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
T38-09-0057-SJ	**Nurse Practitioner (Group Practice Manager) FS AD/VM-610** Competitive salary commensurate with education and experience as determined by Nursing Professional Standards Board	**Dayshift M-F**	**Primary Care Division Hillsboro Community Based Outpatient Clinic Hillsboro, Oregon**
5. Type & Number of Vacancies	**6. Contact**	**7. Opening Date**	**8. Closing Date**
Permanent 1 Full-time position	**Human Resources Assistant 503-273-5236**	**1/5/09**	**1/20/09**

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 Group Practice Manager will provide management and leadership of interdisciplinary patient care services within the Primary Care setting. The Group Practice Manager will be responsible with the Nurse Operations Manager for the daily operations of the assigned practice group. The incumbent will be the first-line supervisor for physicians, nurse practitioners, and physician assistants within that practice group. Each Group Practice Manager will be a member of the Primary Care Clinical Board. As a member of the Clinical Board the Group Practice Manager will be responsible for assigned clinical leadership duties. The incumbent will be responsible for working with the Primary Care Division and other divisions within the medical center to achieve quality care standards, productivity targets, efficiency and process improvement, patient satisfaction goals, accessibility to care standards, and meet performance targets, including External Peer Review Program (EPRP) and Advanced Clinic Access (ACA) measures. The incumbent will assure that the policies, practices, and services within that group practice are consistent with the mission and vision of the Primary Care Division, the Portland VA Medical Center, the Veterans Integrated Service Network (VISN) 20 - VA Northwest Health Network, and the Veterans Health Administration (VHA) Central Office. The incumbent will work with other divisions within the medical center to achieve compliance with internal and external regulatory and accreditation standards; such as JCAHO and OSHA. The incumbent will also have responsibility for providing primary care to a defined panel of primary care patients. The incumbent is expected to practice in accordance with professional standards, core values, and with a commitment to excellent clinical care.

THIS POSITION IS EXCLUDED FROM THE BARGAINING UNIT

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).
- 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.
- A nurse practitioner must possess a master's degree from a program accredited by the NLNAC or CCNE.
- A nurse practitioner must be licensed or otherwise recognized as a nurse practitioner in a State, and maintain full and current certification as a nurse practitioner from the American Nurses Association or another nationally

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recognized certifying body. Nurse Practitioners must be licensed with prescriptive privileges by the Oregon State Board of Nursing.

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

Eligible employees may be non-competitively reassigned to fill this position as an exception to merit promotion.

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.

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

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.

All information submitted to this VA Medical Center is subject to verification by VetPro.

The applicant selected for this position will be eligible to apply for an education loan reimbursement award under the provisions of the Education Debt Reduction Program (EDRP).

Applicants selected for this position may be appointed to a temporary appointment, NTE 13 months, pending completion of boarding process.

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.

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.

Relocation incentive may be authorized.

Recruitment incentive may be authorized.

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 1/20/09. 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, P4HRMS
Attn: T38-09-0057-SJ
PO Box 1034
Portland, OR 97207

Or brought in person to:
Portland VA Medical Center
3710 SW US Veterans Hospital Rd
Building 16, Room 300
Portland OR 97239

Portland VAMC employees must submit a

1. VAF 4078, Application for Promotion or Reassignment

Other VA Employees must submit

1. VA Form 10-2850a, Application for Nurse and Nurse Anesthetists **(REQUIRED)**
2. OF-306, Declaration for Federal Employment (January 2001 version or later).
3. Latest SF-50, Notification of Personnel Action
4. Copies of all current licenses
5. Latest performance appraisal

Non VA Applicants must submit:

1. VA Form 10-2850a, Application for Nurse and Nurse Anesthetists **(REQUIRED)**
2. OF-306, Declaration for Federal Employment (January 2001 version or later).
3. Veterans Preference:
   a. DD-214, Military Discharge Paper (member copy #4 for July 1979 or later editions) (For 5 Point Veteran's Preference).
   b. SF-15, Application for 10-point Veteran Preference (December 2004 version or later)

c. VA letter of service-connected disability rating dated 1991 or later.

4. SF-50, Notification of Personnel Action (if applying as a current or former federal employee).
5. Copies of all current licenses.
6. A copy of your college transcripts (Optional unless education is required).

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.**