DEPARTMENT OF HEALTH AND HUMAN SERVICES

NAVAJO AREA INDIAN HEALTH SERVICE

THIS POSITION IS LOCATED IN A TOBACCO-FREE ENVIRONMENT

VACANCY ANNOUNCEMENT
GA-08-101

OPENING DATE
10-20-2008

CLOSING DATE
11-07-2008

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

*Special rate under 5 USC 5305

NUMBER OF VACANCIES
One (1) (20 62 09)

APPOINTMENT
(X) Permanent

WORK SCHEDULE
(X) Full Time

AREA OF CONSIDERATION
(X) IHS Wide

SUPERVISORY/MANAGERIAL
(X) NO

PROMOTION POTENTIAL
(X) No Known Potential

HOUSING
(X) Private Housing Only

TRAVEL/MOVING
(X) May Be Paid for Eligible Employees

DUTIES: Serves as the Performance Improvement Coordinator for the Gallup Service Unit. Assess the quality of care to assure that the services are effective and in compliance with hospital, agency and JCAHO and CMS standards, and other requirements of accrediting organizations. Advise and interpret new procedures, practices, and requirements to meet JCAHO, CMS, and agency standards. Participates in the development of policies and procedures and recommends to supervisors a plan of action as they relate to the performance improvement program. Coordinates with all hospital disciplines on changes in policies and practices when changes will affect internal hospital operations. Serve as JCAHO Coordinator, coordinating accreditation and survey activities. Incumbent is the contact person for accreditation companies and surveyors for planning and arranging survey activities. Participate with supervisors and the Executive Management Team in the formulation of a performance improvement program for Gallup Service Unit. Assist in developing mechanisms for evaluating and monitoring patient care and compilation of statistical data. Provides training sessions for supervisory and hospital staff as needed to meet established objectives. Collects and submits data to JCAHO ORYX program via performance measurement system on a quarterly basis. Evaluates data and identify trends, works with appropriate staff to suggest ways to improve our performance. Initiates and coordinates investigations of patient care issues, possible EMTALA violations, and sentinel events to determine the degree, sources and control of problems and contributing elements. Prepare written reports concerning findings. Serves as chairman of the QI/RM Committee, serves as a member of the Service Unit Executive Management Team and the medical Executive Committee.

Participate in new employee orientation concerning the performance improvement programs. In the absence of the Risk Manager provides coverage on risk management issues. Review subpoena and decides appropriateness of subpoena. Review charts and develops written summary for headquarters on tort claims that have been files. Investigate patient complaints, documents, and suggests appropriate resolution. Serve as liaison between lawyers and hospital staff on risk management issues. Serve as on-call Service Unit Administrator on a rotating basis. 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.

NOTE: Refer to OPM Operating Manual Qualification Standards Handbook or the IHS Excepted Service Qualification Standard, Series 0610 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.*

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 Application for Federal Employment, 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.)

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 and career0conditional (tenure group I or II) or be current HIS expected appointment (with no time limits) tenure group II excepted/competitive service employee who has received a RIF separation notice of 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 greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at leas fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by DHHS I 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 may be entitled to receive special priority consideration 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. The 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 it 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 greater promotion potential than the position form which you were 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. (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 the 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.

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 Hospital Accreditation Standards and Performance Improvement Process.
2. Knowledge of Patient Care Standards, Principles, Practices and Processes
3. Knowledge of professional nursing principles and practices including the documentation process.
4. Knowledge of IHS Automated Data Processing Systems.

SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS.

HOW & WHERE TO APPLY: All applicants, must submit one of the following to the Gallup Indian Medical Center, Human Resources Office, P.O. Box 1337, Gallup, NM, 87305 by (4:30 p.m.) on the closing date: 11-07-2008. 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 the Child Care and Indian Child Worker Laws, P.L. 101-647 and P.L. 101-630, all applicants must signed the required "Addendum to Declaration for Federal Employment". Consideration for an offer of employment may be denied if there are affirmative responses on the Declaration for Federal Employment.

3. A copy of an Official Bureau of Indian Affairs Preference Certificate, BIA Form 4432, signed by the appropriate BIA Official, 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.

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.

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.

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.

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 ice 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.

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.

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.

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.

Julia Nelson 10/17/2008

PERSONNEL CLEARANCE DATE

APPLICATION AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY EACH THIS ANNOUNCEMENT NUMBER - GA-08-101. 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.

SUPPLEMENTAL QUESTIONNAIRE
NURSE SPECIALIST, GS-610-12

1. KNOWLEDGE OF HOSPITAL ACCREDITATION STANDARDS AND PERFORMANCE IMPROVEMENT PROCESS. This is the ability to understand, implement and development performance improvement systems to monitor and maintain the standards of accreditation agencies such as JCAHO, CMS and other agency standards. 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. KNOWLEDGE OF PATIENT CARE STANDARDS, PRINCIPLES, PRACTICES AND PROCESSES AND ABILITY TO APPLY STANDARDS. This is the knowledge of nursing theories, principles and practices, in order to interpret patient data, the care received and consultation to patients. This includes assessing a patient's condition, distinguishing between normal and abnormal test results, development, implementation or evaluation of health care plans, administration or clinical procedures, case management, and risk management. 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.)

3. KNOWLEDGE OF PROFESSIONAL NURSING PRINCIPLES AND PRACTICES INCLUDING THE DOCUMENTATION PROCESS. This ability is having the knowledge of and the skill to apply a wide range of nursing theories and the application of techniques and skills used in the variety of clinical settings. It is the ability to apply the knowledge, skills, techniques from the theory base on all segments of nursing as related to hospital performance improvement. 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.)

4. KNOWLEDGE OF IHS AUTOMATED DATA PROCESSING SYSTEM. The person in this position should have the knowledge of and skills with computer equipment and software, RPMS systems, including research, abstracting and analyzing data related to hospital performance improvement activities. 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.)

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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 _____