiative
E	Able to switch between tasks quickly

Evidence for suitability in the role will be measured via a mixture of application form, testing and interview
Essential: E Desirable: D