

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES**

Phoenix Indian Medical Center  
Office of Human Resources  
1616 E. Indian School Rd, Suite 360  
Phoenix, AZ 85016

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*Preference in filling vacancies is given to qualified Native American Indian Candidates or Alaska Natives in accordance with the INDIAN PREFERENCE ACT, TITLE 25, US CODE, SECTION 472 & 473. In other than the above, the Indian Health Service is an Equal Opportunity Employer.*

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<b>ANNOUNCEMENT NUMBER:</b>	<b>OPENING DATE:</b>	<b>CLOSING DATE:</b>
SWR-07-0438	10/01/07	Open Until Filled

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**POSITION TITLE/SERIES/GRADE:** Long Term Training Certified Nurse Anesthetist, GS-0610-09/11/12/13

**STARTING SALARY:** GS-9/11/12/13 - \$51,764 - \$127,215 PER ANNUM

**PROMOTION POTENTIAL:** 13

**SUPERVISORY/MANAGERIAL:** No

**RELOCATION EXPENSES:** May Be Paid

**NUMBER OF VACANCY:** (1) One Vacancies

**APPOINTMENT/WORK SCHEDULE:** Permanent, Full-Time

**AREA OF CONSIDERATION:** Indian Health Service Wide

**DUTY LOCATIONS:** PHOENIX INDIAN MEDICAL CENTER, WHITERIVER SERVICE UNIT and PHOENIX INDIAN MEDICAL CENTER, ANESTHESIOLOGY DEPARTMENTS

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**JOB DESCRIPTION:** : The Phoenix Indian Medical Center, Dept. of Anesthesia will sponsor one Indian Health Service nurses in out-of-service long-term training to begin in January Of 2008. The intent of this process is to supply the Phoenix Indian Medical Center and Whiteriver Indian Health Service Hospital surgical programs with a Certified Nurse Anesthetists (CRNA) who will serve at these units providing anesthesia services, delivery of care to patients undergoing surgical procedures, as well as a resource for staff development, policy formulation, and consultation. This nurse anesthetist will primarily stationed at the Whiteriver Service Unit after completion of the training, but will have ongoing duty assignments at the Phoenix Indian Medical Center for the purposes of continued training, competency evaluations, exposure to higher complexity cases, and participation in a rotational anesthesia coverage program between the medical center and the Whiteriver hospital.

This fellowship will be offered from the period of the issuance of this notice to 12/31/07 and will re-open as the need arises. A continue-in-service agreement will constitute a civil service employee with a three-year payback period for every year of training. PHS Commission Corp Officers are required a two-year payback period for every year of training.

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**QUALIFICATION REQUIREMENTS:**

Individuals must possess all of the following minimum requirements in order to apply.

- 1) Must have completed two years of IHS service (at initiation of training)
- 2) a. Commissioned Corps candidates must possess at least a "C" average on the last two COERS.
  - b. Civil Service applicants must possess at least a "Fully Successful" rating of record on each of their last two performance appraisals.

- 3) Must be an IHS nurse in the Phoenix Area with a current RN license, and BLS certification.
- 4) Must show evidence of acceptance into an accredited CRNA training program with a start date between January 1<sup>st</sup>, 2008, and January 31<sup>st</sup>, 2008.

Must meet minimum requirement for Masters Level Programs: The assessment of an applicant's potential for success is evaluated in a variety of ways, encompassing every element of the application packet. This allows for a global assessment of the applicant. The following outlines important attributes that help to identify students likely to be successful in a Master's level curriculum. These attributes are outlined below and should be addressed in the required letters of reference.

- Evidence of critical thinking skills
- Evidence of the ability to communicate
- Evidence of the ability to be academically successful
- Evidence of character, honesty, and integrity in their profession
- Evidence of initiative, self-direction, and motivation

General Prerequisites: The following are general prerequisites for admission into Advanced Practice programs.

- Current RN license
- A target GPA of 3.0 on a 4.0 scale. The GPA will be calculated on more recent coursework, with emphasis on those courses relevant to the nursing specialization.
- GRE scores within the last five years. There is no minimum requirement, but to be competitive, the target Verbal and Quantitative scores should be 1000 or higher. MAT scores are not accepted.
- Current Curriculum Vitae (CV)
- Three letters of reference addressing the attributes of success as outlined above. Please refer to specific program requirements for types of references required.
- Applicants should be practicing a minimum of eight hours per week in direct patient care (e.g. primary care, medical-surgical, critical care, emergency room).

Additional Prerequisites for Master's Level Nurse Anesthesia Program

- Organic or biochemistry. It is preferable the courses are completed within five years of application.
- One year of experience as a RN in an acute care area. Acute care is defined as work experience during which the applicant has developed as an independent decision-maker capable of using and interpreting advanced monitoring techniques based on knowledge of physiological and pharmacological principles.

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**METHODS OF EVALUATION:  
RATING CRITERIA**

- 1) Admission letter to an accredited Certified Nurse Anesthetist training program  
No = 0 points  
Yes = 4 points
- 2) a. COER Scores (Average of last two COERS)  
(Commissioned Corps Applicants)  
C = 0 points  
D- = 1 point  
D = 2 points  
D+ = 3 points  
E = 4 points  
  
b. Performance Management Program Scores (Average of last two Summary Ratings)  
(Civil Service Applicants)  
4.4 -5 Points (Exceptional) = 4 points  
3 -4.3 points (Fully Successful) = 3 points  
2 -2.9 points (Minimally Successful) = 1 point  
1-1.9 points (Unacceptable) = 0 points
- 2) Current Advanced Cardiac Life Support (ACLS) certification

No=2  
Yes=4

- 3) Cumulative GPA  
2.0-2.4 =1 point  
2.5-2.9=2 points  
3.0-3.4=3 points  
3.5-4.0=4 points
- 4) Subjective Criteria 10-point maximum from:
  - A written personal statement reflective of your professional and personal strengths, as well as your motivation for graduate study as an advanced practice nurse in the field of anesthesia, including a statement of short and long term career interests and goals, and discussing the perceived role of the training in achieving career goals. Additionally the narrative should include applicant's experience as an RN in an acute care area. Acute care is defined as work experience during which the applicant has developed as an independent decision-maker capable of using and interpreting advanced monitoring techniques based on knowledge of physiological and pharmacological principles.

## **HOW TO APPLY:**

### COMMISSIONED CORPS APPLICANTS

- 1) Completed PHS 1122-1 signed by supervisor  
See: [http://dcp.psc.gov/PDF\\_docs/phs1122-1.pdf](http://dcp.psc.gov/PDF_docs/phs1122-1.pdf)
- 2) Attachment C (PHS Extramural Training Agreement)  
See: [http://dcp.psc.gov/PDF\\_docs/phs6373.pdf](http://dcp.psc.gov/PDF_docs/phs6373.pdf)
- 3) IHS division of nursing Long Term training Agreement (attached)
- 4) Three Letters of Recommendation including
- 5) Narrative Statement (Described Earlier)
- 6) Copy of 2005 and 2006 COER's when available
- 7) Documentation from nursing school indication cumulative grade point average upon graduation
- 8) Resume or CV
- 9) Copy of letter of admission to CRNA training program when available
- 10) Child Care and Indian Child Care Worker Certification Form
- 11) If claiming Indian Preference BIA Form 4432

### CIVIL SERVICE APPLICANTS

- 1) HHS 350 WITH Section A Completed and Signed by Supervisor
- 2) Employees Agreement to Continue Service (on back of IHS 350 Part I)
- 3) PIMC long term Training Agreement
- 4) Three Letters of Recommendation
- 5) Narrative Statement (Described Earlier)
- 6) Copy of 2003 and 2004 PAS
- 7) Documentation from nursing school indication cumulative grade point average upon graduation
- 8) Resume or CV
- 9) Copy of letter of admission to CRNA training program when available
- 10) Child Care and Indian Child Care Worker Certification Form
- 11) If claiming Indian Preference BIA Form 4432

**Application and required forms identified by this announcement number must be submitted to the address below:**

**ATTN: (SWR-07-0438)  
Office of Human Resources  
Phoenix Indian Medical Center  
1616 E. Indian School Rd, Suite 360E  
Phoenix, AZ 85016**

**Phone:** (602) 248-4180  
**Fax:** (602) 248-4182

**Faxed applications will be accepted up to 11:59 pm, Arizona Time, of the closing date of this announcement. Mailed or hand carried applications must be received by 4:30 pm on the closing date of this announcement. It is your responsibility to assure that your application package is complete.**

All submitted materials are subject to retention by this office. You should duplicate and retain copies, since requests for copies will not be honored. Additional information regarding Federal job openings can be obtained at [www.opm.gov](http://www.opm.gov), or at USAJOBS [www.usajobs.opm.gov](http://www.usajobs.opm.gov) or check the IHS Website at [www.ihs.gov](http://www.ihs.gov). All documents are subject to the provision of the Privacy Act (PL 93-579) and become the property of Department of Health and Human Services (DHHS).

**Additional selections of candidates may be possible within 90 days from the date the certificate of eligible is issued for this announcement, for filing additional or similar positions.**

Human Resource Specialist: Call 602-248-4180 to contact a Human Resources Specialist Date:  
\_10/1/200710/1/200710/1/200710/1/20073/14/2007\_

# INDIAN HEALTH SERVICE

## Long Term Training Agreement

The intent of this agreement is to clarify expectations on the part of the trainee and the Indian Health Service Division of Nursing regarding post-training assignment. In addition to the formal PHS or HHS training agreement the following clarifications are necessary.

I understand that the Long Term Training (LTT) position for which I have applied is sponsored by the Indian Health Service Division of Nursing. As such, the responsibilities that I will assume if selected is to maintain all requirements of continuation in the Graduate School of Nursing, Nurse Anesthesia Program, and upon completion of training will seek certification as a Certified Registered Nurse Anesthetist (CRNA), complete a service obligation of 2:1 for Commissioned officers, 3:1 for Civil Service in clinical practice as a CRNA in an IHS hospital operating room, and as an IHS wide resource, be available to provide consultation, training and policy guidance to other IHS and Tribal Anesthesia Programs.

Specialty Area: Nurse Anesthesia

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Addendum to Declaration for Federal Employment (OF 306)**  
**Indian Health Service**  
**Child Care & Indian Child Care Worker Positions**

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**Item 15a. Agency Specific Questions**

**Name:** \_\_\_\_\_ **Social Security Number:** \_\_\_\_\_  
*(Please print)*

**Job Title in Announcement:** \_\_\_\_\_ **Announcement Number:** \_\_\_\_\_

Section 231 of the Crime Control Act 1990, Public Law 101-647, requires that employment applications for Federal child care positions contain a question asking whether the individual has ever been arrested for or charged with a crime involving a child and for the disposition of the arrest or charge.

Section 408 of the Miscellaneous Indian Legislation, Public Law 101-630, contains a related requirement for positions in the Department of Health and Human Services that involve regular contact with or control over Indian children. The agency must ensure that persons hired for these positions have not been found guilty of or pleaded nolo contendere or guilty to certain crimes.

To assure compliance with the above laws, the following questions are added to the Declaration for Federal Employment:

- 1) Have you ever been arrested for or charged with a crime involving a child? YES \_\_\_\_\_ NO \_\_\_\_\_

*[If AYES@, provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name and address of the police department or court involved.]*

- 2) Have you ever been found guilty of, or entered a plea of nolo contendere (no contest) or guilty to, any felonious or misdemeanor offense under Federal, State, or tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; or crimes against persons; or offenses committed against children? YES \_\_\_\_\_ NO \_\_\_\_\_

*[If AYES@, provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name address of the police department or court involved.]*

I certify that (1) my response to these questions is made under penalty of perjury, which is punishable by fines of up to \$2,000 or 5 years imprisonment, or both; and (2) I have received notice that a criminal check will be conducted. I understand my right to obtain a copy of any criminal history report made available to the Indian Health Service and my right to challenge the accuracy and completeness of any information contained in the report.

\_\_\_\_\_  
**Applicant's Signature (sign in ink)**

\_\_\_\_\_  
**Date**

Public Burden Statement: In accordance with Paperwork Reduction Act (5 CFR 1320.8 (b)(3)), a Federal agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Respondents must be informed (on the reporting instrument, in instructions, or in a cover letter) the reasons for which the information will be collected; the way the information will be used to further the proper performance of the functions of the agency; whether responses to the collection of the information are voluntary, required to obtain a benefit (citing authority), or mandatory (citing authority); and the nature and extent of confidentiality to be provided, if any (citing authority). Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the necessary data, and completing and reviewing the collection information. Send comments regarding the burden estimate or any other aspect of this collection of information to the IHS PRA Information Collection Clearance Staff, 12300 Twinbrook Parkway, Suite 450, Rockville, MD 20852. **Please do not send completed data collection instruments to this address.**






