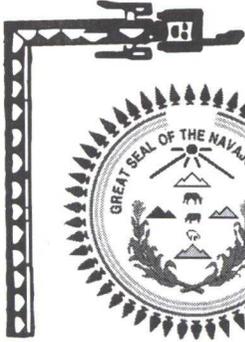


DEPARTMENT OF HEALTH AND HUMAN SERVICES



NAVAJO AREA INDIAN HEALTH SERVICE



THIS POSITION IS LOCATED IN A TOBACCO-FREE ENVIRONMENT

Applications mailed using government postage or through an internal government mail system will not be considered.

VACANCY ANNOUNCEMENT GA-08-083

OPENING DATE 09-15-2008

CLOSING DATE 10-03-2008

POSITION Nurse Specialist

LOCATION AND DUTY STATION Division of Health Resources Management Gallup Indian Medical Center Gallup, New Mexico

GRADE/SALARY GS-610-12, \*\$75,025.00 per annum

NUMBER OF VACANCIES One (20 62 12)

\*Special rate under 5 USC 5305

APPOINTMENT (X) Permanent WORK SCHEDULE (X) Full Time AREA OF CONSIDERATION (X) IHS Wide

SUPERVISORY (X) No PROMOTION POTENTIAL (X) No known potential

HOUSING (X) Private Housing only TRAVEL/MOVING (X) May be paid for eligible employee

DUTIES: As a Concurrent Review Coordinator plans, organizes, directs, implements, and evaluates the functions and requirements of the utilization review program concurrent with coding which requires professional nursing knowledge and training in reviewing medical documentation and correcting deficiencies to meet established criteria for severity of illness and intensity of service by working concurrently with the medical, nursing and Medical Records Coders to review medical charts for improved documentation and utilization of services. Provides technical consultation and advice; compiling, analyzing and interpreting data; monitoring, updating and implementing methods for the expedition of revenue collections and complying with the accrediting agency requirements, Medicare, Medicaid (AHCCCS), private insurance documentation requirements. Applies professional registered nursing knowledge and judgment to assess and monitor patient medical charts and health status. Reviews medical documentation and corrects deficiencies to meet established criteria for severity of illness and intensity of service. Reviews denials on inadequate/incorrect medical documentation; collaborate with practitioner to ensure appeal letter has been submitted for case reconsideration. Administrative responsibilities include conducting analysis of policies and directives pertinent to the administration and management of the utilization review and third party collection programs to define requirements and objectives. Provides input for the development and revision of the operational procedures

and programmatic guidelines. Provide recommendations, objectives, and activities. Develops reports, policy/procedures manuals, and programs objectives. Utilization review is an on-going process for assessing and monitoring patient's chart and health status to determine appropriateness and completeness of medical documentation, length of stay, intensity of services and allocation and utilization of resources for patient care. Performs other related duties as assigned.

**QUALIFICATION REQUIREMENTS: YOUR DESCRIPTION OF WORK EXPERIENCE, LEVEL OF RESPONSIBILITY, AND ACCOMPLISHMENTS WILL BE USED TO DETERMINE THAT YOU MEET THE FOLLOWING REQUIREMENTS.**

**BASIC REQUIREMENTS: EDUCATION:** Degree or diploma from a professional nursing program approved by the legally designated State accrediting agency at the time the program was completed by the applicant.

**REGISTRATION:** Applicants must have active, current registration as a professional nurse in a State, District of Columbia, of the Commonwealth of Puerto Rico, or a Territory of the United States.

**IN ADDITION TO MEETING THE BASIC REQUIREMENTS:** Applicants must have 52 weeks of professional nursing experience equivalent to the GS-11 to qualify for the GS-12.

**POSITIVE EDUCATION REQUIREMENT: YES      LICENSURE REQUIRED: YES**

Graduate education may be substituted for experience in accordance with the OPM Handbook for General Schedule positions.

**SELECTIVE PLACEMENT FACTOR:** None

**CONDITIONS OF EMPLOYMENT: IMMUNIZATION REQUIREMENT:** - All persons born after 12-31-56 must provide proof of immunity to Rubella and Measles. Serology testing to confirm immunity and/or immunizations will be provided free of charge. Special consideration may be allowed to individuals who are allergic to a component of a vaccine, have a history of severe reaction to a vaccine, or who are currently pregnant. This applies to candidates for positions in any Service Unit or any Area Office position which requires regular work at a Service Unit.

**TIME-IN-GRADE REQUIREMENTS:** If selected under the Excepted Service Examining Plan, applicant may be appointed under Schedule A authority without regard to Time-In-Grade Requirements. Candidates applying under the provisions of the Merit Promotion Plan for GS-12 must have completed 52 weeks of service at the GS-11 level by the closing date of this announcement.

**LEGAL AND REGULATORY REQUIREMENTS:** Proof of U.S. citizenship is required for appointment to the IHS. Candidates must meet time-after-competitive appointment, time-in-grade, and qualification requirements by the closing date of the vacancy announcement.

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**NOTE:** Refer to OPM Operating Manual Qualification Standards Handbook or the IHS Excepted Service Qualification Standard, Series 610 for complete information. Substitution of education for experience will be made in accordance with those standards. For more complete information, contact your servicing Human Resources Office. ***IF YOU ARE SUBSTITUTING EDUCATION***

**FOR EXPERIENCE, YOU ARE REQUIRED TO PROVIDE EVIDENCE OF THE EDUCATION BY PROVIDING PROOF OF TRANSCRIPTS.**

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**WHO MAY APPLY:** Merit Promotion Plan (MPP) Candidates: Applications will be accepted from status eligible (e.g., reinstatement eligible and current permanent employees in the Competitive Federal Service) and from current permanent IHS employees in the Excepted Federal service who are entitled to Indian Preference.

**Excepted Service Examining Plan (ESEP) Candidates:** Applications will be accepted from individuals entitled to Indian Preference. Current Permanent IHS Excepted Service employees and Competitive Service employees or Reinstatement eligible entitled to Indian Preference may also apply under the provisions of the Indian Health Service Excepted Service Examining Plan. These candidates **MUST** indicate on their Resume, OF-612 or SF-171, Application for Federal Employment, in item #1 whether their application is submitted under the IHS Excepted Service Examining Plan, the IHS Area Merit Promotion Plan or both.

Applications will also be accepted from individuals eligible for non-competitive appointment (e.g., Applicants eligible for appointment under the Veterans Readjustment Act, the severely handicapped, or those with a 30% or more compensable service-connected disability.)

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**INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION:**

If you are currently a DHHS employee who has received a Reduction in Force (RIF) separation notice or a Certificate of Expected Separation, you may be entitled to special priority selection under the DHHS Career Transition Assistance Program (CTAP). To receive this priority consideration you must:

1. Be a current DHHS Career or Career Conditional (tenure group I or II) competitive service employee who has received a RIF separation notice or a Certificate of Expected Separation (CES) and, the date of the RIF separation has not passed and you are still on the rolls of DHHS. You **must** submit a copy of the RIF separation notice or CES along with your application.
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotional than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This **must** be submitted with your application package.
4. Be currently employed by DHHS in the same commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Meet the basic qualifications for the position any documented selective factor, physical requirements with any reasonable accommodation and is able to satisfactorily perform the duties of the position without undue interruption.

**INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP).**

If you are a displaced Federal employee you maybe entitled to receive special priority selection under the ICTAP. To receive this priority consideration, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from OPM or your agency documenting your priority consideration status with your application package following categories of candidates are considered displaced employees.
  - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
    1. Received a specific RIF separation notice; or
    2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that is unable to place; or
    3. Retired with a disability and whose disability annuity has been or is being terminated; or
    4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF" or
    5. Retired under the discontinued service retirement option; or
    6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.

OR

- B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337 (h) or 8456 of Title 5 United States Code.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a grater promotion potential than the position from which you were separated.
  3. Have current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
  4. Occupy or be displaced from a position in same local commuting area of the position for which you are requesting priority consideration.
  5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
  6. Be rated well qualified **by achieving a score of 80 on a rating scale of 70 to 100** for the position including documented selective factors, quality ranking factors, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.

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**EVALUATION CRITERIA:** Evaluation will be made of Experience, Performance Appraisals, Training, Letters of Commendation, Self-Development, Awards and Outside Activities which are related to this position. To receive full credit for your qualifications, provide a narrative statement which fully describes all aspects of your background as they relate to the knowledge, skills, and abilities (KSA's) outlined below and show the level of accomplishments and degree of

responsibility.

The KSA's in your narrative statement will be the principle basis for determining whether or not you are highly qualified for the position. Describe your qualifications in each of the following:

1. Knowledge of professional nursing principles, and procedures including the documentation process that are applied to the Utilization Review process.
2. Skill to clinical assessment for maintaining a quality utilization review program.
3. Ability to communicate orally and/or in writing.
4. Knowledge of Medicare & Medicaid regulations and guidelines.
5. Skill in interpersonal relationships.
6. Knowledge of medical care plans, treatment and procedural plans.

**SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS.**

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**HOW & WHERE TO APPLY:** All applicants, must **submit** one of the following to the Gallup Indian Medical Center, Human Resources Office, 217 Marguerite Street, P.O. Box 1337, Gallup, NM, 87305 by **4:30 p.m.** on the closing date: 10-03-2008. **FOR MORE INFORMATION CONTACT:** Julia Nelson at 505/722-1412. **ELECTRONIC OR TELEFAXED RESUMES OR APPLICATIONS WILL NOT BE ACCEPTED.**

1. OF-612, Optional Application for Federal Employment; **or** SF-171, Application for Federal Employment; **or** \*Resume; or any other written application format\*. **See INFORMATION REQUIRED ON RESUMES AND OTHER APPLICATION FORMATS outlined below.**
2. OF-306, Declaration for Federal Employment must be completed and submitted with original signature to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. Responding yes to any one of these questions can make you ineligible for employment in this position. **If you make a false statement in any part of your application, you may be hired; you may be fired after you begin work; or you may be fined or jailed.** This is a covered position under Public Law 101-630, "Indian Child Protection and Family Violence Prevention Act".
3. A copy of a BIA Form 4432, Verification of Indian Preference for employment in IHS and BIA, must be submitted if the applicant claims Indian Preference. Navajo Area Indian Health Service employees claiming Indian Preference need not submit the BIA Form 4432, but must state such documentation is contained in their Official Personnel Folder.
4. DD-214, Veterans' Preference Certification, if claiming Veterans' preference. In addition, if claiming 10-point preference, submit SF-15 to show proof of 10-pt preference. Veterans' Preference is not applicable to current HHS permanent employees, federal employees with competitive status, or Reinstatement eligible.
5. Copy of latest SF-50, Notification of Personnel Action, if current or a prior federal employee.

6. Latest Performance Appraisal, if a current federal employee.
7. An Official College Transcript, to show proof of undergraduate or graduate education.
8. Supplemental Questionnaire (KSA) – failure to submit this narrative may adversely affect your ranking for this position.

**\*INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS:**

Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the personnel office to make a determination that you have the required qualifications for the position. *SPECIFICALLY, THE INFORMATION PROVIDED UNDER #8 (HIGH SCHOOL), #9 (COLLEGES AND UNIVERSITIES) AND #10 (WORK EXPERIENCE) WILL BE USED TO EVALUATE YOUR QUALIFICATIONS FOR THIS POSITION. FAILURE TO INCLUDE ANY OF THE INFORMATION; LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION.*

1. Announcement Number, Title and Grade of the job for which you are applying;
2. Full Name, Mailing Address (with zip code) and Day and Evening Phone Numbers (with area codes);
3. Social Security Number;
4. Country of Citizenship;
5. Highest Federal civilian grade held (give series and dates held);
6. High School - Name, City, State (zip code if known), and date of Diploma or GED.
7. Colleges and Universities - Name, City, State (zip code if known), Major(s), Type and Year of degree received (If no degree show Total Semester or Quarter Hours earned).
8. Work Experience (paid and non-paid) - Job, Title, Employer's Name and Address, Supervisor's Name and Telephone Number, Description of Duties and Accomplishments, Starting and Ending dates (month/year), Average hours worked per week, and Salary.
9. Indicate if we may contact your current Supervisor;
10. Description of job-related training courses, license or certification (current only), honor, awards, special accomplishments.

**NOTE: THIS OFFICE WILL NOT SOLICIT FOR ADDITIONAL INFORMATION.** Applicants who submit incomplete applications will be given credit only for the information he/she provided. Therefore, it is the responsibility of the applicant to submit a complete application packet by the closing date.

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**REASONABLE ACCOMMODATION:** 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.

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**VETERANS:** Veterans who are preference eligible or who have been separated from the Armed Forces under honorable conditions after 3 years or more of continuous active service may apply.

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**ADDITIONAL SELECTIONS:** Additional or alternative selections may be made within 90 days of the date of the certificate issued if the position becomes vacant or to fill an identical

additional position in the same geographic location.

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**COMMISSIONED OFFICERS:** Commissioned Officers may indicate an interest in being considered with the Commissioned Corps by submitting a resume to the GIMC - Human Resources Office. Commissioned Corps applicants claiming Indian Preference will be evaluated against the applicable Preston standard or the civil service standard, if no Preston standard exists. These applicants must describe the experience gained in their two most recent positions and dates they occupied those positions. In addition, Commissioned Corps Indian Preference applicants must also provide information regarding education, including degrees obtained and schools attended and they must include home/work telephone numbers if this information is not contained in the resumes. When required by the vacancy announcements, these applicants must provide specific information related to any knowledge, skills, and abilities which are being used as selective factors. Commissioned Corps Indian Preference applicants may also be required to submit proof of Indian Preference and proof of possession of the appropriate license.

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**INDIAN PREFERENCE:** Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. In other than the above, the Indian Health Service is an Equal Opportunity Employer.

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**SELECTIVE SERVICE CERTIFICATION:** If you are a male born after December 31, 1959 and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with the Selective Service Systems.

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**EQUAL EMPLOYMENT OPPORTUNITY:** SELECTION FOR POSITIONS WILL BE BASED SOLELY ON MERIT WITH NO DISCRIMINATION FOR NON-MERIT REASONS SUCH AS RACE, COLOR, RELIGION, GENDER, SEXUAL ORIENTATION, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, PHYSICAL HANDICAP, AGE OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION. PROMOTIONS OR APPOINTMENTS WILL NOT BE BASED ON PERSONAL RELATIONSHIP OR OTHER TYPES OF PERSONAL FAVORITISM OR PATRONAGE.

  
PERSONNEL CLEARANCE

  
DATE

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APPLICATION AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY EACH THIS ANNOUNCEMENT NUMBER - GA-08-083. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS ARE TO BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUESTS FOR COPIES. COMPLETED FORMS WHEN SUBMITTED BECOME THE PROPERTY OF THIS PERSONNEL OFFICE AND WILL NOT BE RETURNED. ORIGINAL SIGNATURES ARE REQUIRED ON SF-171 AND SUPPLEMENTAL STATEMENTS. ONLY MATERIAL SUBMITTED BY THE CLOSING DATE WILL BE CONSIDERED.

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**SUPPLEMENTAL QUESTIONNAIRE  
NURSE SPECIALIST, GS-610-12**

1. KNOWLEDGE OF PROFESSIONAL NURSING PRINCIPLES AND PROCEDURES INCLUDING THE DOCUMENTATION PROCESS THAT ARE APPLIED TO THE UTILIZATION REVIEW PROCESS. This includes the ability to incorporate professional nursing practice in the documentation process which denotes clear, concise explanation, utilizing acceptable terminology and which specifies the course of treatment indicated by the medical provider. The documentation process includes data that meets patient standard of care and is free of opinions. Nursing principles/procedures are used in the Utilization review process. What in your background shows you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

2. SKILL IN CLINICAL ASSESSMENT FOR MAINTAINING A QUALITY UTILIZATION REVIEW PROGRAM. This includes the knowledge of the patient care protocols in order to assess the clinical situations including the diagnosis, treatment, and intervention plans of care and the skill to research DRG's for the cases. Use of astute clinical assessments is required to complete billing and coding process. This includes thorough knowledge of both outpatient and inpatient ICD-9 and CPT-4 coding. What in your background shows you possess this skill?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

3. ABILITY TO COMMUNICATE ORALLY AND/OR IN WRITING: This is the ability to be able to communicate to a variety of medical personnel on program goals, objectives, standard requirements and to discuss pertinent laws, regulations involved in the program. Oral presentations are expected to be made to medical and administrative staff. Written work is required for this program which includes report on a quarterly and annual basis. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

4. KNOWLEDGE OF MEDICARE & MEDICAID REGULATIONS AND GUIDELINES. This is the knowledge and ability to audit patient's charts, ensuring compliance to principles of documentation and admissions criteria, in accordance with CMS rules and regulations. This also includes the knowledge of the general operation procedures of other insurance plans. What in your background shows you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

5. SKILL IN INTERPERSONAL RELATIONSHIPS. This skill includes the ability to provide information and instruction in a clear, concise, courteous manner, utilizing fact and sensitivity in dealing with others and exercising perceptiveness and mature judgment in same. Meetings may be with individuals, groups representing a variety of medical/social situations. What in your background shows you possess this skill?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

6. KNOWLEDGE OF MEDICAL CARE PLANS, TREATMENT, AND PROCEDURAL PLANS. This includes the actual working knowledge of medical care plans used in a variety of situations. Also includes knowledge of treatment and procedural plans are so explanations can be made to clients, families and so thorough understanding is there when patients' charts are coded for payment. What in your background shows you possess this knowledge?

What was duration of these activities?

Who can verify this information? (Please provide a telephone number.)

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C-E-R-T-I-F-I-C-A-T-I-O-N

I CERTIFY that all of the statements made in the above questionnaire are true, complete, and correct to the best of my knowledge and belief; and are made in good faith.

\_\_\_\_\_  
Signature of Applicant (Sign in Ink)

\_\_\_\_\_  
Date