

Announcement No: T38-04-392

Opening Date: 6/10/04

Closing Date: Until Filled

Department of Veterans Affairs

V a c a n c y      M e d i c a l   C e n t e r  
A n n o u n c e m e n t

Portland Oregon

**POSITION:** Pharmacy Technician (Anticoag Program), GS-661-5/6/7

**TYPE OF APPOINTMENT:** Permanent

**NUMBER OF VACANCIES:** 1 Full time position

**SALARY RANGE:** GS-5: \$27,612 to \$35,900; GS-6: \$30,778 to \$40,016; GS-7: \$34,202 to \$44,462 per annum

**POSITION DESCRIPTION:** GS-5: 40101A; GS-6: 40102A; GS-7: 31920A

**NOTE 1:** This is an Excepted Appointment. Excepted service positions have been excepted from the requirements of the competitive service by law, Executive Order, or by OPM regulation (5 USC 2103 and 5 CFR part 213). Public law No. 108-170 converts this occupational series from the competitive civil service to the Hybrid Title 38 employment system.

**NOTE 2:** Eligible employees may be non-competitively reassigned to fill this position as an exception to merit promotion.

**NOTE 3:** This is a developmental position. If selected below the target level, employee may be promoted without further competition upon satisfactory completion of qualification and eligibility requirements.

**NOTE 4:** 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 5:** Applicants without prior federal service will be appointed at step one of the grade.

**NOTE 6:** 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 7:** A pre-employment physical examination may be required for an applicant not currently employed by the VA Medical Center who is tentatively selected.

**NOTE 8:** A drug test may be required for any applicant tentatively selected from outside the VA Medical Center.

**NOTE 9:** First consideration will be given to those who respond by 6/24/04.

**NOTE 10:** This is a Bargaining Unit position.

**TOUR OF DUTY:** Position is dayshift, M-F. The work conditions may require a change in the tour of duty.

**LOCATION:** This position is located in Anticoagulation Program, 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.

**AREA OF CONSIDERATION:** Applicants will be considered in the following order: First consideration will be given to current employees of this Medical Center including Willamette National Cemetery, Regional Counsel and the Veteran Outreach Center. Second consideration: Any U.S. citizen.

Displaced/Surplus 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 ICTAP eligibility with their application.

**DUTIES:** The complete position description may be reviewed in Human Resources Management Division. The following duties and responsibilities are taken from the position description and are considered to be a brief extract. This position will be full time, with 50% of time providing technician support to Anticoag Program and 50% to Outpatients pharmacy. The incumbent will provide full time support to the Anticoag program when the other Anticoag technician is on leave. The primary functions of the Clinical Pharmacy Technician include laboratory value monitoring, medical chart/action profile poly-pharmacy reviews, drug utilization evaluation monitoring, pharmacoeconomic reviews, telephone logistical support, supplemental patient education communication, and prescription order entry (with pharmacist verification). On-site certification of clinical competency shall be completed prior to performing assigned clinical functions. The incumbent, as a member of the Anticoagulation Program, Pharmacy Service, functions under the matrix supervision of the Clinical Specialist Pharmacist and the Clinical Coordinator and the Anticoagulation Clinic Manager.

**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.

**Specialized Experience:** One (1) year of specialized experience equivalent to the next lower grade. Experience must have equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and that are typically in or related to the work of the position. To be creditable, specialized experience must have been equivalent to at least the next lower grade level.

**Substitution of Education for Experience:** **GS-5:** Successful completion of a full 4-year course of study leading to a bachelor's degree with major study in pharmacy, or that included at least 24 semester hours in pharmacy-related courses; **GS-6 & 7:** Not applicable  
(OVER)

**Knowledge, Skills, & Abilities:** *On a separate sheet of paper, provide a written, detailed response to each of the following KSAs. Failure to respond to these KSAs will result in applicant not being referred for the position:* **1.** Knowledge of Pharmacy processes and procedures. **2.** Knowledge of various computer programs. Describe your experience using CPRS, MS Word, and MS Excel. If given task to perform with each of these, be able to demonstrate ability to utilize these skills. **3.** Ability to communicate with patients and co-workers. Describe and give examples of your approach and experience in communications with patients and co-workers. **4.** Ability to work as part of a team in order to accomplish desired goals. Describe and give examples of your experience and skills as working as part of a team. **5.** Ability to perform multiple tasks that require strict attention to details. Describe tasks you currently perform that require you to follow strict procedures and manage details. Describe and give examples of your approach to completing tasks when you have multiple items occurring at the same time.

**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 (First Considerations):** In order to be considered for this vacancy, **interested employees must complete and submit VA Form 5-4078, Application for Promotion or Reassignment**, to be received in Human Resources Management Division (P4HRMS) no later than 4:30 p.m. on the closing date of this announcement. **Applicants are responsible for completing and submitting VA Form 5-4676a, "Employee Supplemental Qualifications Statement" no later than (7) calendar day after the closing date of the position.** VA Form 5-4676b, Supervisory Appraisal of Employee for Promotion, will be furnished to the employee for completion by supervisory officials also due 7 calendar days after the closing date. These forms are available in Human Resources Management Division.

**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 T38-04-392**.

#### **HOW TO OBTAIN FORMS:**

Forms are available online at [www.portland.med.va.gov/hr](http://www.portland.med.va.gov/hr)

#### **In Portland:**

VA Medical Center  
Human Resources Management Division  
3710 SW US Veterans Hospital Road, (Bldg. 100, Room 6C-12)  
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 6/24/04, 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.

RL/rgf