

CT VALLEY HOSPITAL
JOB OPPORTUNITY
Administrative & Support Services Division

PHARMACY TECHNICIAN – PART TIME

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: State Employees and the Public
Program/Unit: CVH Pharmacy
Shift/Schedule/Hours: 1st Shift – Monday, Tuesday, Thursday and Friday: 8:00 a.m. to 4:30 p.m.
(32 hours per week)
Position Number: CV~85596
Hourly Salary Range: \$20.30 - \$27.57
Posting Dates: October 2, 2015 thru October 8, 2015

IMPORTANT ELIGIBILITY REQUIREMENT: This is a competitive classification. State employees currently holding the above title or those who have previously attained permanent status or candidates who have applied for and passed the Pharmacy Technician examination and therefore, on the current certification list promulgated by the Department of Administrative Services for this classification may apply.

APPLICANTS WILL NOT HAVE THE OPPORTUNITY TO TAKE THIS EXAM PRIOR TO THE CLOSING DATE.

The duties of this position include but are not limited to: Preparing and delivering medications and other pharmaceutical supplies accurately using the Automated Medication System Pyxis which includes PARx and Cubie Replenishing Station. Ordering supplies from bulk storage, restocking dispensing carts and delivering contents to units according to schedule. Assisting pharmacist in reviewing written prescriptions to determine ingredients needed and in ensuring that established procedures have been followed. Assisting pharmacist in filling prescriptions from bulk stock and using PARx when indicated. Affixing labels to containers showing identification data and directions for use. Assisting in maintaining adequate stock of meds on each Med Station to eliminate stock out especially on weekends. Maintaining and storing inventory of pharmaceuticals and supplies in dispensing area assigned under proper conditions of refrigeration and security. Responsible for conducting special surveys under guidelines established by the Supervisor of Pharmacy or Pharmacist; performing all other related duties as required.

SPECIAL REQUIREMENT: Incumbents in this class may be required to travel.

WORKING CONDITIONS: Incumbents in this class may have significant exposure to communicable and/or infectious diseases and risk of injury from assaultive and/or abusive patients and may be exposed to disagreeable conditions and may be required to do some lifting.

Note: Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, collective bargaining unit contract language, merit employment lists and DMHAS affirmative action goals. Therefore, State employees will generally be considered before applicants from outside State service.

Application Instructions: Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12).

To be considered for this position:

1. **DMHAS employees who are lateral transfer candidates** (ex. Mental Health Assistant 1 applying to a Mental Health Assistant 1 posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed
2. **DMHAS employees who are promotional candidates** must submit pages 1-7 of the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
3. **All other State Employees:** Individuals must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

PLEASE SEND APPLICATIONS TO:
Connecticut Valley Hospital
Page Hall ~ Human Resources Division
P.O. BOX 351 ~ Silver Street
Middletown, CT 06457

Fax: (860) 262-5055 - E-Mail: CVH-RECRUIT@ct.gov

The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at www.ct.gov/dmhas/employmentopportunities

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers and strongly encourage the applications of women, minorities and persons with disabilities. NP-6