PROMOTION and REASSIGNMENT OPPORTUNITIES

U.S. Department of Veterans Affairs Regional Office & Outpatient Clinic, Manila, Philippines

ANNOUNCEMENT NO.: 2015-05

POSITION	:	Pharmacist LS-0660-7/9/, Target 10 (1 or more Full-time permanent position) ***This position is budgeted under the Local Compensation Plan**
LOCATION	:	Professional Services Division US Department of Veterans Affairs Manila Regional Office & Outpatient Clinic
SALARY RANGE	:	P385,794 to P1,098,482 per annum
OPENING DATE	:	February 24, 2015
CLOSING DATE	:	March 10, 2015
AREA OF CONSIDERATION	:	Open to all interested candidates (Philippine Residents only)

MAJOR DUTIES AND RESPONSIBILITIES

The Incumbent assists the Chief Pharmacist in the daily activities of the Pharmacy Service. The primary functions includes interpretation and completion of physician's orders, ensuring the dispensing of the appropriate medications, patient consultation regarding medication use and handling, and patient medication reconciliation. Functions of the position also include consulting with physicians as requested regarding drug therapy, including nomenclature, dosage, and route of administration; reviewing patient's medication profiles for duplication of therapy, drug interactions, and to assure correct filling of medication orders; advising nurses and physicians on such matters as clinical differences between compounds, proper dosage, known toxicities, necessary precautions, possible side-effects, contraindications, and drug elimination routes; and acting as a therapeutic consultant, instructs nurses, physicians and other health care team members about pharmacotherapy. Collaborates with the Medical Staff and other healthcare professionals in the optimum use of medication to promote health, wellness, disease prevention and patient safety.

QUALIFICATION REQUIREMENTS

The applicant must have a College Degree in Pharmacy and must be a registered Pharmacist with current Philippine PRC license and must have two to three years of hospital and/or clinical pharmacy experience. For LS-7, completion of professional Pharmacy program and must meet the required clinical pharmacy experience. For LS-9, two full years of progressively higher graduate level education or a master's or equivalent degree or 1 year experience equivalent to at

least the LS-7 level. For LS-10 a master's or equivalent degree or 1 year specialized experience equivalent to LS-9 level. Applicant that are Certified Pharmacotherapy Specialist is an advantage.

Mission employees who are applying must have held their current position with at least 90 days from the closing date of the announcement (USDVA Circular 25-10-01).

KNOWLEDGE, SKILLS, AND ABILITIES (KSA) REQUIRED:

Candidates will be required to address the following KSAs during the selection/interview process: (RATING FACTORS ARE USED DURING THE SELECTION PROCESS ONLY!)

Factor 1: Professional knowledge of principles, concepts and accepted standards in pharmacy practice.

Factor 2: A broad working knowledge of Philippine Pharmacy Law, Comprehensive Dangerous Drugs Act of 2002, Food and Drug Administration (FDA) Philippines rules and regulations.

Factor 3: Ability to understand and manage patient treatment plans.

Factor 4: Ability to apply a working knowledge of drug cautions and side effects of all medication dispensed.

Factor 5: Ability to communicate, clearly and accurately, orally and in writing. Level 3 (Good Working Knowledge) Speaking/Reading English and Level IV (Fluent)
Speaking/Reading Tagalog language is required (Summarize a few past experiences that demonstrate your ability to obtain and provide information to patients.)

Factor 6: Ability to set and adjust priorities, organize workload and complete assignments on schedule. (Summarize a few past experiences that demonstrate your ability to manage a diverse workload and satisfy the changing needs of the agency.)

HOW TO APPLY

Applicants must complete and submit the following documents:

- Covering letter that describes the applicants' eligibility and qualification and knowledge, skills and abilities that the applicants possess.
- DS 174, Resume with complete experience and education details. Any other documentation (copies of diploma, transcript of records, licenses, copy of trainings, awards, certificate of employment as a current Pharmacist in an institution etc.) that addresses the qualification requirements of the position as listed above.
- Candidates should submit a narrative statement with specific responses to the Knowledge, Skills, and Abilities (KSA) required.
- VA Form 5-4078, Application for Promotion or Reassignment, indicating the position series and lowest grade level for which you wish to be considered (for VA Manila and Manila Mission employees only);

- VA Form 5-4667b, Supervisory Appraisal of Employee for Promotion **or** a copy of the latest JF-50/EPR - Employee Performance Report (for VA Manila and Mission employees only).
- Nepotism Form.
- Applications should be submitted electronically only **(via e-mail)** to vamanilahrm@va.gov (please send as Word/PDF attachment). For more information pertaining to this announcement, please call 550-3970. Applications must be received by the Human Resource Office no later than 4:00 p.m. on the closing date, **March 10, 2015**.

SELECTION PROCESS

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate addresses the required qualifications above in the application. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. U.S. citizen applicants must attach a copy of their Alien Certificate of Registration, Immigrant Certificate of Residence or a Certificate of recognition as a dual citizen to be considered eligible for the position.

EQUAL EMPLOYMENT OPPORTUNITY

The Department of Veterans Affairs is an equal opportunity employer. Actions to fill this position will not be based on discriminatory factors that are prohibited by law. Selection will be made without regard to race, color, religion, sex, national origin, political affiliation, marital status, physical handicap, age, membership or non-membership in an employing organization, personal favoritism or other non-merit factors.

Randall,
Vicki L.

Digitally signed by Randall, Vicki L.
DN: dc=gov, dc=va, ou=Entities, ou=InternalStaff, cn=Randall, Vicki L.
Reason: I agree to specified portions of this document.
Date: 2015.03.04 13:53:34 +08'00'

Vicki L. Randall
Acting Director