



# PORTLAND VA MEDICAL CENTER

Portland, Oregon Division  
 Vancouver, Washington Division  
 Community Based Outpatient Clinics  
 Salem, OR Bend, OR  
 Longview, WA Camp Rilea (Warrenton, OR)



## NOTICE OF VACANCY

<b>1. <u>Announcement Number</u></b>  <b>T38-07-125-JD</b>	<b>2. <u>Title, Series, Grade, Salary</u></b>  <b>Registered Nurse          (Nursing Systems Coordinator) FS          AD/VN-610-3          \$59,370 to \$78,961 per annum,          salary range and grade dependent on          qualifications.          (Based on full-time employment)</b>	<b>3. <u>Tour of Duty</u></b>  <b>8am – 4:30pm          M-F</b>	<b>4. <u>Duty Station</u></b>  <b>Nursing Professional          Services          Portland Division</b>
<b>5. <u>Type &amp; Number of Vacancies</u></b>  <b>Permanent          1 Full-time position</b>	<b>6. <u>Contact</u></b>  <b>Human Resources Assistant          503-220-8262 x 57317</b>	<b>7. <u>Opening Date</u></b>  <b>12/29/06</b>	<b>8. <u>Closing Date</u></b>  <b>Until Filled          1<sup>st</sup> consideration date          1/11/07</b>

### 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 incumbent coordinates nursing practice and systems related to the following areas: **1)** nursing competencies; **2)** development and review of nursing functional statements; **3)** maintenance of the nursing proficiency database/software; **4)** providing expert assistance for nursing staff in using the proficiency software; **5)** oversight of the nursing intranet website; **6)** oversight of the annual nursing staff demographics update and reports; **7)** professional oversight and final editing of nursing policies, procedures, protocols, and guidelines in collaboration with the Clinical Practice Committee; **8)** review and revisions of nursing-related Medical Center Memoranda; **9)** VANOD/NDNQI data retrieval, data analysis, data reporting, and data validation; **10)** data retrieval, analysis, and reporting of patient and staff satisfaction data and other nursing-related Medical Center data; **11)** ongoing oversight of the glucose testing program for certifications and recertifications, review and documentation of flagged results, policy and procedure revisions, CAP Survey preparation, CBG connectivity at each unit, and the CBG knowledge testing program; **12)** oversight and management of the VISTA Nursing Package (i.e. ADPAC role); and **13)** leadership role in nursing preparation for JCAHO surveys and Magnet redesignation. The Incumbent also assists the various nursing committees and unit-based councils as needed and provides expert advice on nursing scopes of practice, trends and innovations within the nursing profession, and regulatory requirements. The incumbent must possess competencies in the following: interpretations of current JCAHO, Magnet and regulatory standards; development of policies/procedures/standards; advanced oral, written, and electronic communication skills; quality improvement methods/tools; current nursing practice issues; outcomes measurement and assessment; and program planning and design. Expertise in database management is critical.

### **THIS POSITION IS IN 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.

(Continued on next page)

- For Nurse II, the applicant should 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 should 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.

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.

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

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

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).

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 38USC 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 1/11/07 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, P4HRMS

**Attn: T38-07-125-JD**

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.

**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.**