



# PORTLAND VA MEDICAL CENTER

Our mission is to honor America's veterans by providing exceptional health care that improves their health and well-being.



## NOTICE OF VACANCY

**POSITION TITLE:** Lead Medical Supply Technician

**ANNOUNCEMENT #:** MP-11-0069-ID

**DIVISION:** SPD

**LOCATION:** Portland, OR

**SERIES & SALARY RANGE:** GS – 622 – 7, \$40,894 - \$53,166

**OPEN DATE:** 02/15/2011

**CLOSE DATE:** 03/08/2011

**NUMBER OF VACANCIES:** 1

**POSITION INFORMATION:** Permanent, varying tours

**WHO MAY APPLY:**

- Portland VA Medical Center career or career conditional employees and permanent Title 38 and Title 38 Hybrid employees eligible under the interchange agreement. (See conditions of employment).

**BARGAINING UNIT POSITION:** YES

**MAJOR DUTIES:** The Lead Medical Supply Technician's position is located in the Sterile Processing Center with responsibilities exercised in all work areas within the section including all patient care areas throughout the medical center. The incumbent serves at the primary point of contact for other services as well as a subject matter expert with final technical decision making authority for a Self-Directed Sterile Processing Team. Employee rotates amount all the various duty assignments, reviews and assigns work, and administers the training program. In addition, provides instruction and reviews proper operation and maintenance for the various equipment and instruments. Employee ensures appropriate methods for sterilizing are selected, used equipment is properly collected, and proper methods for removing gross contamination are in accordance with policies and regulations.

**QUALIFICATIONS:**

- **Eligibility:** U.S. Office of Personnel Management [Qualification Standards](#) Handbook for GS-0622. Regulatory requirements such as "time-in-grade" and "time after competitive appointment" are applicable.
- **Basic Requirements:** Must be a U.S. citizen.
- **Specialized Experience:** At least 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 position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level. Specialized experience includes, but is not limited to; 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, etc.
- **Substitution of Education for Experience:** One full year of graduate education meets the requirements for GS-7. One year of full-time graduate education is considered to be the number of credit hours that the school attended has determined to represent 1 year of full-time study. If that information cannot be obtained from the school, 18 semester hours should be considered as satisfying the 1 year of full-time study requirement. Part-time graduate education is creditable in accordance with its relationship to a year of full-time study at the school attended. This education must have been obtained in an accredited business, secretarial or technical school, junior college, college or university. One year of full-time academic study is defined as 30 semester hours, 45 quarter hours, or the equivalent in a college or university, or at least 20 hours of classroom instruction per week for approximately 36 weeks in a business, secretarial, or technical school. Applicant must submit copy of transcripts with application to receive credit for substitution.

**Please note:** 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 in a US government envelope.



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### - Basis for Rating: Knowledge, Skills and Abilities

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. Ability to resolve informal customer complaints and acts to resolve matters/situations within his/her control.
2. Ability to monitor the activities of the Sterile Processing staff to ensure timely, efficient and effective progress on assignments, adjust assignments, re-distribute work and make other adjustments to assure established priorities, patient care activities and customer expectations are met.
3. Knowledge of aseptic techniques, supplies, and equipment, and the advantages of the various types of cleaning agents, detergents, disinfectants, cleaning techniques, and sterilizing mediums, sufficient to ensure proper packaging, storage, and shelf-life practices are observed.
4. Ability to communicate with a wide variety of Medical Center staff.
5. Ability to conduct quality control checks on items processed through the Sterile Processing Unit

### 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.
- 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 38 USC 7402(d) and 7407(d).
- 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:

Application forms may be obtained in Human Resources Management Service or on our [Portland VAMC](#) internet website.

#### Portland VAMC Permanent Internal employees:

1. [VAF 4078, Application for Promotion or Reassignment](#)
2. [VAF 4676a, Employee Supplemental Qualifications Statement](#) (due 3/15/2011)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) (due 3/15/2011)
4. Updated application; [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.
5. [MPQ – Merit Promotion Questionnaire](#) is optional but recommended if you have qualifications pertaining to the position applied for but are not in your OPF.

#### All application packets must be received in Human Resources by Close of Business (COB) on 3/15/2011.

- Applications may be emailed to: [PortlandVAJobs@va.gov](mailto:PortlandVAJobs@va.gov) Subject: MP-11-0069-ID
- Received by Fax to: 503.273.5029, ATTN: MP-11-0069-ID
- Mailed to: PO BOX 1034, Portland, OR 97207 ATTN: MP-11-0069-ID
- Brought in person to: Portland VA Medical Center at 3710 SW US Veterans Hospital Road, Portland, OR 97239, Human Resources Building 16, Room 300

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### **NOTICE OF VACANCY**

Thank you for your interest in the Portland VA Medical Center, for more career opportunities please visit: [Portland VA Human Resources](#) or [USAJobs](#).

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