

DEPARTMENT OF HEALTH AND HUMAN SERVICES

NAVAJO AREA
INDIAN HEALTH SERVICE

THIS POSITION IS LOCATED IN A TOBACCO-FREE
ENVIRONMENT



VACANCY ANNOUNCEMENT
GA-08-086

OPENING DATE
09-18-2008

CLOSING DATE
10-01-2008

POSITION
Operating Room Nursing Assistant

LOCATION AND DUTY STATION
Operating Room Nursing Services
Gallup Indian Medical Center
Gallup, New Mexico

GRADE/SALARY
GS-621-04, \$26,569.00 per annum
GS-621-05, \$29,726.00 per annum
GS-621-06, \$33,135.00 per annum

NUMBER OF VACANCIES
One (1) (20 55 17)

APPOINTMENT
(X) Permanent

WORK SCHEDULE
(X) Full Time

AREA OF CONSIDERATION
(X) Navajo Area Wide

SUPERVISORY
(X) No

PROMOTION POTENTIAL
(X) Yes, to Grade GS-5/6

HOUSING
(X) Private Housing only

TRAVEL/MOVING
(X) No expenses paid

DUTIES: Trauma is a significant part of the emergent cases performed. Scrub daily, under professional nurse supervision, for many advanced types of surgery, such as complex abdominal and thoracic procedures. Is responsible for supplying 2 - 4 surgeons with proper instruments, suture, sponges, etc.; ascertains with the professional nurse the accuracy of the sponge, needle and instrument counts. Sets up instruments, equipment, and supplies in preparation for operations and checks to see that equipment is in good working order, i.e. cautery, operating microscope, nerve stimulator, metal detectors, air drills, suction; uses initiative in procuring those instruments or implants which are not readily available. Assists the surgical team for the insertion of cardiac pacemaker, is able to administer oxygen and provide emergency supplies for the physician and/or anesthetist as needed. Reports equipment in need of repairs and low levels of supplies. Takes apart and reassembles any instrument or piece of equipment that needs cleaning (within the scope of instructed nursing personnel duties). Corrects breaks in aseptic technique by any person physician, medical student, or nursing personnel. Assist the nurse in the orientation of Operating Room personnel and in-service programs. Assist in the establishment and updating individual surgeons on procedural cards for reference. Uses and evaluates new supplies and equipment for future purchase or replacement of other supplies. Under exceptional circumstances may be required to perform circulating duties.

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

EXPERIENCE AND EDUCATION REQUIREMENTS: Candidates must have 6 months of general experience and 6 months of specialized experience for GS-04; 52 weeks of specialized experience equivalent to at least GS-04 to qualify for GS-05 and 52 weeks of specialized experience equivalent to at least GS-05 to qualify for GS-06.

GENERAL EXPERIENCE: (1) Any type of work that demonstrates the applicant's ability to perform the work of the position, or (2) experience that provided a familiarity with the subject matter or processes of the broad subject area of the occupation.

SPECIALIZED EXPERIENCE: Experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be credible, specialized experience must have been equivalent to at least the next lower grade level. Examples of the type of experience that will be credited are: assisting surgeons and registered nurses in operating room activities, including passing instruments, maintaining sterile conditions, and draping and positioning patients and with responsibility in seeing that the operating room is properly prepared for each type of surgery and taking care of patients before and after surgery independently is required. You must have extensive knowledge of a body of simple to complex operative procedures and be competent in all the medical terminology used in an operating room.

OR

EDUCATION:

GS-4: 2 years above high school with courses related to the occupation, if required.

GS-5: 4-year course of study above high school leading to a bachelor's degree with courses related to the occupation, if required.

GS-6: Graduate education may be credited in those instances where the graduate education is directly related to the work of the position.

This education must have been obtained in an accredited business or technical school, junior college, college or university for which high school graduation or the equivalent is the normal prerequisite.

POSITIVE EDUCATION REQUIREMENT: NO

LICENSURE REQUIRED: NO

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.

Incumbent rotates with other team members in taking Operating Room callback for emergency surgery during evenings, nights, weekends and holidays.

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-5 must have completed 52 weeks of service at the GS-4 level and candidates for GS-6 must have completed 52 weeks of service at the GS-5 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 Standard for General Schedule Positions, and IHS Excepted Service Qualification Standard, Series 621 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. ***IN ORER TO OBTAIN EDUCATIONAL CREDIT, YOU ARE REQUIRED TO PROVIDE COLLEGE 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 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 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 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. Ability to perform the technical aspects of the job and the varied medical equipment.
2. Ability to maintain security of confidential information.
3. Knowledge of medical terminology.
4. Ability to work independently, under pressure and adaptable to change.
5. Ability to follow oral and written instructions, plan and organize work and gain the cooperation of others.

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, 217 Marguerite Street, P.O. Box 1337, Gallup, NM, 87305 by **4:30 p.m.** on the closing date: 10-01-2008. **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 BIA Form 4432, Verification of Indian Preference for employment in IHS or BIA, must be submitted if the applicant claims Indian Preference. **Indian Preference will not be given unless Form BIA-4432 is attached to the application/resume.** 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.

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.

Julie Nelson
PERSONNEL CLEARANCE

09/17/2008
DATE

APPLICATION AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY EACH THIS ANNOUNCEMENT NUMBER - GA-08-086. 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
OPERATING ROOM NURSING ASSISTANT, GS-621-04/05/06**

1. ABILITY TO PERFORM THE TECHNICAL ASPECTS OF THE JOB AND THE VARIED MEDICAL EQUIPMENT. This is the ability to do the actual technical skills in the operating room. This includes knowledge of surgical procedures assigned which could vary from simple to complex cases. It includes the types of supplies and instruments required and specialized equipment. This also includes physical stamina and ability to lift instrument sets. 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. ABILITY TO MAINTAIN SECURITY OF CONFIDENTIAL INFORMATION. This is to obtain information regarding patients, the procedures performed on them and maintaining security through proper handling of the information being aware of proper channels of disclosure of medical/patient information. 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. KNOWLEDGE OF MEDICAL TERMINOLOGY. This person must have knowledge of medical terminology, disease processes, anatomy and physiology in order to record and report tests and lab results accurately and give necessary instruction to patients for diagnostic procedures. 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. ABILITY TO WORK INDEPENDENTLY, UNDER PRESSURE, AND ADAPTABLE TO CHANGE. The person in this position should be able to work effectively under pressure of time and produce timely work products. The person in this position must be able to adapt to changing situations brought on emergencies or other situations which require quick interventions in a given assignment. 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 FOLLOW ORAL AND WRITTEN INSTRUCTIONS, PLAN AND ORGANIZE WORK AND GAIN THE COOPERATION OF OTHERS. The person in this position should have the ability to learn and follow instructions on procedures or techniques from oral and written instructions. This also includes exercising tact and diplomacy relating to other people in order to complete work assignments. 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.)

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