

COMPETITIVE
VACANCY ANNOUNCEMENT

PHS INDIAN HOSPITAL, INDIAN HEALTH SERVICE
ROSEBUD SERVICE UNIT
P.O. BOX 400
ROSEBUD, SOUTH DAKOTA 57570

ROSEBUD SERVICE UNIT - IS A SMOKE FREE ENVIRONMENT
December 8, 2008

POSITION: PHYSICIAN ASSISTANT
of Positions: 3 (RB9926, RB2008, RB2901)
DEPARTMENT
DAKOTA

LOCATION: ROSEBUD PHS INDIAN HOSPITAL
MEDICAL STAFF
ROSEBUD, SOUTH

BEGINNING SALARY: GS-603-12, \$67,613 – \$87,893 per annum VACANCY NUMBER: NP-08-0011-RB-DEU-PA

OPENING DATE: January 14, 2009
(OUF)

CLOSING DATE: Opened Until Filled-

Applications and related documents must be received at the above address by 5:00 p.m. on the closing date of this announcement. For information contact **Michelle Zephier, Division of Human Resources** at (605) 747-2231, ext: 3229. All applications are subject to retention, requests for copies will not be honored. Applications can be **faxed** to 605-747-2216, **(NOT RESPONSIBLE FOR UNSUCCESSFUL TRANSMISSIONS)**. Applications by e-mail will be accepted. It is the responsibility of the applicant to submit a complete application. E-MAIL ADDRESS: michelle.zephier@ihs.gov.

APPOINTMENT:

Permanent
 Not-To-Exceed The applicant selected for this position may be appointed to either a one year appointment or an appointment in excess of one year, depending on the status of the applicant.

WORK SCHEDULE:

Full-Time
 Part- Time
 Intermittent
 Subject to Rotating Shifts

MOVING: Travel may be paid provided all legal and regulatory requirements and travel regulations are met.

CONDITIONS OF EMPLOYMENT:

ON-CALL YES NO *call-back duty is defined as irregular or occasional work performed by an employee on a day when the work was not scheduled for the employee. This will require the employee to return to his/her place of employment within the specified timeframes. Work schedules may include weekends and/or evenings.

**** All applicants who have regular contact or control over Indian Children must submit the attached addendum, to the Declaration of Federal Employment*** Your application may not be considered for this designated childcare worker position if you do not complete and submit this form or if you answer, "Yes" to either of the two questions.**

****Once the job announcement closes OR (OUF- selection roster is issued), we will evaluate applications to determine qualifications and ranking. The most highly qualified candidates will be referred to the hiring manager for further consideration. You will then be notified of the outcome by mail.**

- **Must provide AVERAGE HOURS WORKED PER WEEK on application.**
- **Applicants applying for the position may be required to be immunized, for measles and rubella, if he or she provides services or has contact with patients at the service units. Persons born before 1957 are not required to take the measles vaccine or provide proof of immunity. Special consideration may be allowed to individuals who are allergic to a component of a vaccine or have a history of severe reaction to a vaccine or who are currently pregnant.**
- This vacancy may be filled through Office of Personnel Management's delegated Direct Hire Authority. If so, the following is applicable: all applicants who meet the basic qualification requirements will be forwarded to the Selecting Official for consideration. The "rule of three", Veterans' preference and traditional rating and ranking of applications do not apply to this vacancy. For more information on OPM's authorization of Direct Hire Authority, please visit <http://www.ipm.gov/hrmc/2003/NewHRFlex-DirectHireAuth.asp>, applicant must undergo a background investigation and be able to qualify for appropriate security clearance, unrestricted access to secure areas. Must possess a valid State government-issued driver's license. Subject to shift operations, to be on-call 24 hours a day 7 days a week, independent of shift assignments. In addition to the normal salary range, when applicable requirements area met, this position may provide additional compensation through one or more of the following: Physicians Comparability Allowance, Physicians Special Pay or a Recruitment Bonus.

PROMOTION POTENTIAL: NO YES to grade(s) GS-
SUPERVISORY/MANAGERIAL: NO YES

*may require one year probation

THE INDIAN HEALTH SERVICE HAS A ZERO TOLERANCE SEXUAL HARASSMENT POLICY, IHS CIRCULAR NO. 95-11, IN PLACE WHICH IT DISSEMINATES TO ITS EMPLOYEES.

WHO MAY APPLY : Any U. S Citizen.

DUTIES AND RESPONSIBILITIES:

Assesses, plans and provides direct and comprehensive primary, therapeutic and preventative medical care to individual geriatric, adult, adolescent, pediatric and infant patients and their families. Orders and/or performs screening and diagnostic tests and procedures (lab studies, x-rays, electrocardiograms, audiograms, pulmonary function tests, etc.) Interprets test results and analyzes all collected data, discriminates between normal and abnormal findings to identify all stages of serious physical, emotional or mental problems, and to prioritize health care needs, i.e., formulates a problem list. Makes diagnosis and decisions concerning medical needs of patients, formulates and implements plan of care, which may involve various treatments modalities, prescribing medications, consultation with other health care providers, and referrals. Identifies and manages both minor and serious acute and chronic illnesses (e.g., upper respiratory infections, venereal disease, hypertension, eye infections, tuberculosis, AIDS, HIV, heart disease, nausea, angina, back pain, trauma, etc.) in accordance with established standards of medical care and approved clinical privileges. Provides surveillance of medical regimens for stabilized chronically ill persons, recognizing when to refer the patient to physician or other health care team member.

QUALIFICATION REQUIREMENTS: Candidate must meet qualification standards as specified in **OPM Operating Manual** (Qualification Standards for General Schedule Positions).

Selective Factor: Applicant must have a **full and unrestricted license to practice as a Physician Assistant in any of the 50 states or US territories. Please submit a copy of your State Licensure.**

Selective Factor: Physician Assistants must be nationally certified and present evidence of certification or be eligible for national certification at the time of employment.

1. Physician Assistants who have obtained a qualifying degree within 12 months of their appointment and those who are new graduates, not certified at the time of employment:
 - a. Must sign an acknowledgment of this condition.
 - b. Must become certified within 1 year from date of employment or be separated from Federal service.

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.

Education and Experience Requirements:

Applicants who meet the above basic requirements may qualify for the following grade levels if they meet the educational and/or specialized experience requirements described below.

GS -12 and above (or equivalent): A minimum of one full year of work experience as a certified physician assistant equivalent to the next lower grade level **and** completion of an accredited physician assistant educational program is required.

SPECIALIZED EXPERIENCE:

The work requires knowledge of specific observation and examination procedures, and the ability to perform diagnostic and therapeutic tasks. The work does not include the full scope of interpretation of medical findings requiring the full professional background of the licensed physician. Physician assistants assist in the examination and observation of patients by performing such duties as taking case histories, conducting physical examinations, and ordering laboratory studies during hospital rounds and clinic visits. As directed by a physician, physician assistants carry out special procedures; for example, they give injections or other medication, apply or change dressing, perform lumbar punctures, or suture minor lacerations.

Your description of work experience, level of responsibility, and accomplishments will be used to determine that you meet these requirements. Applicants who meet the basic qualification requirements and selective factors, if any, described in this announcement will be further evaluated by determining the extent to which their work or related experience, education, training, awards, outside activities, and performance appraisal, etc., indicate they possess the knowledge, skills, and abilities described below. All applicants should provide clear, concise examples that show level of accomplishment or degree to which they possess the KSA's either on their application/resume or as a separate attachment. The information provided will be used to determine the "best qualified" candidates.

SUPPLEMENTAL QUESTIONNAIRE - KNOWLEDGE, SKILLS, AND ABILITIES

1. Ability to practice and be creditable as a Physician Assistant per our Medical Staff by-law and policies.
2. Knowledge of physical and psychosocial assessment and history in order to perform complete physical examinations.
3. Ability to interpret diagnostic test and procedures sufficient to determine from normal to abnormal findings.
4. Knowledge of preventive health maintenance measures, disease control activities and early identification to provide patient education.
5. Knowledge of emergency medical treatment sufficient to treat patients in critical care situations.

LEGAL AND REGULATORY REQUIREMENTS: Candidates must meet time-after competitive appointment, time-in-grade, and qualification requirements by the closing date of the vacancy announcement, if applicable.

HOW TO APPLY: Applicants must submit their applications to the **Rosebud Service Unit, Indian Health Service, Human Resource Department, P.O. Box 400, Rosebud, SD 57570. ALL APPLICATIONS MUST INCLUDE ALL THE APPLICABLE DOCUMENTS:**

All applicants **MUST** submit the following documents to be eligible for the position:

1. Applicants may submit ONE of the following: a) OF-612, Optional Application for Federal Employment; b) Resume; or c) any other written application format.
2. Current Performance Rating, **if applicable**.
3. Applicants claiming Indian Preference **MUST** submit along with their application, **FORM BIA-4432**, Verification of Indian Preference, **(if Applicable). BIA FORM-4432 IS THE ONLY FORM OUR OFFICE WILL ACCEPT.**
4. Current IHS employees of Aberdeen and Bemidji Areas need only indicate on their application that verification is on file in their Official Personnel Folder (OPF).
5. If you wish to substitute appropriate education for experience, you **MUST** submit your transcripts along with your application. If your education is appropriate for the position being filled then your education may be substituted for experience.
6. For current or former Federal employees, a copy of your latest Notification of Personnel Action (SF-50B).
7. **All applications for this position MUST include the attached "Addendum to Declaration for Federal Employment Indian Health Service Child Care & Indian Child Care Worker Positions" form (see attachment).**
8. **SERVICE CHILD CARE & INDIAN CHILD CARE WORKER POSITIONS" form (see attachment).**
9. **VETERAN'S PREFERENCE CERTIFICATION:** Form DD-214 indicating discharge and or Form SF-15, claiming 10 point preference. Veteran's Preference is not applicable to current permanent employees with the Department of Health and Human Services, Federal employees with competitive status or reinstatement eligibles unless you are eligible for Indian Preference and wish to be considered for the Excepted Service. No preference will be allowed unless a copy of the DD-214 is attached to the application.

EMPLOYMENT OF PEOPLE WITH DISABILITIES:

IHS provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Alice LaFontaine, Selective Placement Officer, at (605) 226-7213. The decision on granting reasonable accommodation will be on a case-by-case basis.

APPLICATION INSTRUCTIONS FOR PUBLIC HEALTH SERVICE COMMISSIONED CORPS CANDIDATES:

Applicants should submit the following:

1. Copy of resume or curriculum vitae showing work experience, dates of employment, names and addresses of supervisors, include any education and other information reflecting individual qualifications for consideration.
2. Commissioned Corp Applicants claiming Indian Preference must submit BIA form 4432 and will be evaluated against existing applicable standards.

INFORMATION REQUIRED ON 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. **Failure to include any of the information listed below may result in loss of consideration for this position. Additional information will not be solicited by this office.**

- a. Announcement Number, Title, and Grade of the job for which you are applying.
- b. Full name, mailing address (with zip code) and day/evening telephone numbers (with area codes).
- c. Social Security Number
- d. Country of citizenship
- e. Veteran's preference
- f. Highest Federal Civilian Grade held (give job series and dates held).
- g. High School - Name, City, State (with zip code), and date of diploma or GED.
- h. Colleges and Universities - Name, City, State (with zip code), majors, type and year of any degrees received (if no degree show total semester/quarter hours earned) (Attached transcripts).
- i. Work experience (paid/nonpaid)-Job title (include series and if Federal job), duties, responsibilities and accomplishments (*if you describe more than one type of work, i.e., carpentry and painting, or personnel and budget, write the approximate amount of time your spent doing each*), employer's name and address, supervisor's name and phone number, starting and ending dates (month/year), **AVERAGE HOURS WORKED PER WEEK**, and salary (beginning/ending).
- j. Indicate if we may contact your current and/or former supervisor.
- k. Job-related training courses, skills, certificates, registrations, and licenses (current only), honors, awards, and special accomplishments.

DO NOT SUBMIT POSITION DESCRIPTIONS. All applications must be signed and dated. All material submitted for consideration under this announcement becomes the property of the Division of Personnel Management and is subject to verification. Careful consideration should be given to the information provided, fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and or determination of unsuitability for Federal employment.

If position is **RE-ANNOUNCED**, please call the Division of Personnel Management as to status of application.

INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) FOR 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 (CES) 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 limits) tenure group II excepted/competitive service employee who has received a RIF separation notice or a CES and, the date of the RIF separation has not passed and you are still on the rolls of the 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 the DHHS in the same commuting area (or nationwide for IHS employees GS-09 and above) of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date & 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 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 a RIF separation notice, a letter from the Office of Personnel Management (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 shows 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 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 OPM disability retirement annuity under section 8337 (h) or 8456 of Title 5 United States Code.

6. 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.
7. 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).
8. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
9. File your application by the vacancy announcement closing date & meet all the application criteria (e.g., submit all required documentation, etc.)
10. Eligible applicants will be considered "well qualified" if their documented experience, knowledge, skill and abilities are comparable to or exceed that described at the acceptable level on the crediting plan for the position to be filled.

THE INDIAN HEALTH SERVICE IS AN EQUAL OPPORTUNITY EMPLOYER.

