

Announcement No: T38-04-396

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 Aid/Technician, GS-661-3, GS-4, Target GS-5, Target GS-6

TYPE OF APPOINTMENT: Permanent

NUMBER OF VACANCIES: 4 full-time positions

SALARY RANGE: GS-3: \$21,085 to \$27,409; GS-4: \$23,669 to \$30,766; GS-5: \$26,482 to \$34,423; GS-6: \$29,519 to \$38,375 per annum

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

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

NOTE 3: Eligible employees may be non-competitively reassigned to fill this position as an exception to merit promotion.

NOTE 4: 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 5: 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 6: 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 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 permanent employees of this Medical Center including Willamette National Cemetery, Regional Counsel and the Veteran Outreach Center. Second consideration: will be given to current temporary employees of this Medical Center including Willamette National Cemetery, Regional Counsel and the Veteran Outreach Center.

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 ITCAP 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. 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 prepackaging, 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.

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.

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

(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 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 (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 first consideration date for first consideration.** VA Form 5-4676b, Supervisory Appraisal of Employee for Promotion, will be furnished to the employee for completion by supervisory officials also no later than 6/24/04 for first consideration date. This position will remain open until filled. 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 T38-04-396**.

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. 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.

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