

POSITION: Pharmacy Aid/Technician, GS-661-3, Target GS-4 or GS-4, Target GS-5, or GS-5, target GS-6 or GS-6 **NUMBER OF VACANCIES:** 2 Full-time positions

TYPE OF APPOINTMENT: Temporary, not to exceed 1 year and 1 day, may be extended up to 3 years depending on workload and funding.

SALARY RANGE: GS-3: \$21,984 to \$28,580; GS-4: \$24,679 to \$32,080; GS-5: \$27,612 to \$35,900; GS-6: \$30,778 to \$40,016 per annum

POSITION DESCRIPTION: GS-3: 1419; GS-4: 1420; GS-5: 1253; GS-6: 1252

NOTE 1: Applications received by 6/15/04 will be given first consideration for this position.

NOTE 2: Applicants without prior federal service will be appointed at step one of the grade.

NOTE 3: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

NOTE 4: Appointment to positions at this facility requires completion of a background investigation. Candidates selected must complete the investigation request, and will be fingerprinted prior to appointment.

NOTE 5: A pre-employment physical examination may be required for an applicant not currently employed by the VA Medical Center who is tentatively selected.

NOTE 6: A drug test may be required for any applicant tentatively selected from outside the VA Medical Center.

NOTE 7: This is a Bargaining Unit position.

LOCATION: These positions are located in the Pharmacy Service, Portland OR Division, however, it may be necessary to utilize the selected person's services at a different Medical Center location if conditions require it in the future.

TOUR OF DUTY: This position is dayshift, M-F. The work conditions may require a change of duty.

AREA OF CONSIDERATION: Any US citizen

Displaced/Supplis Federal Employees: Employees covered under the provision of the inter-agency Career Transition Plan (ICTAP) and Career Transition assistance Plan (CTAP) (displaced VA Employees) eligibles will be given priority consideration for vacancies within the **local commuting area** for which they are well qualified. Applicants requesting this consideration must attach appropriate proof of the ITCAP eligibility with their application.

DUTIES: The complete description may be reviewed in the Human Resources Management Division. The following duties and responsibilities are taken from the position description and are considered to be a brief extract. Incumbent performs, independently with minimal supervision, a variety of duties requiring a comprehensive degree of skill and knowledge in inpatient, outpatient, and/or IV sections. Independently fills prescriptions and compounds common stock items; admixes IV piggybacks and large volume parenterals; and may fill unit dose cassettes under the supervision of a pharmacist. Incumbent answers telephone inquiries concerning prescription requests; may prepare procurement requests and maintains accurate and complete records of purchases, receipts and commitments; receives supplies and stores appropriately, rotates stock on shelves and removes outdated items, may deliver drug items including narcotics and controlled drugs to wards, and operates hospital computer system, drug repackaging, labeling and filling equipment. Incumbent will fill prescriptions performing initial review of prescriptions for completeness, i.e. date, drug, directions, etc., check for drug allergies, and review patient profile. He/she must be alert for drug interactions, will resolve routine administrative questions and problems referring difficult problems to the pharmacist.

QUALIFICATION REQUIREMENTS:

Eligibility: U.S. Office of Personnel Management Qualification Standards Handbook for GS-661 series applies and may be reviewed in the Human Resources Management Service office. Regulatory requirements such as "time-in-grade" and "time after competitive appointment" are applicable.

General Experience: **GS-3:** Six months of experience in any type of work that demonstrates the ability to perform the work of the position. **GS-4:** Six months of experience in any type of work that demonstrates the ability to perform the work of the position. **GS-5 & GS-6:** Generally not applicable.

Specialized Experience: **GS-3:** Not applicable. **GS-4:** Six months experience that has equipped the applicant with the particular knowledge, skills and abilities (KSA) to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in federal service. **GS-5:** 1 year specialized experience equivalent to GS-4 in federal service. **GS-6:** 1 year specialized experience equivalent to GS-5 level in federal service.

Substitution of Education for Experience: **GS-3:** Successful completion of 1 year of study (post-hs) that included a course in biology, chemistry, or physics.

GS-4: Successful completion of 2 years of study in pharmacy or pharmacy technology that included at least 12 semester hours in courses in the care, storage, distribution, and preparation of pharmaceuticals, and appropriate laboratory work. **GS-5:** Successful completion of a full 4-year course of study leading to a bachelor's degree with a major study in pharmacy, or that included at least 24 semester hours in pharmacy-related courses. This education must have been obtained in an accredited business of technical school, junior college, college or university. **GS-6:** Graduate education or an internship that meets the specialized experience required only in those instances where it directly relates to the position.

Knowledge, Skills, Abilities: *On a separate sheet of paper, provide a written, detailed response to each of the KSAs. Failure to respond to KSAs will result in applicant not being referred for the position:* 1. Knowledge of and ability to apply medication policies and procedures, formulary medication, and medical/pharmaceutical terms, nomenclature, systems etc. in the processing of prescriptions. 2. Knowledge of and the ability to apply medication policies and procedures, formulary medications, and medical/pharmaceutical terms, nomenclature, systems, etc in the processing requests for medical supplies or in the procurement and receipt of pharmacy stock. 3. Knowledge of and ability to apply medication policies and procedures, formulary medications, and medical/pharmaceutical terms, nomenclature systems, etc. in the processing of IV admixture orders and other compounded product orders. 4. Ability to communicate effectively (this includes the ability to control emotions when working under stressful situations and/or with people from a variety of background and levels of understanding so that effective communication can take place). 5. Ability to complete tasks thoroughly and independently with little direct supervision (this includes the ability to organize work, follow instructions, and write legibly and accurately). 6. Knowledge of and ability to apply medication policies and procedures, formulary medications, and medical/pharmaceutical terms, nomenclature systems, etc. in the processing of unit dose orders for outpatient and clinic medications.

Well Qualified (CTAP/ICTAP): A well-qualified candidate is defined as one who meets the qualification and eligibility requirements for the position, including all educational/experience and selective factors (when applicable), and is able to satisfactorily perform the duties of the position upon entry.

EQUAL EMPLOYMENT OPPORTUNITY: All qualified applicants will receive equal consideration without regard to race, religion, color, national origin, sex, politics, marital status, non-disqualifying physical or mental handicap, age or membership or non-membership in a labor organization.

HOW TO APPLY (Second Consideration Applicants): In order to be considered for this vacancy, interested applicants must complete and submit:

- A. VA Form 10-2850c, "Application for Associated Health Occupations." (REQUIRED)
- B. OF-306, "Declaration for Federal Employment". (REQUIRED)
- C. DD-214, "Certificate of Release or Discharge from Active Duty" (if claiming veterans preference and/or VRA eligibility).
- D. SF-50, Notification of Personnel Action" (for proof of civilian Federal status). (if applicable)
- E. On a separate sheet of paper, provide a written, detailed response to each of the **KSAs** listed in the paragraph above. (REQUIRED)
- F. SF-15, "Application for 10-point Veteran Preference" (with required documentation for proof). (if applicable)

You may obtain these forms by contacting one of the Personnel Clerks at (503) 273-5236 or you may visit the Human Resources Management Division Office, Building 100, Room 6C-12, 3710 SW US Veterans Hospital Road, Portland, OR 97239. You can return or mail your completed application to the above address **ATTN: Announcement T38-04-383**.

HOW TO OBTAIN FORMS:

Forms are available online at www.portland.med.va.gov/hr

In Portland:

VA Medical Center
Human Resources Management Division
3710 SW US Veterans Hospital Road, (Bldg. 16, Room 300)
Portland, OR 97239. Phone # (503) 273-5236

If Mailing:

VA Medical Center,
Human Resources Management Division (P4HRMS)
P.O. Box 1034
Portland, OR 97207

Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications. Applications must be received in Human Resources Management Division in the Portland office as listed above. **First consideration will be given to those who apply no later than 6/15/04, however this position will remain open until filled.** Applications will not be returned to applicants. For additional information you may contact Personnel (503) 273-5236.