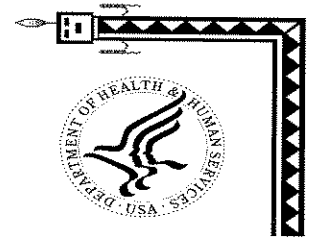


DEPARTMENT OF HEALTH AND HUMAN SERVICES



NAVAJO AREA INDIAN HEALTH SERVICE

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-09-003

OPENING DATE

January 7, 2009

CLOSING DATE

January 22, 2009

POSITION

Nurse Specialist (Infection Control)

LOCATION AND DUTY STATION

Division of Administration
QA/PI Compliance Section
Crownpoint, New Mexico

NUMBER OF VACANCIES

One (1): PCN: 13 62 04

GRADE/SALARY

GS-610-11: \$64,198 - \$78,643 Per Annum

APPOINTMENT

Permanent

WORK SCHEDULE

Full Time

AREA OF CONSIDERATION

Navajo Area-Wide

PROMOTION POTENTIAL

No Known Potential

SUPERVISORY/MANAGERIAL

No

HOUSING

Government Housing Maybe Available

TRAVEL/MOVING EXPENSE

Maybe Paid for Eligible Employees

DUTIES: This position is located in the Crownpoint Healthcare Facility, Crownpoint, NM. This position will manage the infection control, employee health, and National Patient Safety Goals (NPSG) programs. Infection Control: Develops, implements, and evaluates the service unit Infection Control program including nosocomial infection prevention, TB prevention and monitoring and the exposure plan. Assures that the programs meet all regulatory and accreditation requirements. Establishes and monitors infection control policies and procedures for the service unit. Provides infection control education to all service unit staff. Serves as a consultant to administrative and medical professionals, housekeeping, and allied health staff on matters relating to infection prevention and control. Provides consultation, guidance; and assistance to hospital staff regarding patient equipment, materials and supplies that have infection control implications. Serves as the facilitator and the subject matter expert for the service unit Infection Control Committee. Prepares, distributes and maintains all minutes and documents for the committee. Prepares surveillance and activities reports for the committee, the service Executive Committee and the Governing Body. Performs infection control surveillance to ensure clinical areas are meeting compliance with infection regulatory requirements and accreditation and standards. Notifies Medicare a Compliance/PI Officer of infractions against standard operating policies and procedures that expose guests, employees or the service unit to risk of infection or complications resulting from infection. Employee health: Develops, administers and evaluates the Employee Health Program assuring that all regulatory requirements are met. Provides reports to the Quality Management Committee and the service unit Governing Body. Serves as a consultant to service unit leadership and management by recommending corrective and preventive action. Coordinates the service unit Workmen's Compensation program by identifying employees with work related injuries or illnesses, monitoring progress of the employees, and facilitating early return to work in light duty when appropriate. Chairs the service unit Workmen's Compensation Committee and maintains meeting minutes and documentation. Collaborates with the service unit safety officer, employee health physician and human resources. Maintains employee health records and immunization status, PPD/TB status, exposures and employment related health information. Maintains files in secure manner. Participates in preventive medicine activities. National Patient Safety Goals (NPSG): Develops, implements and evaluates the National Patient Safety Goals program. Monitors and provides consultation on 1) patient identification by ensuring two patient identifiers and time-out requirements are met; 2) improves communication among staff on standardized abbreviations and "read back" concerns; 3) ensures medication safety covers "look alike drugs"; 4) reduce risk of health care-associated infections including hand hygiene; 5) monitor compliance with medication reconciliation; 6) assist staff in reducing falls; 7) assist staff in reducing risk of influenza and pneumococcal disease among elderly patients. Performs other duties as assigned.

THIS POSITION IS LOCATED IN A TOBACCO-FREE ENVIRONMENT

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

POSITIVE EDUCATION REQUIRED: YES

LICENSURE REQUIRED: YES

Basic Requirements: **EDUCATION** – Degree OR diploma from a professional nursing program approved by the legally designed State accrediting agency at the time the program was completed by the applicant.

IN ADDITION TO BASIC REQUIREMENTS: Candidates must have 52 weeks of specialized experience equivalent to the GS-09 to qualify for GS-11 level.

Specialized Experience: Experience that equipped the applicant with the particular knowledge, skills, and abilities 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 creditable, 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 carrying out the duties of providing clinical management being knowledgeable in infectious diseases and providing comprehensive professional nursing duties for the care of patients.

SELECTIVE PLACEMENT FACTOR: All applicants must have a current, valid, active, unrestricted license in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a Territory of the United States.

OTHER SIGNIFICANT FACTORS: This position is covered under the Indian Child Protection Act and is hereby designated an authorized child care position subject to P.L. 101-630 and P.L. 101-647.

The incumbent is required as an incidental duty to operate a government owned or lease vehicle in the performance of assigned duties. A state driver license is required and must be maintained.

The incumbent will be required to occasionally work off hours including weekends.

PHYSICAL DEMANDS: Most work is primarily sedentary. There may be some walking, standing, bending, stooping and carrying of items. Occasional lifting and driving to satellite clinics.

WORK ENVIRONMENT: This work requires some physical exertion such as long periods of standing, walking, recurring bending, reaching or similar activities. There is recurring lifting of light to moderately heavy items such as books, papers, audiovisual aids and equipment used during the process of meeting responsibility. Exposure to contagious and infectious disease can be a risk.

TIME-IN-GRADE REQUIREMENTS: Applicants 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 next lower grade.

LEGAL AND REGULATORY REQUIREMENTS: Candidates must meet qualification requirements by date certificate is issued.

CONDITION OF EMPLOYMENT: **Immunization Requirements** - 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.

NOTE: Refer to OPM Handbook Qualification Standards Operating Manual or the IHS Excepted Service Qualification Standards, Series 610, for complete information. Substitution of education for experience will be made in accordance with those standards. For more 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 continuous active service may apply.

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, which fully describes all aspects of your background as they relate to the knowledge, skills, and abilities (KSAs) outlined below and show the level of accomplishments and degree of responsibility.

The KSAs in your narrative statement will be the principal 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. Ability to Plan, Organize and Prioritize work.
3. Ability to Collect and Analyze Data and Reach Conclusions.
4. Skill in Interpersonal Relations.
5. Ability to orally and in Writing Communicate Information clearly and concisely.
6. Ability to Operate and Utilize Computers and Software.

HOW AND WHERE TO APPLY: All applicants must submit the following to the Crownpoint Health Care Facility, Human Resources, Box 358, Crownpoint, NM 87313, by 4:30 p.m., on the closing date: 01-22-2009.

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, revised January 2001
- Addendum for Child Care & Indian Child Care Worker Position 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, revised January 2001), and Addendum for Child Care & Indian Child Care Worker Positions 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 Victoria J Pablo, HR Specialist, at 505/786-6213. E-mail: victoria.pablo@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.

NOTE: Persons who submit incomplete application 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 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.

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 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/ Victoria J Pablo

HUMAN RESOURCES CLEARANCE

January 2, 2009

DATE

EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER **CP-09-003**. 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
Nurse Specialist (Infection Control/Employee Health), GS-610-11

1. **ABILITY TO PERFORM THE TECHNICAL ASPECTS OF THE JOB.** The person in this position must have a working knowledge of medical and health care practices. Medicare/Medicaid standards, CMS, and IHS standards as they relate to Infection Control, Employee Health and National Patient Safety Standards. To include professional knowledge of nursing concepts principles, standards of nursing practices as well as effective experience with patient specific practices and procedures to analyze (plan, implement and evaluate) scope of problems associated with Infection Control, Employee Health and National Patient Safety Standards. 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 PLAN, ORGANIZE AND PRIORITIZE WORK.** This includes the ability to function effectively under pressure of changing conditions and short deadlines, and/or handling several tasks at once by effectively planning and organizing the work and properly determining priorities. 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. **ABILITY TO COLLECT AND ANALYZE DATA AND REACH CONCLUSIONS.** The person in this position should have the ability to collect and organize factual information to interpret and evaluate it in a logical manner in order to arrive at objective, supportable conclusions or recommendations. 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.)

4. **SKILL IN INTERPERSONAL RELATIONS.** The person in this position should have skill in being persuasive. The ability to gain the confidence of others, perceptiveness in dealing with orders. The ability to exercise tact, diplomacy, and mature judgment in meeting and dealing effectively with a variety of individuals and groups IHS, other government agencies and private organizations, both in person and by telephone. 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 ORALLY AND IN WRITING COMMUNICATE INFORMATION CLEARLY AND CONCISELY.** This is the ability to express oneself in a clear concise manner to a variety of individuals and groups for the purpose of giving and receiving 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.)

6. **ABILITY TO OPERATE AND UTILIZE COMPUTERS AND SOFTWARE.** This is the ability to utilize spreadsheets, data base and display graphics to compile, analyze and display information including documentation. This also includes utilization of various work processing programs, data entry and complete correspondence reports and other documents, utilizing e-mail and the Internet.

What was the duration of these activities?

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

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.

Signature of Applicant

Date