



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: Supervisory Medical Supply Technician

ANNOUNCEMENT #: MP-11-0077-ID

DIVISION: SPD

LOCATION: Portland, OR

SERIES & SALARY RANGE: GS – 0622 – 10, \$55,085 - \$71,614

OPEN DATE: 02/23/2011

CLOSE DATE: 3/1/2011

NUMBER OF VACANCIES: 1

POSITION INFORMATION: Permanent, Full-time

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: No

MAJOR DUTIES: The incumbent serves as the Assistant Chief SPD under the direction of the Chief, SPD, and is responsible for the overall management of SPD day to day operation, including instrument reprocessing and RME reprocessing for all clinical services supported by Portland VA Medical Center, including additional campus in Vancouver and 6 CBOC's. SPD is the central point from which patient care, medical and surgical instruments and equipment are received, processed, packaged, and distributed throughout the medical center. Portland VA Medical Center is a tertiary medical center with 14 total OR suites, including liver and kidney transplants, open heart and complex orthopedic cases, averaging over 7500 surgical cases per year. SPD must provide 24 hour coverage to sustain the needs of the medical center. SPD provides support to the GI Endoscopy Suite and must ensure the rapid turnaround of various types of endoscopes, all with unique manufacturer requirements for reprocessing. SPD must ensure all RME used throughout the medical center is reprocessing according to manufacturers recommendation and available for use on all patient care units and clinics, including two fully functioning dental clinics.

Incumbent will oversee the lead technicians, technicians, volunteers, and interns/students whose duties are to receive, process, package and distribute all OR instrumentation, critical and noncritical RME, throughout PVAMC. Incumbent is required to be Level II Certified and understand sterilization parameters, biological monitoring, preparation and packaging, supply handling and storage, and strict compliance of the VA Handbook/Directive 7176 Directives - Supply, Processing, and Distribution Operational Requirements, the Joint Commission Regulations, as well as all local policies and procedures, and other SPD related regulatory standards and guidelines.

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: GS-10:** One year of specialized work experience at the next lower grade level (GS-9). Specialized experience includes processing, assembling, trouble-shooting, preparing, sterilizing, storing, and issuing sterile and unsterile medical supplies and equipment. I possess knowledge of the technical names, general uses, physical characteristics, and operating conditions of medical supply items; decontamination, cleaning, preparation,

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sterilization, and storage procedures; 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, or medical supply technician. One full year is defined as 12 months of full-time employment, part-time employment is pro-rated based on a full-time schedule (i.e., 20 hours per week is 50 percent of full-time, therefore 12 months at 20 hours per week would count as six months of experience).

Additional information on the qualification requirements is outlined in the OPM Qualifications Standards Handbook of General Schedule Positions. It is available for your review on OPM's web site at <http://www.opm.gov/qualifications>.

Education may not be substituted for specialized work experience for this position. Applicants must meet specialized work experience requirements to qualify.

If you are using foreign education to meet qualification requirements, you must send a Certificate of Foreign Equivalency

- 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. Knowledge of hospital sterilization processes, procedures and standards.
2. Ability to Supervise Subordinate Staff.
3. Knowledge of Decontamination process.
4. Knowledge of Sterile Preparation.

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.
- 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.
- 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, <http://www.visn20.med.va.gov/Portland/mc/hr>.

Portland VAMC Permanent Internal employees:

1. [VAF 4078, Application for Promotion or Reassignment](#)
2. [VAF 4676a, Employee Supplemental Qualifications Statement](#) (due 3/4/2011)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) (due 3/4/2011)

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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 3/4/2011.

- Applications may be emailed to: PortlandVAJobs@va.gov Subject: MP-11-0077-ID
- Received by Fax to: 503.273.5029, ATTN: MP-11-0077-ID
- Mailed to: PO BOX 1034, Portland, OR 97207 ATTN: MP-11-0077-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

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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