



PORTLAND VA MEDICAL CENTER

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



NOTICE OF VACANCY **** AMENDED **** 1/28/2010

1. <u>Announcement Number</u> 58 – UM - RN	2. <u>Title, Series, Grade, Salary</u> Registered Nurse FS AD/VN-610 Competitive salary commensurate with education and experience as determined by Nursing Professional Standards Board	3. <u>Tour of Duty</u> Mon-Fri Days	4. <u>Duty Station</u> Utilization Management Portland, OR
*5. <u>Type & Number of Vacancies</u> Permanent 2 Full-time position	6. <u>Contact</u> Nurse Recruiter Traci.Charlton@va.gov	7. <u>Opening Date</u> 01/13/2010	8. <u>Closing Date</u> Until Filled 1st consideration date 1/27/2010

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

MAJOR DUTIES:

The Utilization Management Case Manager is a professional RN with advanced skills and sophisticated knowledge of patient treatment and care planning across the patient care continuum, and has experience in a variety of clinical settings/levels of care. The Utilization Management Case Manager functions as a reviewer of patient admissions and continued stay hospital days as a member of the interdisciplinary team. The Utilization Management Case Manager assesses, plans, implements and evaluates the care of hospitalized patients applying InterQual criteria using the designated paper-based or computer-based format. The UM Case Manager refers variances for secondary review and to the Physician Advisor for approval. The incumbent manages the UM data/spreadsheets and prepares reports/graphs as needed. The UM Case Manager participates in the designated Inter-Rater Reliability process. The Utilization Management Case Manager applies advanced interpersonal communication, evidence-based knowledge, and clinical expertise to guide the interdisciplinary team in the appropriate use of clinical services and to enhance the continuity of care. The incumbent demonstrates all mandatory organizational and clinical competencies required for this position. The UM Case Manager cross covers the Veterans Inter-Facility Referral System (VIRS) Coordinator role for leave and as needed in support of that role. The incumbent also case manages issues that come up in the post-discharge telephone contact program.

THIS POSITION IS IN THE BARGAINING UNIT

QUALIFICATION REQUIREMENTS:

Experience: Minimum 1 year RN experience in Utilization Management.

Eligibility: Department of Veterans Affairs Qualifications Standards (VA Handbook 5005, Part II, Appendix G6) applies and may be reviewed in the Human Resources Management Service Office.

- Citizen of United States
- Graduate of a school of professional nursing approved by the appropriate State agency and accredited by one of the following accrediting bodies at the time the program was completed by the applicant: The National League for Nursing Accrediting Commission (NLNAC) or The Commission on Collegiate Nursing Education (CCNE).
- In cases of graduates of foreign schools of professional nursing, possession of current, full, active, and unrestricted registration and the possession of a Certificate from the Commission on Graduates of Foreign Nursing Schools (CGFNS) will meet the requirement of graduation from an approved school of professional nursing.
- Current, full, active and unrestricted registration as a graduate professional nurse in a State, Territory, or Commonwealth (i.e., Puerto Rico) of the U.S. or in the District of Columbia. The RN must maintain a current, full active and unrestricted registration to continue employment with the VA.
- For **Nurse I**, the applicant will have a minimum of an Associate's Degree in Nursing **OR** a Diploma in Nursing and unrestricted RN licensure.
- For **Nurse II**, the applicant will have a BSN with 2-3 years of nursing experience **OR** an Associate degree or diploma in nursing and a bachelors degree in a related field and 2-3 years nursing experience **OR** a Master's degree in nursing or a related field with a BSN with 1-2 years of experience.

(Continued on next page)

- For **Nurse III**, the applicant will have a Master's degree in nursing or related field with a BSN and 2-3 years of nursing experience **OR** a Doctoral degree in nursing or related field and 2-3 years of nursing experience.

CONDITIONS OF EMPLOYMENT:

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

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.

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 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.

Public transit subsidy benefits are available. Carpooling assistance is provided. However, single occupancy parking is limited on main Portland campus.

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 38 USC 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 01/27/2010 for first consideration. This position is open until filled. To obtain application materials please contact the Office of Nursing Professional Services at 503-402-2920

Applications may be mailed to:

Portland VA Medical Center, P2NPS

Attn: 58 - UM - RN

PO Box 1034

Portland, OR 97207

Or brought in person to:

Portland VA Medical Center

3710 SW US Veterans Hospital Rd

Building 101, Room 212

Portland OR 97239

Portland VAMC employees must submit a

1. Request for transfer through the [Transfer Request](#) link on the [Nursing Professional Services](#) intranet.

Other VA Employees must submit

1. [VA Form 10-2850a, Application for Nurse and Nurse Anesthetists](#)
2. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later).
3. Latest SF-50, Notification of Personnel Action
4. Latest performance appraisal

Non VA Applicants must submit:

1. VetPro – Electronic credentialing. Please contact Nursing Professional Services for access to VetPro at 503-402-2920. Once you submit your credentials you will be able to print VA Form 10-2850, Application for Nurse and Nurse Anesthetists.
2. VA Form 10-2850, Application for Nurse and Nurse Anesthetists (printed from step 1).
3. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later).
4. Veterans Preference:
 - a. DD-214, Military Discharge Paper (copy must display the required data which includes awards/medals/badges, dates and character of service) (For 5 Point Veteran's Preference).
 - b. [SF-15, Application for 10-point Veteran Preference](#) (December 2004 version or later)
 - c. VA letter or DOD documentation 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. A copy of your college transcripts (if cumulative GPA of 3.5 or higher).

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.
- Foreign Education: To receive credit for education completed outside the United States, you must show proof that the education has been submitted to a private organization that specializes in the interpretation of foreign educational credentials and such education has been deemed at least equivalent to that gained in conventional U.S. education programs.

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.**