

DEPARTMENT OF HEALTH AND HUMAN SERVICES

NAVAJO AREA INDIAN HEALTH SERVICES



Amendment: To solicit additional applicants. Those who previously applied, need not re-apply, but may revise, update or amend their applications before the closing date.

We will not accept faxed or emailed applications.

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

VACANCY ANNOUNCEMENT

CP-08-MPP/ESEP-033-B

OPENING DATE

May 4, 2009

CLOSING DATE

May 22, 2009

POSITION

Practical Nurse

LOCATION AND DUTY STATION

Ambulatory Care Nursing
Crownpoint Service Unit
Crownpoint, New Mexico

NUMBER OF VACANCIES

One (1): PCN MD4603

GRADE/SALARY

GS-620-06: \$34,300 - \$44,589 per annum

APPOINTMENT

[X] Permanent

WORK SCHEDULE

[X] Full-time

AREA OF CONSIDERATION

[X] DHHS Wide

PROMOTION POTENTIAL

[X] No, no known promotion potential

SUPERVISORY/MANAGERIAL

[X] No

HOUSING

[X] Government Housing Maybe available

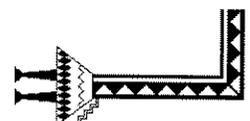
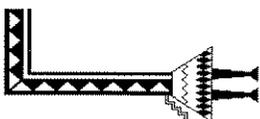
TRAVEL/MOVING EXPENSE

[X] May be paid for eligible employee

DUTIES: Serves as Practical Nurse responsible for providing nursing care to patients which requires specialized and non standard procedural knowledge and skills specific to the diagnosis and treatment of a wide range of injuries and illnesses. Consults with charge nurse on nursing care planning and/or initiates plans by determining the nature and extent of health care required which includes: interpreting signs and symptoms specific to conditions reported by patients; taking and recording vital signs; observing irregularities in patient's appearance and behavior; reviewing status of medical history; instructing patients regarding requirements for obtaining permits for examinations and operations, release of information and similar matters. Provides nursing care to patients in accordance with nursing care plans and physician's orders. Nursing care provided includes but is not limited to the following: Assists physician/clinical nurse in the application of life saving techniques emergency cases by operating oxygen and resuscitative equipment to maintain or facilitate patient respiration; observes cardiac monitor for patient condition, attaches and activates defibrillator during cardiac arrest; administers resuscitation procedures, and performs other emergency functions. May accompany critically ill and injured patients being transported to other facilities with responsibility for the continual assessment of patients condition and applying appropriate life sustaining techniques. Sets up and operated specialized equipment for care of patients, such as monitors, respirators, incubators, EKG, suction, etc. Connects appropriate tubing, turns equipment on, sets dials at appropriate setting based on known normal setting or by instruction of nurse/physician. Observes monitors, recording equipment or other indicators; reports to nurse/physician immediately any observed adverse patient reaction or equipment malfunction. Sets up and performs IPPB treatments, bladder catheterizations and administers oxygen, etc. Monitors IV therapy, maintains flow rate and observes patients. Sets up and assists with lumbar puncture, chest and bone marrow aspiration and joint injections, etc. Assists with special test and such as: circulation test, skin tests for allergies, TB skin tests, and blood and urine tests by setting up equipment, preparing solutions and medications, timing procedure and obtaining specimens, ect. Assists with examinations and special procedures by positioning and draping patients, setting up sterile equipment, labeling tissue and body fluid specimens and applying sterile dressing. Special procedure assistance includes: minor surgical procedures such as excision of lipomas, sebaceous cysts; proctologic and gynecological examinations. Instructs patient for clean catch urine specimens, laboratory and x-ray tests. Applies principles of asepsis in performance of patient care assignments. Prepares and administers medications following physician's prescriptions, and dosage standards. Applies and practical knowledge of pharmacology in order to: compute various units of measure (cubic centimeters, grams, drams, grain ounces, etc.); assess affects of various medications on patient's physiology, including abnormal variations in pulse rate, blood pressure and other adverse reactions; maintain awareness of both usual and unusual dosages prescribed to assure that prescription errors are avoided; carry out disease immunization and skin sensitivity program orders; and administers medication orally, intramuscularly and subcutaneously. Participates in the teaching of assigned personnel, patients and families. Maintains and updates knowledge and proficiency in nursing through continuing education, staff meeting, workshops and nursing committees participation. On a periodic or as required basis, assumes the duties of team leader, other professional or clerical personnel to provide continuity of services. Performs other duties and assigned.

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

THIS POSITION IS LOCATED IN A TOBACCO-FREE ENVIRONMENT



**POSITIVE EDUCATION REQUIRED:** Yes

**LICENSURE REQUIRED:** Yes

**BASIC REQUIREMENTS:** Licensure: Candidates must be currently licensed to practice as a practical or vocational nurse in a State or territory of the United States or the District of Columbia, or must have applied for a license to practice. A certified or photo static copy of the license must accompany applications of candidates possessing a license.

**SPECIALIZED EXPERIENCE:** Qualifying experience includes nursing care work in a hospital, outpatient clinic, nursing home or other supervised medical, nursing or patient care facility that provided a practical knowledge of human body structure and sterile techniques and procedures, performing such duties are:

- Observing pre- and post-operative patient care.
- Observing, recording, and reporting changes in behavior of mentally ill patients.
- Providing reassurance and encouragement to mentally ill patients.
- Assisting surgeons and registered nursing in operating room activities, including passing instruments, maintaining sterile conditions, and draping and positioning patients.
- Setting up and operating special medical equipment and apparatus.

**IN ADDITION TO BASIC REQUIREMENTS:** Candidates must have had 52 weeks of nursing experience equivalent to at least the GS-05 grade level is required.

**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:** Candidates applying under the provisions of the Excepted Service Examining Plan may be appointed without regard to time-in-grade requirements. Candidates applying under the provisions of the Merit Promotion Plan must have completed at least 52 weeks of service at the GS-5 to qualify for the GS-6 level.

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

••• NOTE ••• Refer to OPM Handbook Qualification Standards Operating Manual or the IHS Excepted Service Qualification Standards, Series 0620, 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.

#### **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 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 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 for Federal Employment" whether their application is submitted under the IHS Excepted Service Examining Plan, the IHS Merit Promotion Plan, or both.

**VETERANS:** Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of active service may apply.

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 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 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 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 submit 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 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 by achieving a score of 80 on a rating scale of 70 to 100 for the position including documented selective factors, quality ranking factor, 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 of training, awards, hobbies, self-developed achievements, and any other aspects of your background as they relate to the knowledge, skills, and abilities (KSAs) outlined below and show the level of accomplishment and degree of responsibility.

The KSAs 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. **ABILITY TO PERFORM THE TECHNICAL ASPECTS OF THE JOB.**
2. **KNOWLEDGE AND SKILL IN THE USE OF MEDICAL EQUIPMENT.**
3. **ABILITY TO WORK UNDER PRESSURE AND/OR INDEPENDENTLY.**
4. **ABILITY TO MEET AND DEAL WITH A VARIETY OF INDIVIDUALS.**
5. **ABILITY TO COMMUNICATE ORALLY.**

**HOW AND WHERE TO APPLY:** All applicants must submit the following to the Crownpoint Healthcare Facility, Human Resources, P.O. Box 358, Crownpoint, New Mexico 87313-0358, by 4:30 p.m., on the closing date: **05-22-09**

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

**Plus:**

- BIA Form 4432, if applicable.
- OF-306, Declaration for Federal Employment.
- Addendum for Child Care & Indian Child Care Worker Positions Form.
- Any other necessary documentation pertinent to the position.

**A copy of an official Bureau of Indian Affairs Indian 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.

**"Declaration for Federal Employment"** (OF-306), and **Addendum** for Child Care & Indian Child Care Worker Positions form must be completed and submitted with **original** signatures 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 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 not be hired, you may be fired after you begin work, or you may be fined or jailed.

For more information, contact: Yolanda J DeVore, Human Resources Specialist, at (505)786-6201; Email: [yolanda.devore@ihs.gov](mailto:yolanda.devore@ihs.gov)

**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 Human Resources Office to make a determination that you have the required qualifications for the position. Specifically, the information provided under #7 (High School), #8 (Colleges and Universities), and #9 (Work Experience) would 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), day and evening phone numbers (with area codes);
3. Social Security Number;
4. Country of Citizenship;
5. Veterans' preference: indicate if you are claiming preference; attach DD-214. Preference is not applicable to current DHHS permanent employees (Federal employees with competitive status or reinstatement eligibles);
6. Highest Federal civilian grade held (give series and dates held; attach SF-50, if applicable);
7. High School: Name, City, State (zip code, if known), and date of diploma or GED;
8. Colleges and Universities: Name, City, State (zip code, if known), Majors, Type and Year of Degrees received (if no Degree, show total semester or quarter hours earned); attach official transcript;
9. **Work Experience** (paid and non-paid) – Job title, duties and accomplishments, Employers' names and addresses, Supervisors' names and phone numbers, **starting and ending dates (month/year), hours worked per week**, and salary;
10. Indicate if we may contact your current supervisor;
11. Job-related training courses; skills, certificates, registrations, and licenses (current only), honors, awards, special accomplishments, etc.
12. Supplemental Questionnaire.

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

**REASONABLE ACCOMMODATION:** This agency provides 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.

**ADDITIONAL SELECTIONS:** Additional or alternate selection 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 geographical location.

**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 IHS 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 System.

**EQUAL EMPLOYMENT OPPORTUNITY:** SELECTION FOR POSITIONS WILL BE BASED 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.

/s/ Yolanda J DeVore  
Human Resources Clearance

April 28, 2009  
Date

EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER **CP-08-MPP/ESEP-033-B**. 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 HUMAN RESOURCES OFFICE AND WILL NOT BE RETURNED.

**SUPPLEMENTAL QUESTIONNAIRE  
PRACTICAL NURSE, GS-620-06**

1. **ABILITY TO PERFORM THE TECHNICAL ASPECTS OF THE JOB.** This is the ability to apply technical skills in the clinic. This includes knowledge of standardized patient care procedures for critically ill patients and related nurse care. 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.)

2. **KNOWLEDGE AND SKILL IN THE USE OF MEDICAL EQUIPMENT.** This is knowledge and skill sufficient to use standard equipment, materials, and supplies of diagnostic and treatment procedure that support nursing care of patients for the purpose of accomplishing care reports to nurses, medical staff, and family members. 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.)

3. **ABILITY TO WORK UNDER PRESSURE AND/OR INDEPENDENTLY.** This is the ability to work efficiently and productively while maintaining control under stressful working conditions. Includes the ability to perform multiple procedures simultaneously often with no assistance. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information?

4. **ABILITY TO MEET AND DEAL WITH A VARIETY OF INDIVIDUALS.** This is the ability to establish effective interpersonal relations with a variety of individuals by exercising tact, diplomacy, patience and mature judgment both inside and outside the hospital. 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.)

5. **ABILITY TO COMMUNICATE ORALLY.** This is the ability to follow oral instructions regarding patient care. This includes the ability to follow and/or present oral instructions given in any type of situation.

What was the duration of these activities?

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

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**CERTIFICATION**

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

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DATE SIGNED