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
MP-10-0189-JT	**Nursing Assistant** **(1413A)** **GS-621-5** **$33,013 to $42,913 per annum** **(Based on full-time employment)**	**Various Shifts**	**Inpatient & Emergency Services Division, Portland Division**
5. Type & Number of Vacancies	**6. Contact**	**7. Opening Date**	**8. Closing Date**
Permanent **2 Full-time positions**	**Human Resources Assistant** **503-273-5236**	**7/14/2010**	**8/3/2010**

- **Relocation/Recruitment and PCS are NOT authorized.**
- **This position is in the bargaining unit**
- **Applicants who have previously applied for Announcement Number MP-10-0181-TC do not need to reapply.**

WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Career or career conditional employees and permanent Title 38 and Title 38 Hybrid employees eligible under the interchange agreement and people eligible under special hiring authorities (See conditions of employment).
- ICTAP/CTAP eligible Federal Employees. (See conditions of employment).
- Noncompetitive appointment of certain military spouse. (See conditions of employment).
- VEOA (Veterans Employment Opportunities Act) eligible applicants. (See conditions of employment)

MAJOR DUTIES:

Performs a variety of personnel care or nursing care activities, which do not require practical or vocational nursing licensure, or professional nurse education. Performs work assisting other medical personnel in the diagnosis or treatment of patient illnesses or medical conditions. Assists doctors and nurses in the performance of diagnostic examinations by performing duties such as monitoring vital signs, preparing and positioning the patient, or by performing a variety of routine diagnostic tests. Assists the physician in a variety of diagnostic examinations such as lumbar puncture, minor surgical procedures, pap smears, bone marrow and insertion of test tubes by positioning and draping patient and setting out and passing instruments. Reports observations of the condition of acute or chronic phase patients such as excessive vomiting, bleeding, type and mount drainage, skin integrity, patency of airway, etc. Assists physicians and nurses in the care of the ill receiving medical, surgical, and psychiatric or outpatient treatment. Observes and reports to the professional nurse changes in patient behavior, attitude, bodily complaints, and appearance, experiencing extremes of behavior, including drug or alcohol abuse. Recognizes emergency situations and intervenes while awaiting assistance. Provides nursing treatment for acutely ill patients whose needs require advance skill such as suturing wounds, insertion of chest tubes, placing patient on cardiac monitor, taking EKG's, performing upper airway suctioning. Enters specific information onto the patients' records or charts. Follows designated charting technique to post to patients' charts that provides a daily outline or summary of the patients' care. Performs a wide variety of duties aimed at increasing the comfort and spirit of the patient. Identifies and reports data relative to more complex patient situations including subtle changes in patients' behavior or condition, or variances related to neurological signs, vital signs and other parameters. Teaches patients and family members the necessity to continue the procedure for proper health care.

QUALIFICATION REQUIREMENTS:

Eligibility: U.S. Office of Personnel Management Qualification Standards Handbook for GS-621 series applies and may be reviewed in the Human Resources Management Service office.

General Experience: GS-5: Not applicable.

Specialized Experience: GS-5: One (1) year of specialized experience equivalent to the next lower grade. Experience must have equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and that are typically in or related to the work of the position. To be creditable, specialized experience must have been equivalent to at least the GS-4 grade. Examples of specialized experience include, but are not limited to catheterizing, irrigating, and suctioning patients; and other supporting procedures such as patient charting and patient/family teaching; understanding of equipment terminology, drug terminology and skill to identify and use equipment, drugs and supplies properly and to communicate proper use with nurses, medical staff and family member; Understanding of diseases and illness and skill to teach patients and to impress upon patients and family

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members the necessity to continue the procedures of proper health care; and knowledge of standard medical terminology and skill to provide and gather information in patient care/family conferences with nurses, doctors, patients and family members.

Substitution of Education for Experience: **GS-5**: 4-year course of study above high school leading to a bachelor's degree with courses related to the occupation. 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 rating factors will result in applicant not being referred for the position*:**

1. Ability to perform procedures commonly performed by Nursing Assistants such as catheterizing, irrigating, and suctioning patients; and other supporting procedures such as patient charting and patient/family teaching.
2. Knowledge of equipment terminology.
3. Knowledge of drug terminology.
4. Knowledge of standard medical terminology.
5. Skill to provide and gather information in patient care/family conferences with nurses, doctors, patients and family members.

CONDITIONS OF EMPLOYMENT:

- **Priority Consideration:** Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority selection. CTAP and ICTAP eligibles will be considered well qualified if they can perform the duties of the position at the full performance level, to include but not limited to catheterizing, irrigating, and suctioning patients; and other supporting procedures such as patient charting and patient/family teaching; understanding of equipment terminology, drug terminology and skill to identify and use equipment, drugs and supplies properly and to communicate proper use with nurses, medical staff and family member; Understanding of diseases and illness and skill to teach patients and to impress upon patients and family members the necessity to continue the procedures of proper health care; and knowledge of standard medical terminology and skill to provide and gather information in patient care/family conferences with nurses, doctors, patients and family members.
- Federal Employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605 (a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.
- **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.
- 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
- 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.
- Public transit subsidy benefits are available. Carpooling assistance is provided. However, single occupancy parking is limited on main Portland campus.
- 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.

- 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 submit:

1. VAF 4078, Application for Promotion or Reassignment
2. VAF 4676a, Employee Supplemental Qualifications Statement (**due 8/10/2010**)
3. VAF 4667b, Supervisory Appraisal of Employee for Promotion (Optional, but recommended, **due 8/10/2010**).
4. OF-612 and/or Resume.

Other VA Permanent Employees 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. (Required).
2. Latest SF-50, Notification of Personnel Action (Required)
3. VAF 4676a, Employee Supplemental Qualifications Statement .
4. VAF 4667b, Supervisory Appraisal of Employee for Promotion (Optional).
5. OF-306, Declaration for Federal Employment (January 2001 version or later)
6. Latest performance appraisal

Non VA Applicants 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: (Required if Veterans Preference is being used for status)
   a. DD-214 (member 4 copy), 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) (if applicable)
   c. VA letter or DOD documentation of service-connected disability rating dated 1991 or later if applicable.
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 are recommended to submit a narrative statement on a separate page(s) with specific responses to all of the knowledge, skills, and abilities (KSAs) in this announcement.
6. A copy of your college transcripts (Optional unless education is required).

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 8/3/2010 (except as noted above). 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-10-0189-JT
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.**