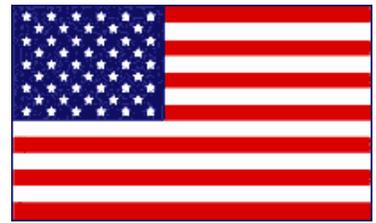




# PORTLAND VA MEDICAL CENTER

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



## NOTICE OF VACANCY

<b>1. <u>Announcement Number</u></b>  <b>MP-10-0090-SJ</b>	<b>2. <u>Title, Series, Grade, Salary</u></b>  <b>Medical Supply Technician</b> (1347A/1311A/9193A) <b>GS-622-4/5/6</b> <b>\$29,507 to \$47,837 per annum</b> (Based on full-time employment)	<b>3. <u>Tour of Duty</u></b>  <b>Various tours of duty</b> <b>M-F</b>	<b>4. <u>Duty Station</u></b>  <b>Sterile Processing Department,</b> <b>Portland Division</b>
<b>5. <u>Type &amp; Number of Vacancies</u></b>  <b>Permanent</b> <b>3 Full-time positions</b>	<b>6. <u>Contact</u></b>  <b>Human Resources Assistant</b> <b>503-273-5236</b>	<b>7. <u>Opening Date</u></b>  <b>3/11/2010</b>	<b>8. <u>Closing Date</u></b>  <b>3/31/2010</b>

### WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Career or career conditional employees and permanent Title 38 employees and permanent Title 38 Hybrid 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.
- Career or career conditional employees and permanent Title 38 employees of other VA facilities.
- Applicants with competitive status outside the VA i.e., those with transfer or reinstatement eligibility.
- VEOA (Veterans Employment Opportunities Act) Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 or more years of continuous active service.
- Schedule A special hiring authority covers applicants with mental and physical disabilities. In order to be considered under this special hiring authority applicants need to provide proof of disability and job readiness certification. The proof of disability and job readiness certification can be provided by the following: 1) a statement or letter on a physician's/medical professional's letterhead; 2) statement, record or letter from a Federal Government agency that issues or provides disability benefits; 3) statement, record or letter from a State Vocational Rehabilitation Agency counselor; or 4) certification from a private Vocational Rehabilitation or other Counselor that issues or provides disability benefits. More information regarding this special hiring authority can be found at [www.opm.gov/disability/aboutus.asp](http://www.opm.gov/disability/aboutus.asp)
- **Noncompetitive Appointment of Certain Military Spouses**
  - Spouses of armed forces members who are involved in a Permanent Change of Station (PCS): You must include a copy of the service member's PCS Orders authorizing the spouse to accompany the service member and proof of marriage to the service member.
  - Spouses of armed forces members who retired or were released from active duty with a 100% disability: You must include proof that service member was released or discharged from active duty due to a service-connected disability, documentation of 100% disability, and proof of marriage to the service member.
  - Un-remarried widows or widowers of armed forces members killed while on active duty: You must include proof of service member's death while on active duty and proof of marriage to the service member.
- Employees covered under the provision of the inter-agency Career Transition Plan (ICTAP) and Career Transition Assistance Plan (CTAP) (displaced VA Employees) eligibles will be given priority consideration for vacancies within the **local commuting area** for which they are well qualified. Applicants requesting this consideration must attach appropriate proof of the ICTAP eligibility with their application. Well qualified is defined as an applicant, without any further training, can perform the major duties of the position which include preparing case carts for surgery cases, assembling, evaluating, packaging and storing equipment; surgical instrument cleaning/decontamination, tray preparation, equipment maintenance, sterilization, and case cart assembly; decontaminating the full range of reusable medical supplies and equipment used in the Medical Center's wards and clinics in addition to the full spectrum of Surgical instrumentation and power tools; determining and using the appropriate method for removing gross contamination and eliminating pathogens; disassembling and reassembling equipment where the internal parts may become contaminated; operating various kinds of equipment such as ultrasonic cleaners, fiberoptic, plasma and gas sterilizers and associated devices; preparing a full range of reusable medical/ surgical supplies and equipment used throughout the Medical Center; removal of trays of instruments from pre-sterilization equipment; inspecting items to be sure that gross contamination has been removed and reassembling trays and sets based on recognition of key items or inventory needs; and collecting used equipment, selecting the proper method for removing gross contamination and disinfecting component parts, disassembling, cleaning reassembling and sterilizing in accordance with OSHA, AAMI, FDA, JCAHO and local requirements.

(Continued on next page)

## **MAJOR DUTIES:**

The incumbent will prepare case carts for surgery cases, assemble, evaluate, package and store equipment. After responding to these priorities, these employees, and all other employees, rotate among all of the various duty assignments in the Sterile Processing Center. Assignments include surgical instrument cleaning/ decontamination, tray preparation, equipment maintenance, sterilization, and case cart assembly. Decontaminates the full range of reusable medical supplies and equipment used in the Medical Center's wards and clinics in addition to the full spectrum of Surgical instrumentation and power tools. Determines and uses the appropriate method for removing gross contamination and eliminating pathogens. Disassembles and reassembles equipment where the internal parts may become contaminated. Operates various kinds of equipment such as ultrasonic cleaners, fiberoptic, plasma and gas sterilizers and associated devices. Prepares a full range of reusable medical/ surgical supplies and equipment used throughout the Medical Center. Incumbent will remove trays of instruments from pre-sterilization equipment; inspects items to be sure that gross contamination has been removed and reassemble trays and sets based on recognition of key items or inventory needs. Collects used equipment, selects the proper method for removing gross contamination and disinfecting component parts, disassembling, cleaning reassembling and sterilizing in accordance with OSHA, AAMI, FDA, JCAHO and local requirements. Incumbent will select the proper method of sterilization; aerate packages, as needed, labeling items to show date of sterilization, and shelf life, storing items properly.

### **THIS POSITION IS IN THE BARGAINING UNIT**

## **QUALIFICATION REQUIREMENTS:**

**Eligibility:** U.S. Office of Personnel Management Qualification Standards Handbook for GS-622, Medical Supply Aide and Technician Series & Technical and Medical Support Positions 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:** Experience in processing, assembling, trouble-shooting, preparing, sterilizing, storing, and issuing sterile and unsterile medical supplies and equipment. The applicant must possess knowledge of the technical names, general uses, physical characteristics, and operating conditions of medical supply items; knowledge of decontamination, cleaning, preparation, sterilization, and storage procedures; knowledge of aseptic techniques; and skill in operating washer-sterilizer, ultrasonic instrument cleaners, and gas and steam sterilizers. Examples of qualifying specialized experience include work as an operation room technician, medical instrument technician, nursing assistant, corpsman, or laboratory worker.

**General Experience:** **GS-4:** Six months of (1) Any type of work that demonstrates the applicant's ability to perform the work of the position, or (2) experience that provided a familiarity with the subject matter or processes of the broad subject area of the occupation. **GS-5/6:** Not applicable (see specialized experience requirement).

**Specialized Experience:** Experience in processing, assembling, trouble-shooting, preparing, sterilizing, storing, and issuing sterile and unsterile medical supplies and equipment. The applicant must possess knowledge of the technical names, general uses, physical characteristics, and operating conditions of medical supply items; knowledge of decontamination, cleaning, preparation, sterilization, and storage procedures; knowledge of aseptic techniques; and skill in operating a washer-sterilizer, ultrasonic instrument cleaners, and gas and steam sterilizers. Examples of qualifying specialized experience include work as an operating room technician, medical instrument technician, nursing assistant, corpsman, or laboratory worker.

**GS-4 Level:** Six months experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) 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. Duties may have included, but are not limited to, preparing case carts for surgery cases, assembling, evaluating, packaging and storing equipment; surgical instrument cleaning/decontamination, tray preparation, equipment maintenance, sterilization, and case cart assembly; decontaminating the full range of reusable medical supplies and equipment used in the Medical Center's wards and clinics in addition to the full spectrum of Surgical instrumentation and power tools; using the appropriate method for removing gross contamination and eliminating pathogens; disassembling and reassembling equipment where the internal parts may become contaminated; operating various kinds of equipment such as ultrasonic cleaners, fiberoptic, plasma and gas sterilizers and associated devices; preparing a full range of reusable medical/ surgical supplies and equipment used throughout the Medical Center; and removal of trays of instruments from pre-sterilization equipment; inspecting items to be sure that gross contamination has been removed and reassembling trays and sets based on recognition of key items or inventory needs.

**GS-5 Level:** One year of experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) 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. Duties may have included, but are not limited to, preparing case carts for surgery cases, assembling, evaluating, packaging and storing equipment; surgical instrument cleaning/decontamination, tray preparation, equipment maintenance, sterilization, and case cart assembly; decontaminating the full range of reusable medical supplies and equipment used in the Medical Center's wards and clinics in addition to the full spectrum of Surgical instrumentation and power tools; determining and using the appropriate method for removing gross contamination and eliminating pathogens; disassembling and reassembling equipment where the internal parts may become contaminated; operating

various kinds of equipment such as ultrasonic cleaners, fiberoptic, plasma and gas sterilizers and associated devices; preparing a full range of reusable medical/ surgical supplies and equipment used throughout the Medical Center; removal of trays of instruments from pre-sterilization equipment; inspecting items to be sure that gross contamination has been removed and reassembling trays and sets based on recognition of key items or inventory needs; and collecting used equipment, selecting the proper method for removing gross contamination and disinfecting component parts, disassembling, cleaning reassembling and sterilizing in accordance with OSHA, AAMI, FDA, JCAHO and local requirements. Experience with dental instrumentation, to include the proper reprocessing, sterilizing and packaging of complex dental instrument sets. Knowledge of the use, terminology and proper identification of various types of dental instruments.

**GS-6 Level:** One year of experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) 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. Duties may have included, but are not limited to, preparing case carts for surgery cases, assembling, evaluating, packaging and storing equipment; surgical instrument cleaning/decontamination, tray preparation, equipment maintenance, sterilization, and case cart assembly; decontaminating the full range of reusable medical supplies and equipment used in the Medical Center's wards and clinics in addition to the full spectrum of Surgical instrumentation and power tools; determining and using the appropriate method for removing gross contamination and eliminating pathogens; disassembling and reassembling equipment where the internal parts may become contaminated; operating various kinds of equipment such as ultrasonic cleaners, fiberoptic, plasma and gas sterilizers and associated devices; preparing a full range of reusable medical/ surgical supplies and equipment used throughout the Medical Center; removal of trays of instruments from pre-sterilization equipment; inspecting items to be sure that gross contamination has been removed and reassembling trays and sets based on recognition of key items or inventory needs; and collecting used equipment, selecting the proper method for removing gross contamination and disinfecting component parts, disassembling, cleaning reassembling and sterilizing in accordance with OSHA, AAMI, FDA, JCAHO and local requirements. Experience with dental instrumentation, to include the proper reprocessing, sterilizing and packaging of complex dental instrument sets. Knowledge of the use, terminology and proper identification of various types of dental instruments.

**Substitution of Education for Experience:** **GS-4:** Successful completion of two years of study that included at least 12 semester hours in courses such as medical supply processing, storage, and distribution; sterile supplies, operating room, and surgical technician courses; or other fields related to the position. **GS-5:** Successful completion of a four year course of study above high school leading to a bachelor's degree with courses related to the occupation, if required. **GS-6:** Graduate education or internship meets the specialized experience required above the GS-5 only in those instances where it is directly related to the work of the position. One full year of graduate education that is directly related to the Medical Supply Technician position meets the requirements for GS-6. **If using education as a substitute for experience, please submit a copy of your college transcripts with application packet**

#### **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 the rating factors may result in your application receiving a less than desirable rating.***

1. Knowledge of Medical Supplies and Equipment.
2. Knowledge of decontamination and aseptic techniques.
3. Ability to operate various equipment such as washer sterilizers, ultrasonic cleaners, and gas or steam sterilizers.
4. Knowledge of various cleaning agents and decontaminants.
5. Ability to properly store and pack medical instruments and equipment.

#### **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. Applicants without prior federal service will be appointed at step one of the grade.

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.

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.

This is a developmental position. If selected below the target level, employee may be promoted without further competition upon satisfactory completion of qualification and eligibility requirements.

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.

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 4/7/2010)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional but recommended. (due 4/7/2010)
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

### **Other VA Permanent Employees must submit:**

1. [OF 612, Optional Application for Federal Employment](#) (attach additional sheets of paper if needed for additional job experience (in same format as application)), or Resume. (Please refer to [OF-510, Applying for a Federal Job](#) on the USA jobs website (<http://www.usajobs.opm.gov/>) for information on how to apply with a resume instead of OF-612)
2. [VAF 4676a, Employee Supplemental Qualifications Statement](#)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional but recommended.
4. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later).
5. Latest SF-50, Notification of Personnel Action
6. Latest performance appraisal

### **Non VA Applicants must submit:**

1. [OF 612, Optional Application for Federal Employment](#) (attach additional sheets of paper if needed for additional job experience (in same format as application)), or Resume. (Please refer to [OF-510, Applying for a Federal Job](#) on the USA jobs website (<http://www.usajobs.opm.gov/>) for information on how to apply with a resume instead of OF-612)
2. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later).
3. 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.
4. SF-50, Notification of Personnel Action (if applying as a current or former federal employee).
5. Narrative statement relating to all of the KSAs. Candidates **must** submit a narrative statement on a separate page(s) with specific responses to all of the knowledge, skills, and abilities (KSAs) in this announcement. Failure to submit your narrative response to all of the KSAs will result in the applicant not being referred for the position.
6. A copy of your college transcripts (Optional unless education is required).
7. ITCAP Applicants: Submit proof by including a copy of the agency notice, most recent Performance Rating and most recent SF-50 indicating current position, grade, level, and duty station.

**All application packets must be received in Human Resources by Close of Business (COB) on 3/31/2010 (except as noted above).** 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: MP-10-0090-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

## **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.**