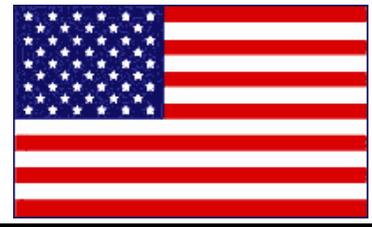




PORTLAND VA MEDICAL CENTER

Portland, Oregon Division
Vancouver, Washington Division
Community Based Outpatient Clinics
Salem, OR Bend, OR
Camp Rilea (Warrenton, OR)



NOTICE OF VACANCY

1. <u>Announcement Number</u> T38-09-0054-JB	2. <u>Title, Series, Grade, Salary</u> Pharmacy Aid/Technician (Outpatient or Inpatient) FS GS-661-3/4/5/6 \$25,758 to \$46,880 per annum (Based on full-time employment)	3. <u>Tour of Duty</u> Day Shift, Including Weekends & Holidays	4. <u>Duty Station</u> Pharmacy Service, Portland Division or Vancouver Division
5. <u>Type & Number of Vacancies</u> Permanent 4 Full-time position	6. <u>Contact</u> Human Resources Assistant 503-273-5236	7. <u>Opening Date</u> 1/29/09	8. <u>Closing Date</u> 4/10/09

WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Career or career conditional employees and permanent Title 38 employees of the Portland VA Medical Center eligible under the interchange Agreement. Included are permanent employees of the Willamette National Cemetery, Regional Office, Veterans Outreach Center and Veteran's Canteen.
- Any US Citizen

First consideration date 2/13/09. Second consideration date of 3/19/09.

Applications received by 2/13/09 will be considered first. If all vacancies have been filled prior to closing date of 4/10/09, the announcement will be canceled.

MAJOR DUTIES:

This announcement will fill both the Outpatient and Inpatient Pharmacy aide/Technician positions. Please write in your preference on the top of the application if you wish to be considered for Outpatient or Inpatient or both. Please ensure your application reflects your detailed experience of Outpatient or Inpatient or both.

The Pharmacy Technician for Outpatient Pharmacy fills prescriptions, works the windows for intake and pick up, handles mail-outs and answers phone questions for the Veteran patient. 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.

The Pharmacy Technician for Inpatient Pharmacy will perform and coordinate all sterile solution operations, including Cardioplegics; total and peripheral nutrition solutions; antineoplastics, etc. This may require original approaches including screen for common physiochemical incompatibilities, mathematical solutions and calculations, order of mixing determining sequential equipment arrangements, base manufacture and sterilization, sterile field applications, multiple drug reconstitutions and filtering steps including base solution additions and monitoring of the final product for established quality control standards. The incumbent is able to take verbal requests for active medications only. The incumbent will maintain quality control of IV department including assessment of aseptic technique and equipment operations. Retrieve and fill ward and clinic pharmacy supply orders for a wide variety of items stocked in the Pharmacy. Screens all requests against the ward stock list, providing appropriate adjustments and/or communications/clarification as required. Selects products with care as to appropriate form, strength, numbers and other parameters for final professional verification. Place drugs in the patient's cassette. Charts doses supplied. Accurately returns unused medications to stock, effects ward cassette changes, maintains adequate unit-dose stocks, handles routine telephone inquiries and nurse communication forms, effects ward cassette changes, maintains adequate unit-dose stocks in sterile locations and other duties routine to the function. Microprocessor equipment responsibilities are with IBM PC type hardware and include an ability and skills necessary to load and operate all service software applications such as MAIL MANAGER, PACKAGING LABEL ROUTINES and other programs. Performs other duties as assigned.

THIS POSITION IS IN THE BARGAINING UNIT

QUALIFICATION REQUIREMENTS:

Eligibility: Department of Veterans Affairs Qualifications Standards (VA Handbook 5005, Part II, Appendix G28) applies and may be reviewed in the Human Resources Management Service Office.

Basic Requirements

(Continued on next page)

- **Citizenship.** Citizen of the United States.
- **Education or Experience.** A high school diploma or equivalent; or at least 3 months experience.
- **Certification.** Certification by the National Pharmacy Technician Certification Board (PTCB) is required at grades GS-6 and above.
- **Loss of Credential:** An employee in this occupation who fails to obtain licensure/certification/registration within the required time frame, or who fails to maintain the required licensure/certification/registration must be removed from the occupation, which may also result in termination of employment
- **Preferred applicant will hold a Pharmacy Technician State Licensure/ Registration.**
- **Preferred applicant will have prior experience working in a team environment.**

Experience or Education:

GS-3: Completion of 1 year of post-high school coursework related to medicine (e.g. chemistry, biology, college mathematics, etc.), or successful completion of a 1 year accredited pharmacy technician training program, **or** 6 months of general experience, that may have included experience in another medical field (licensed practical nurse, laboratory technology, etc.).

GS-4: Successful completion of 2 years above high school with courses related to pharmacy or pharmacy technology, **or** 1 year of general experience that may have included experience in another medical field (licensed practical nurse, laboratory technology, etc.) Successful completion of a course for medical technicians, hospital corpsmen, medical service specialists, or hospital training obtained in a training program conducted by the Armed Forces or the U.S. Maritime Service under close medical and professional supervision is creditable on a month-for-month basis for general experience.

GS-5: Successful completion of a 4-year course of study above high school leading to a bachelor's degree that included at least 24 semester hours of courses related to pharmacy or pharmacy technology; successful completion of pertinent specialized training courses in pharmaceutical and pharmacy services while serving in the Armed Forces is creditable on a month-for-month basis up to the 1 year of experience required for the GS-5 level; **or** at least 1 year of experience at the next lower level that demonstrates the core competencies (KSAs) described at the GS-4 level.

GS-6: Certification by the National Pharmacy Technician Certification Board (PTCB) is required at grades GS-6. One year experience at the next lower level, and must fully meet the KSAs at the next lower level.

BASIS OF RATING (Knowledge, Skills and Abilities (KSA'S))

Applicants must demonstrate through their experience or education that they possess the following published KSAs(from VA Handbook 5005) for the grade at which they wish to apply and those below that grade:

GS-3:

1. Ability to maintain appropriate files.
2. Ability to prepare sterile compounds under supervision.
3. Ability to communicate with patients and other health professions.

GS-4:

1. Ability to process and fill prescriptions under supervision.
2. Ability to operate and maintain dispensing equipment.
3. Ability to operate pharmacy information systems.
4. Ability to maintain appropriate files.
5. Ability to prepare sterile compounds under supervision.

GS-5:

1. Ability to operate and care for automated dispensing devices and equipment.
2. Knowledge of, and ability to perform, aseptic technique.
3. Knowledge of basic inventory procedures.
4. Knowledge of pharmacy information systems.

GS-6:

1. Ability to solve problems and make recommendations, e.g., troubleshoot operational problems and refer for appropriate action.
2. Knowledge of the operation and care of automated equipment.
3. Knowledge of, and ability to follow, written instructions for compounding with aseptic technique for hazardous materials such as oncology agents.
4. Knowledge, and ability to perform, compounding with aseptic technique for routine sterile products.
5. Knowledge of policies and procedures for inventory management in specialized areas such as emergency carts.
6. Knowledge of the computerized prescription process demonstrated by the ability to input prescriptions and medication orders.

CONDITIONS OF EMPLOYMENT:

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.

Although the duty station is shown in this announcement, it may be necessary to utilize the selected person's services at a different location within the Portland VA Medical Center commuting area if conditions require it in the future

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

Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire noncitizens only in very limited circumstances where there are no qualified citizens available for the position.

All information submitted to this VA Medical Center is subject to verification by VetPro.

A security clearance and a favorable suitability determination are required. Misconduct in prior employment, criminal, dishonest or disgraceful conduct, habitual use of intoxicating beverages, abuse of narcotics, drugs or other controlled substances, or reasonable doubt of loyalty to the United States are examples of reasons an offer of employment may be denied.

If you are a male born after December 31, 1959, and are at least 18 years of age, civil service employment law (5 U.S.C. 3328) requires that you must register with the Selective Service System, unless you meet certain exemptions.

A drug test may be required for an applicant who is tentatively selected.

A pre-employment physical examination will be required for an applicant who is tentatively selected.

Applicants appointed to direct patient care positions must be proficient in spoken and written English as required by 38USC 7402(d) and 7407(d).

[VACareers](#) has descriptions of all Title 38 Jobs and their benefits.

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

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

It is the policy of the Department of Veterans Affairs that all Federal wage and salary payments are paid to employees by Direct Deposit/Electronic Funds Transfer (DD/EFT).

HOW TO APPLY:

All application packets must be received in Human Resources by Close of Business (COB) on 2/13/09 for first consideration. Application forms may be obtained in Human Resources Office or on our external website,

<http://www.visn20.med.va.gov/Portland/mc/hr>

Applications may be mailed to:

Portland VA Medical Center, P4HRMS

Attn: T38-09-0054-JB

PO Box 1034

Portland, OR 97207

Or brought in person to:

Portland VA Medical Center

3710 SW US Veterans Hospital Rd

Building 16, Room 300

Portland OR 97239

Portland VAMC employees must submit:

1. [VAF 4078, Application for Promotion or Reassignment](#)
2. MPQ – Merit Promotion Questionnaire is optional but recommended if you have qualifications pertaining to the position applied for but are not in your OPF

Other VA Employees must submit:

1. [VA Form 10-2850c, Application for Associated Health Occupations](#)
2. Resume or CV
3. [OF-306, Declaration for Federal Employment](#)
4. Latest SF-50, Notification of Personnel Action
5. Copies of all current licenses
6. Latest performance appraisal

Non VA Applicants must submit:

1. [VA Form 10-2850c, Application for Associated Health Occupations](#)
2. Resume or CV
3. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later).
4. Veterans Preference:
 - a. DD-214, Military Discharge Paper (member copy #4 for July 1979 or later editions) (For 5 Point Veteran's Preference).
 - b. [SF-15, Application for 10-point Veteran Preference](#) (December 2004 version or later)
 - c. VA letter of service-connected disability rating dated 1991 or later.
5. SF-50, Notification of Personnel Action (if applying as a current or former federal employee).
6. Copies of all current licenses, registrations, or certifications (applicable to job).
7. **A copy of your college transcripts**

APPLICANT'S PLEASE NOTE:

- Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.). Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.
- Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly.

IMPORTANT NOTICE ABOUT APPLICANT'S RESPONSIBILITY:

- It is the applicant's responsibility to submit documentation to support his/her application for this position. Applicant is responsible for ensuring that all experience, formal training, award recognition, etc. are documented in the application package. Experience may include voluntary or other non-paid experience in the appropriate field. If you feel that your training record contains information pertinent to your qualifications, then you must submit a printed copy of your training record with your application package. Your training record will become part of the specific vacancy file and will not be filed in Official Personnel Folder. Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications.
- **It is the responsibility of the applicant to ensure timely receipt of the application, regardless of the method used for submission. The VA assumes no responsibility for the late delivery of applications (i.e. postal service delays). The**

Portland VA Medical Center will not accept FAX, or emailed applications or applications in a US government envelope.