



DEPARTMENT OF HEALTH AND HUMAN SERVICES

INDIAN HEALTH SERVICE
NAVAJO REGION



THIS POSITION IS LOCATED IN A TOBACCO-FREE ENVIRONMENT.

VACANCY ANNOUNCEMENT
FD-09-MPP/ESEP-05

OPENING DATE
01-12-09

CLOSING DATE
02-02-09

POSITION TITLE
Physician's Assistant

LOCATION AND DUTY STATION
PHS Indian Hospital, Division of Clinical Services
Outpatient Department, Fort Defiance, Arizona

GRADE/SALARY
GS-603-12, \$67,613 - \$87,893 Per Annum

NUMBER OF VACANCIES:
One Vacancy (MD4606)

(SPECIAL RATES AUTHORIZED UNDER 5 USC 5305)

APPOINTMENT

- Permanent
Temporary
NTE:

WORK SCHEDULE

- Full Time
Part Time
Intermittent

AREA OF CONSIDERATION

- Commuting Area
Navajo Area Wide
IHS Wide
DHHS Wide

Works on a regularly assigned, rotational or call back basis to provide continuity of medical services during evenings, nights, holidays and weekends.

SUPERVISORY/MANAGERIAL

- YES, MAY REQUIRE ONE-YEAR PROBATION
NO

PROMOTION POTENTIAL

- YES, TO GRADE:
NO KNOWN POTENTIAL

HOUSING

- GOVERNMENT HOUSING MAYBE AVAILABLE
PRIVATE HOUSING ONLY

TRAVEL/MOVING

- MAY BE PAID FOR ELIGIBLE EMPLOYEE
NO EXPENSES PAID

DUTIES: As Physician Assistant in the Division of Clinical Services, Ambulatory Medicine Branch, provides diagnostic, preventative and therapeutic health services to patient and family members in a primary care facility under guidance of a physician. Takes comprehensive or focused health histories from patients; records finding and makes critical evaluations. Performs or requests special screening and developmental tests and laboratory tests and interprets the results. Makes decisions concerning medical care needs of patients with physicians. Provides direct medical care in the presence of illness or disability in order to maintain life, provide comfort, reduce distress and enhance coping ability. Provides surveillance over medical practices applied to stabilize chronically ill persons; adjusts treatments within establish standing order recognizing when to refer the patient to the physician or other health team members. Works collaboratively with physician in management of selected complex medical problems. Provides full range of emergency services or crisis intervention including life saving emergency procedures in order to stabilize a patient sufficiently to transport to a hospital facility. Evaluates the medical aspects of treatment plans periodically recognizing the need for reassessment by a physician or other health professionals. Provides medical care and preventive services to health individuals,

including guidance in nutrition, common illnesses, accidents, child growth and development and child rearing. Teaches patients and family members ways to maintain or improve their health status. Maintains knowledge and proficiency in medical practices through continuing education credits, staff meetings and workshop and mandatory updating of license and certifications. Performs other duties as assigned.

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

**BASIC REQUIREMENTS:**

**All applicants must meet the following basic requirements for all grade levels:**

- Graduation from a physician assistant educational program, accredited by the Accreditation Review Committee on Education for the Physician Assistant (ARC-PA) or its predecessors, at a college, university, or educational institution that is accredited by an accrediting body or organization recognized by the Secretary, U.S. Department of Education.
- Successful completion of the National Commission on Certification of Physician Assistants (NCCPA) examination; must maintain status as a certified physician assistant, including completion of all requirements for continuing medical education (CME) and re-certification.

**ADDITIONAL REQUIREMENTS FOR GRADE GS-12:**

**EDUCATION:**

Completion of an accredited physician assistant educational program is required.

**EXPERIENCE:**

52 weeks of specialized experience equivalent to at least GS-11 level is qualifying at the GS-12 grade level. The required experience must have demonstrated the ability to perform professional-caliber medical work as a physician's assistant with minimal supervision, including the exercise of a degree of judgment in integrating assisting and interpreting diagnostic findings and in determining the need for referral to a physician. Applicants qualifying on the basis of specialized experience must have the following:

- Ability to identify a medical problem and determine appropriate action to meet the problem, including referral to a physician.
- Knowledge and understanding of the environment, principles, ethics, and special human relationships in the field of medicine.
- Knowledge of the medical, biological, and physical sciences related to the applicable area of medicine.
- Knowledge of and ability to perform specified diagnostic and therapeutic practices and procedures.
- Ability to work responsibly with physicians and other members of the medical team, and to deal effectively with patients.
- Ability to communicate effectively, both orally and in writing.

**SELECTIVE PLACEMENT FACTOR:** A Physician Assistant Certificate issued by the National Commission on Certification of Physician Assistants is required. Please submit a copy with your application.

**TIME-IN-GRADE REQUIREMENTS:** Candidates applying under the provisions of the Merit Promotion Plan must have completed 52 weeks of service at the GS-11 level grade level to qualify for GS-12. If selected under the Excepted Service Examining Plan, applicant may be appointed under Schedule A authority without regard to time-in-grade requirements.

**LEGAL AND REGULATORY REQUIREMENTS:** Candidates must meet time-after-competitive appointment, time-in-grade, and qualification requirements by the date the certificate is issued.

**CONDITION OF EMPLOYMENT:** Immunization Requirements – Applicant selected must provide proof of certain vaccine, specifically Measles, Mumps, Rubella, Hepatitis B, PPD, and Varicella. 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.

**REASONABLE ACCOMMODATION:** This agency provides reasonable accommodation 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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**NOTE:** Refer to OPM Operating Manual Qualification Standards Handbook, Series 603 for complete information. For more complete information, contact your Servicing Personnel Office. Substitution of education for experience will be made in accordance with those standards. **PROOF OF EDUCATIONAL ATTAINMENT MUST BE RECEIVED BY THE CLOSING DATE. FAILURE TO DO SO WILL RESULT IN A RATING OF INELIGIBLE FOR THIS VACANCY.**

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

Status applicants may apply for a position under both the MPP and non-status application procedures. In this case, they must file two applications for dual consideration.

**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 eligibles 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 whether their application is submitted under the IHS Excepted 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, those with a 30% or more compensable service-connected disability).

**VETERANS:** Veterans who are preference eligibles 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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**COMMISSIONED OFFICERS:** Commissioned Officers may indicate an interest in being considered by submitting a resume. Commissioned Corps applicants will be evaluated by the Personnel Office 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 applicants must also provide information regarding education, including degrees obtained and schools attended by submitting official transcripts and they must include home/work telephone numbers if this information is not contained in the resume. When required by the vacancy announcement, these applicants must provide specific information related to any knowledge, skills and abilities,

which are being used as selective factors. Commissioned Corps applicants may also be required to submit proof of Indian Preference and proof of possession of the appropriate license.

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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) or be a current IHS excepted appointment (with no time limit) tenure group II excepted/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 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 promotion potential 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. Meets the basic qualifications for the position any documented selective factor, physical requirements with any reasonable accommodation and are able to satisfactorily perform the duties of the position without undue interruption.

**INFORMATION FOR DISPLACED EMPLOYEE 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 from 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 (a score of 80 on a rating scale of 100) for the position including documenting selective factor, equality 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 the 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 diagnostic, preventive and therapeutic practices and procedures.
2. Ability to work independently.
3. Ability to identify a medical problem and determine appropriate treatment plan.
4. Ability to work under pressure.
5. Ability to meet, deal and communicate with a variety of individuals and groups.
6. Ability to communicate in writing.

(SEE SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS.)

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**HOW & WHERE TO APPLY:** All applicants must submit one of the following to the PHS Indian Hospital, Human Resources Branch, Post Office Box 649, Fort Defiance, Arizona 86504, by 5:00 p.m. on the cut-off date. For more information, contact: Christina Bitsilly, HR Specialist, at (928) 729-8259.

1. OF-612, Optional Application for Federal Employment; or,
2. SF-171, Application for Federal Employment; or,
3. \*Resume; or
4. \*Any other written application format.

**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 that such documentation is contained in their Official Personnel Folder.**

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**NOTE:** The *Declaration for Federal Employment (OF-306)* and *IHS Addendum to the 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 the two questions on the *Addendum* can make you ineligible for employment in this position. **If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.**

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**\*INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS:** Resumes or other application formats must contain all of the information listed as follows 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 AS FOLLOWS MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION.

1. Announcements number, title and grade of the position for which you are applying.
2. Full name, full mailing address, and day and evening phone numbers (with area codes).
3. Social Security Number.
4. Country of Citizenship.
5. Veteran's Preference Certificate: DD-214, indicating discharge and/or SF-15 if claiming 10-point preference.
6. Copy of the latest SF-50, Notification of Personnel Action, if current or prior Federal employee.
7. Highest Federal civilian grade held (give series and dates held).
8. High School: Name, City, State (zip code if known) and date of diploma or GED.
9. Colleges and Universities: Name, City, State (zip code if known), majors, type and year of any degrees received (if no degree, show total semester or quarter hours earned);
10. Work experience (paid and non-paid); job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending date (month/year), hours per week, and salary.
11. Indicate if we may contact your current supervisor.
12. Job related training courses, skills, certificates, registrations and licenses (current only), honors, awards, special accomplishments.
13. A copy of your most recent performance appraisal and any other necessary documentation pertinent to the position being filled.

**NOTE:** Applicants who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their Veteran preference determination, education, training and/or experience. **WE WILL NOT SOLICIT ADDITIONAL INFORMATION.**

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**ADDITIONAL SELECTIONS:** Additional or alternate selections may be made within 90 days from the date the certificate was issued if the position becomes vacant or to fill an identical additional position in the same geographic location.

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**INDIAN PREFERENCE:** Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. Other than the above, the IHS 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.

*Christina Bitsilly*

*010909*

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HUMAN RESOURCE CLEARANCE

DATE

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EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER - FD-08-MPP/ESEP-133. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS MUST BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUESTS FOR COPIES. COMPLETED FORMS WHEN SUBMITTED BECOME THE PROPERTY OF THE PERSONNEL OFFICE AND WILL NOT BE RETURNED.

**TELEFAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED.**

**SUPPLEMENTAL QUESTIONNAIRE  
PHYSICIAN'S ASSISTANT, GS-603-12**

1. KNOWLEDGE OF DIAGNOSTIC, PREVENTIVE AND THERAPEUTIC PRACTICES AND PROCEDURES. The person in this position must have knowledge of diagnostic, preventive and therapeutic practices and procedures related to a variety of medical and health care fields. What in your background shows you possess this knowledge?

What was the duration of these activities?

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

2. ABILITY TO WORK INDEPENDENTLY. The person in this position must have the ability to work independently handling all priorities and performing work in accordance with established procedures. What in your background shows you possess this ability?

What was the duration of these activities?

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

3. ABILITY TO IDENTIFY A MEDICAL PROBLEM AND DETERMINE APPROPRIATE TREATMENT PLAN. The person in this position must have the ability to identify a medical problem collects and records relevant data in order to assess patient health status and determine the appropriate treatment plan including referral to a physician. What in your background shows you possess this ability?

What was the duration of these activities?

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

4. ABILITY TO WORK UNDER PRESSURE. The person in this position must have the ability to function effectively as an Urgent care team member, under pressure of time or crisis intervention. Works in a hurried and stressful department with hostile and /or potentially violent patients. What in your background shows you possess this ability?

What was the duration of these activities?

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

5. ABILITY TO MEET, DEAL AND COMMUNICATE WITH A VARIETY OF INDIVIDUALS OR GROUPS. The person in this position must have the ability to exercise tact, diplomacy and mature judgment in meeting and dealing with a variety of individuals or groups. This also includes the ability to convey or obtain information in a clear, concise and courteous manner. What in your background shows you possess this ability?

What was the duration of these activities?

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

6. ABILITY TO COMMUNICATE IN WRITING. The person in this position must have the ability to communicate in writing, document clinical data in patients health records/charts, maintain reports on patients, personal activities or other required information for use in program operation, quality assurance, etc. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide 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.

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Signature of Applicant (Sign in Ink)

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Date