



GUAM MEMORIAL HOSPITAL AUTHORITY

ATURIDĀT ESPETĀT MIMURIĀT GUĀHĀN

850 Governor Carlos Camacho Road, Tamuning, Guam 96913

Operator: (671) 647-2330 or 2552 | Fax: (671) 649-5508



AREA OF CONSIDERATION – DEPARTMENTAL COMPETITIVE

(This examination is for permanent classified employees within Guam Memorial Hospital Authority)

TO ESTABLISH A LIST FOR THE POSITION OF

HOSPITAL PHARMACY TECHNICIAN II

OPEN: NOVEMBER 13, 2025

CLOSING DATE: NOVEMBER 26, 2025

ANN. NO.: 26-02

GENERAL PAY PLAN

OPEN: I-01 \$34,886.00 P/A to I-10 \$47,891.00 P/A

PROMOTION: I-01 \$34,886.00 P/A to I-18 \$61,487.00 P/A

MINIMUM EXPERIENCE AND TRAINING:

Graduation from High School and three (3) years of U.S. hospital pharmacy experience.

NECESSARY SPECIAL QUALIFICATION:

Possession of current registration as a pharmacy technician from the Guam Board of Pharmacy Examiners.

Possession of U.S. Pharmacy Technician Certificate from a National Board; Pharmacy Technician Certification Board (PTCB) or National Health Association (NHA).

NATURE OF WORK:

This is a complex sub-professional hospital pharmacy work. Employees in this class perform complex technical work independently on an ongoing basis and perform the full range of sub-professional duties under closer supervision.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Prepare medications and supplies for dispensing, including: pre-packing bulk medications; compounding ointments, creams, oral solutions and other medications; compounding large volume intravenous mixtures; and compounding total parenteral nutrition solutions. Wash and sterilize pharmacy apparatus and clean shelves, counter and other work areas to maintain cleanliness and neatness. Issue floor stock requisitions for various wards. Fill physician order or prescription under supervision of the pharmacist. Fill patient medication cassettes and assist pharmacy check the cassette. Prepare inventories, order, receive, and stock medications and supplies. Assist pharmacist on inventory and stock of narcotics. Maintains records and prepares reports. Prepare and mix Chemo Therapy Medication. Provide drug information to nursing, medical staff and other professionals. Perform monthly nursing unit inspections and collect quality assurance data. Transport medications to nursing units and exchange medication cassettes and picking up orders, requisitions and collect unused medications back to the pharmacy. Ensure the proper storage, security and integrity of all medications. Assess operations status of pharmacy equipment, such as the laminar flow hood.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of pharmacy practices and techniques.
- Knowledge of sterile preparation of IV medications under USP 797 guidelines and infection control guidelines.
- Knowledge of the preparation of medications and supplies for dispensing including: pre-packing bulk medications; compounding ointments, creams, oral solutions and other medications; Compounding large volume intravenous mixtures; Compounding total parenteral nutrition solutions.
- Knowledge of arithmetic computations in order to calculate medication quantities.
- Knowledge to perform calculations to obtain correct dosage.
- Knowledge of drug interaction, including food-drug, drug-drug interactions.
- Basic computer knowledge.
- Ability to effectively supervise/provide guidance to lower level pharmacy support staff.
- Ability to operate and maintain pharmaceutical apparatus, instruments, and equipment.
- Ability to understand and follow oral and written instructions.
- Ability to communicate effectively orally and in writing.
- Ability to maintain records and prepare reports.

EXAMINATION REQUIREMENTS: A written test may be required. When a written test is not required, applicants will be rated on a scale between 70.00 and 100 percent on the basis of their training, education and experience in relation to the minimum requirements of the positions. **Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examination.**

EDUCATION REQUIREMENT: Applicants claiming education accomplishment, such as, degrees or credits are required to submit official or verified copies of university or college transcripts. Pursuant to Public Law 29-113, effective September 30, 2008, all new employment in the service of the government of Guam shall have, as a reasonable measure of job performance, minimum requirement of high school diploma or a successful completion of General Education Development (GED) test or any equivalent of a general education high school program, apprenticeship program or successful completion of certification program, from a recognized, accredited or certified vocational technical institution, in a specialized field required for the job.

DRUG SCREENING AND PRE-EMPLOYMENT PHYSICAL MEDICAL EXAMINATION: All applicants tentatively selected for this position are required to submit to a urine test to screen for illegal use of drugs prior to appointment. All applicants accepting employment with Guam Memorial Hospital Authority must take and pass a pre-entry Physical Examination.

PRIMARY SOURCE VERIFICATION: Applicants applying for positions in the Nursing and/or Allied Health Professional positions requiring licensure pursuant to Public Law 24-329 or National Credentialing Institution must obtain a verification of licensure upon notification of selection as a condition of employment. All cost incurred for licensure/ certification verification is at the applicant's expense.

VETERANS' PREFERENCE: Applications claiming veteran's preference are required to provide a copy of their DD-214 (Military discharge member 4 form). Those claiming Compensable Disability are required to provide verification from the Veteran's Administration.

DISABILITY PREFERENCE: Applicants wishing to claim Disability Preference should submit a Government of Guam Disability Certification form, certified by the Director of Public Health & Social Services.

POLICE AND COURT CLEARANCE: Pursuant to Executive Order No. 2005-34 and Public Law No. 28-24, all applicants accepting employment with Guam Memorial Hospital Authority must submit a police and Superior Court of Guam clearance of no more than 3 months old from the date of notification of selection as a condition of employment. The cost of the clearances is the applicant's responsibility. Off-Island applicants must obtain clearances from their last place of residence.

AREA OF CONSIDERATION AND INTERVIEW PROCESS: A personal interview, interview by telephone or video conferencing will be held by the appointing authority or his designee for eligible candidates referred via certification. Certification for interviews are prepared from valid eligibility listings in accordance with the area of consideration or examination and in the following order if available: 1) Departmental; 2) Government-wide; and 3) Open Competitive. Candidates will be contacted accordingly during active recruitment when their names are reached on the appropriate list.

Important Note: Individuals with disabilities who require special accommodations should contact the Equal Employment Opportunity Office at (671) 647-2104, prior to any scheduled interviews. If traveling off-island and/or if contact information has changed, all eligible candidates are responsible for notifying the Human Resources Office of any changes in contact information to include email and mailing addresses.

IMPORTANT INFORMATION: Public Law 99-603 (8USC, Section 1324A) requires the Government of Guam to verify the identity and work eligibility of all newly hired employees. All new employees shall be required to provide proof of identity and work eligibility to work in the United States.

If you are hired to fill a position in the Government of Guam, you will be required to present valid documents that will establish your identity and work eligibility.

WHERE TO APPLY: Applicants must submit the "Guam Memorial Hospital Authority – Employment Application" to the Guam Memorial Hospital Human Resources Department between the hours of 7:00 a.m. to 5:00 p.m., Monday through Friday. Closed on official Government Holidays, Saturday and Sunday or via email to human.resources@gmha.org. To ensure full consideration of your application, all supporting documents must be submitted with the application. For further information, call (671) 647-2409/2171 or visit the Guam Memorial Hospital Authority Human Resources Department at 850 Gov. Carlos Camacho Road Oka, Tamuning, Guam 96913. The Human Resources Department is located on the first floor within the Administration offices or visit the "gmha.org website" for other employment opportunities.

APPROVED:



JOLEEN M. AGUON, MD
Interim Hospital Administrator/CEO