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. Announcement Number	*2. Title, Series, Grade, Salary	3. Tour of Duty	4. Duty Station
84 – Assistant MGR - RN	**Registered Nurse FS AD/VN-610** Competitive salary commensurate with education and experience as determined by Nursing Professional Standards Board	**Mon-Fri Days**	**Hospital & Specialty Care Division Portland, OR**
5. Type & Number of Vacancies	**6. Contact**	**7. Opening Date**	**8. Closing Date**
Permanent 1- Full time	**Nurse Recruiter Traci.Charlton@va.gov**	**10/28/2009**	**1st consideration 11/12/2009 Until Filled**

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 Assistant Clinical Manager assists and serves as back-up for the Clinical Manager who has accountability for Specialty Clinics. The Assistant Clinical Manager reports to the Clinical Manager to support the mission, vision and objectives of the Medical Center and the Division through the following activities: 1) supervises and evaluates day-to-day activities and performance of nursing, other professional and ancillary support staff assigned to the unit, 2) plans and manages unit staffing (including hiring/terminations) to meet patient care needs, to achieve cost-effective unit operations and to meet productivity goals, 3) collaborates with the interdisciplinary team to continuously improve productivity, efficiency, patient/customer satisfaction and patient care outcomes, 4) assures that standards of care and practice are maintained in patient care, and 5) assesses, maintains and improves competence and professional role of staff members which includes providing staff development opportunities and facilitating research-based practice.

QUALIFICATION REQUIREMENTS:

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).
- 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.
- 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.

(Continued on next page)

- 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 Nursing Professional Services by Close of Business (COB) on 11/11/2009 for first consideration. This position is Open until Filled. 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, P2NPS
Attn: 84
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.**