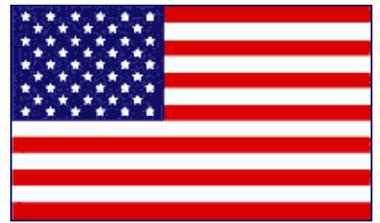




**VA NW Health Network  
VISN 20**

**1601 E. 4<sup>th</sup> Plain Blvd.  
Vancouver, WA 98661**



**NOTICE OF VACANCY \*AMENDED\*** 4/12/07

<p>1. <u>Announcement Number</u></p> <p><b>VISN-07-190-JC</b></p>	<p>2. <u>Title, Series, Grade, Salary</u></p> <p><b>RN (VISN Integrated Referral Service Coordinator (VIRS)) FS VN-610-III \$59,370 to \$78,961 per annum salary range and grade dependent on qualifications. (Based on full-time employment)</b></p>	<p>3. <u>Tour of Duty</u></p> <p><b>Days M-F</b></p>	<p>4. <u>Duty Station</u></p> <p><b>VISN 20 Vancouver, Washington (however a virtual duty station, within VISN 20 may be considered)</b></p>
<p>5. <u>Type &amp; Number of Vacancies</u></p> <p><b>Permanent 1 Full-time position</b></p>	<p>6. <u>Contact</u></p> <p><b>Human Resources Assistant 503-220-8262 x 57317</b></p>	<p>7. <u>Opening Date</u></p> <p><b>2/1/07</b></p>	<p>8. <u>Closing Date</u></p> <p><b>Until Filled 1<sup>st</sup> consideration 2/7/07</b></p>

**\*WHO MAY APPLY TO THIS ANNOUNCEMENT:**

- Career or career conditional employees and permanent Title 38 employees and permanent Title 38 Hybrid employees of the **VA Northwest Health Network (VISN 20)** eligible under the interchange Agreement. Included are permanent employees in VISN 20 area working in National Cemeteries, Regional Office, Veterans Outreach Centers and Veteran's Canteens.
- Career or career conditional employees and permanent Title 38 employees of other VA facilities.
- Any US Citizen

**MAJOR DUTIES:**

The incumbent is assigned as the VISN20 VISN Integrated Referral Service (VIRS) Coordinator within the VISN 20 Northwest Health Network Office. The VIRS Coordinator is a professional registered nurse who coordinates VISN 20's transfer related activities for veterans going to and/or from other VA facilities, as well as Non-VA hospital/medical facilities to and/or from a VA facility. The incumbent provides guidance to the VISN 20 facility VIRS Coordinators, which facilitate delivery of quality care and service to the veterans through the utilization of the nursing process: planning, implementing, documenting, and evaluating. The incumbent uses evidence-based knowledge and advanced clinical expertise, and is able to work effectively with members of the multidisciplinary healthcare team. This nurse provides leadership in improving patient care, maintaining standards of care, and directing and teaching other personnel in a variety of settings.

**THIS POSITION IS EXCLUDED FROM THE BARGAINING UNIT**

**QUALIFICATION REQUIREMENTS:**

**Eligibility:** Department of Veterans Affairs Qualifications Standards (VA Handbook 5005, Part II, Appendix G6) for AD/VN-610 series 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 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.

(Continued on next page)

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.

[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 2/7/07 for 1<sup>st</sup> 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: VISN-07-190-JC**  
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

**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. 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](#)
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.**