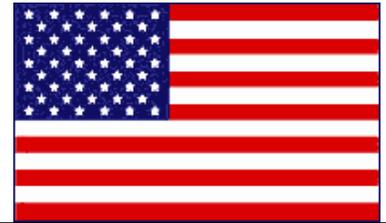




PORTLAND VA MEDICAL CENTER

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



NOTICE OF VACANCY

1. <u>Announcement Number</u> MP-10-0085-TC	2. <u>Title, Series, Grade, Salary</u> Program Specialist (20100-0) GS-301-11 \$60,520-\$78,674 per annum (Based on full-time employment)	3. <u>Tour of Duty</u> 7am-3:30p M-F	4. <u>Duty Station</u> Nursing Professional Services, Portland Division
5. <u>Type & Number of Vacancies</u> Permanent 1 Full-time position(s)	6. <u>Contact</u> Human Resources Assistant 503-273-5236	7. <u>Opening Date</u> 2/12/2010	8. <u>Closing Date</u> 3/5/2010

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.

MAJOR DUTIES:

This position applies analytical and evaluative methods to measure the nurse credentialing program and the Nurse Professional Standards Board (NPSB) and makes substantive recommendations for operational efficiency and process improvement. Lead Nurse Credentialer and Technical Advisor manages the credentialing for appointment, reappointment, special advancement for performance/achievement, and change in status of appointment processes for all full-time and part-time staff nurses, fee basis; agency staff, and without compensation (WOC) nurses at Portland VA Medical Clinic and nurses assigned to VISN 20 headquarters. Manages, analyzes and evaluates the nurse credentialing program to insure that quality provisions are planned, developed and implemented to identify, prevent and correct unsatisfactory conditions and elements which influence the regulatory correctness and responsiveness of transactions and services. Incumbent analyzes data capture and reporting procedures to track progress of quality program management initiatives with regard to Nurse Credentialing Program. Incumbent continually evaluates segments of business process or transaction. Incumbent identifies indicators, progress measures, objectives and emphasis areas for the attention of senior nurse leadership. The incumbent also provides technical information to guide the Nursing Professional Standards Board in relation to Title 38 processes and impacts of change at the facility, VISN and VACO. The incumbent is responsible for maintaining all appropriate Veterans Health Administration (VHA) handbooks, manuals, directives, circulars and bulletins, and Joint Commission standards. The incumbent is responsible for all credentialing reporting requirements required by VHA. The incumbent is responsible for ensuring that all policies and procedures are in compliance with VHA, Joint Commission and PVAMC Medical Center Memorandums and Nursing Professional Council Policies and Procedures and making appropriate recommendations to senior nursing leadership as changes occur.

THIS POSITION IS IN THE BARGAINING UNIT

QUALIFICATION REQUIREMENTS:

Eligibility: U.S. Office of Personnel Management Qualification Standards Handbook for GS-301 series apply and may be reviewed in the Human Resources Management Service office. Regulatory requirements such as "time-in-grade" and "time after competitive appointment" are applicable.

Basic Requirements: *Specialized Experience:* Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization. For GS-11, 1 year specialized

experience at the GS-9 level is required as this is a two grade interval series position. To substitute education for experience: For GS-11, Ph.D. or equivalent doctoral degree or 3 full years of progressively higher level graduate education leading to such a degree or LL.M., if related.

Combining Education and Experience: Combinations of successfully completed education and experience may be used to meet total qualification requirements for the grade levels specified, and may be computed by first determining the applicant's total qualifying experience as a percentage of the experience required for the grade level; then determining the applicant's education as a percentage of the education required for the grade level; and then adding the two percentages. The total percentages must equal at least 100 percent to qualify an applicant for that grade level. Only graduate education in excess of the amount required for the next lower grade level may be used to qualify applicants for positions at the grade GS-11. (When crediting education that requires specific course work, prorate the number of hours of related courses required as a proportion of the total education to be used.)

BASIS OF RATING: (Knowledge, Skills, Abilities (KSAs))

On a separate sheet of paper, provide a written, detailed response to each of the KSAs. Failure to respond to rating factors will result in applicant receiving a less than desirable for the position:

1. Knowledge of nursing databases and Nursing Credentialing programs for use in advising and assisting applicants and employees on the use of such software applications.
2. Knowledge and ability to recognize and differentiate nursing licensure, registration and certification documentation.
3. Knowledge and ability to utilize personal computer skills including but not limited to: Vista, Microsoft Office suite.
4. Knowledge of nursing proficiency and VetPro programs to advise and instruct employees on the use of these software applications, including Excel and Access.
5. Ability to work independently, prioritize assignments and meet deadlines in a small team setting.
6. Ability to analyze organizational and operational problems and develop solutions.
7. Knowledge of VHA and PVAMC goals and objectives and relationships of the assigned program with other key functions within the agency.

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.
- Public transit subsidy benefits are available. Carpooling assistance is provided. However, single occupancy parking is limited on main Portland campus.
- Employee selected must serve a one (1) year probationary period for managers/supervisors as contained in 5 USC 315, unless she/he has already served the required supervisory period.
- 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:

Portland VAMC Permanent Employees must submit:

1. [VAF 4078, Application for Promotion or Reassignment](#)
2. [VAF 4676a, Employee Supplemental Qualifications Statement](#) (due **3/12/2010**)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional, but recommended. (due **3/12/2010**)
4. MPQ – Merit Promotion Questionnaire is optional but recommended if you have qualifications pertaining to the position applied for but are not in your OPF (due **3/12/2010**)

All application packets must be received in Human Resources by Close of Business (COB) on 3/5/2010 (except as noted above). Supplemental information (noted above) can be delivered to HR 5 business days after the closing date of the announcement so long as HR is in receipt of the VAF 4078 Application for Promotion or Reassignment on or before the closing date of the announcement.

Application forms may be obtained in Human Resources Office or on our internal website.

<http://vaww.portland.med.va.gov/Departments/CFO/HR/>

Applications may be mailed to:

Portland VA Medical Center, P4HRMS

Attn: MP-10-0085-TC

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

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.**