



**DEPARTMENT OF HEALTH AND HUMAN SERVICES
PUBLIC HEALTH SERVICE
ALBUQUERQUE AREA INDIAN HEALTH SERVICE**



The Albuquerque Area Indian Health Service defines its mission as a commitment to the well-being and cultural integrity of Indian people through a participatory and consultative process.

THE ALBUQUERQUE AREA INDIAN HEALTH SERVICE IS A "SMOKE-FREE" ENVIRONMENT

VACANCY ANNOUNCEMENT NO.

SFSU-MPP-02-42

SFSU-ESEP-02-42

OPENING DATE

12-23-02

CLOSING DATE

01-07-03

POSITION TITLE SERIES & GRADE

Surgical Scrub Technician

GS-640-6, \$27,534.00 per annum

(Locality Pay Included)

LOCATION & DUTY STATION

Santa Fe Indian Hospital

Nursing Administration

Operating Room

Santa Fe, New Mexico

CONDITIONS OF EMPLOYMENT: Permanent Full-Time. Incumbent of this position is subject to call-back and or standby work.

AREA OF CONSIDERATION: ALBUQUERQUE AREA - WIDE

If positions are advertised outside the local commuting area and an applicant from outside the local commuting area is selected, then IHS is obligated to pay relocation costs.

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.

In accordance with Chapter 12, Indian Health Manual, IHS Employee Immunization Program, selectee will be required to submit proof of immunity to the following diseases: Rubella and Measles.

Before hiring, the IHS will ask you to complete a "Declaration for Federal Employment" and/or "Declaration for Federal Employment Indian Health Service Child Care & Indian Child Care Worker Positions" to determine your suitability for Federal Employment, to authorize a background investigation, and to certify the accuracy of all information in your application. Under P.L. 101-630 Indian Child Protection Act, anyone who answers in the affirmative will be found ineligible and unsuitable for employment in the Indian Health Service. 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.

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 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 provision of the Indian Health Service Excepted Service Examining Plan.

Candidates **MUST** indicate 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 non-status candidates (individuals who have never been employed by the Federal government) and 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 who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 or more years of continuous active service may apply.

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 Hazel Quintana, (505) 946-9205. The decision on granting reasonable accommodation will be on a case-by-case basis.

DUTIES AND RESPONSIBILITIES: Performs duties as the Surgical Technologist for scheduled and emergent surgical procedures to include but not limited to: case and room preparation, surgical hand scrubs, inventory, assemble and test instrumentation prior to incision, closed gloving and gowning, gowning and gloving surgical team, creating and maintaining sterile fields, receiving and labeling medications from circulating RN, verbally identifying surgical site with circulating RN. Evaluates patient's ongoing needs during intra-operative intervention and takes needed actions. Performs as First Assistant when situation arises, assisting the Surgeon in the positioning and intra-operative care of the patient. Demonstrates expert knowledge of the principles and practices of good aseptic techniques. Performs surgical counts with RN at beginning and end of procedures and any time a situation may warrant a count. Knowledgeable of standard medical terminology common to patients requiring surgical intervention sufficient to collect and provide information in support of patient care and treatment in the perioperative environment. Assists in the transport of patients to and from the Operating Room. Assists the surgical team in the insertion of CVP lines and is able to administer oxygen and provide emergency supplies for the physician and/or anesthetist as needed. Assist in the set-up and turn-over of operating rooms. Inputs surgical caseload data into computer database. The incumbent will be scheduled on a 24-hour stand-by with a professional nurse. Under exceptional circumstances, may be required to perform circulating duties or other duties as assigned. Use appropriate level of personal protective equipment when dealing with contaminated instrumentation. Follow strict Infection Control practices to reduce risk of occupational exposure to blood-borne pathogens. Inventory and decontaminate all surgical instrumentation from the Operating Room and other units within the facility in preparation for re-sterilization of items. Operate ultrasonic cleaners, washer-sterilizers, autolaves, liquid-chemical sterilizers gas ignition sterilizers following industry standards of sterilization techniques. Possess the ability to learn computer skills (programs to include Microsoft Word, RPMS and ARMS our hospital supply and scheduling systems). Possess good organizational skills to track and follow-up on work orders and supply requests. Knowledge of good supply practices "rotation of stock" and "first in-first out". Check for outdates when restocking. Participate in departmental QA/PI program to ensure the right item at the right time is available.

COMPETITIVE AND EXCEPTED SERVICE QUALIFICATION REQUIREMENTS Candidates at the GS-6 level must have had 52 weeks of specialized experience equivalent to the next lower grade level of GS-5.

Specialized Experience: Experience in surgical technology activities to include scrubbing for a variety of surgical cases, decontamination and flash sterilization of instruments, picking gear for cases, updating surgeon preference cards and rotating stock.

Substitution of education for experience is made in accordance with OPM Operating Manual Qualification Standards for General Schedule positions, i.e., graduate education or an internship meets the specialized experience required above GS-5 only in those instances where it is directly related to the work of the position.

EVALUATION METHOD AND RANKING FACTORS: Evaluation will be made of the extent to which experience, education, training, self-development, performance appraisal, outside activities, and/or awards demonstrate that basically qualified candidates possess the Ranking Factors – KSA's described below.

Applicants must address the following related KSA's on a separate sheet of paper.

1. Possess a strong knowledge of scrub and circulating duties over a wide variety of surgical procedures.
2. Knowledge of aseptic techniques as it relates to creating/maintaining sterile fields, surgical hand scrub, breaks in sterility and the surgical conscience.
3. Knowledge of OSHA's blood-borne pathogen standard and proper use of personal protective equipment.
4. Knowledge of the decontamination process, able to decontaminate, clean, wrap and sterilize instruments by industry standards.
5. Knowledge/skills related to basic computer data entry/retrieval.

HOW AND WHERE TO APPLY: Applications MUST be submitted by close of business of the closing date to the Santa Fe Indian Hospital, Human Resources Office, 1700 Cerrillos Road, Santa Fe, NM 87505. If submitting in person, we are located at the Santa Fe Indian Hospital, Human Resources Office, 1700 Cerrillos Road. For copies of vacancy announcements, contact Human Resources at (505) 946-9205. **We do not FAX vacancy announcements.**

The Federal Government does not require a standard application form for most jobs, but certain information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Interested applicants may submit **one** of the following:

1. OF-612, Optional application for Federal employment
www.op.gov/forms/pdf_fill/of0612.pdf
2. SF-171, Application for Federal employment;
2. Resume; or
3. Any other written application format.

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.**

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 telephone numbers (with Area Code).
3. Social Security Number.
4. Country of Citizenship.
5. If claiming veterans preference, a copy of DD-214; and SF-15 if claiming 10-pt veterans preference.
6. Copy of latest Personnel Action (SF-50B) if current or former Federal employee.
7. Highest Federal civilian grade held (give job 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). To obtain educational credit, applicants must submit a copy of all college transcripts.
10. Work Experience (paid and unpaid) - Job title (include series and grade if Federal job), Duties and Accomplishments, Employer's Name and Address, Supervisor's Name and Telephone Number, Starting and Ending Dates (month and year), Hours per week and salary.
11. Indicate if we may contact your current Supervisor.
12. Job-related Training Courses, Skills, Honors, Awards, Special Accomplishments, Certificates.
13. Applicants claiming Indian preference MUST submit along with their application a copy of an official BIA Preference Certificate, Form BIA-4432, signed by the appropriate BIA official, or Form BIA-4432 issued by a Tribe authorized by P.L. 93-638 contract to perform the certification function on behalf of the BIA official. Note: Current Albuquerque Area IHS employees need not furnish verification as long as they indicate on the application that a Certificate of Indian Blood is on file in their OPF.
14. Copy of your current performance appraisal, if a current Federal employee.

15. Statement for Child Care & Indian Child Care Worker Positions.

16. OF-306, Declaration for Federal Employment www.opm.gov/forms/pdfimage/of306pdf

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 veteran preference determination, Indian preference, education, training and/or experience.

All applications must be received by the closing date of this announcement. All material submitted for consideration under this announcement becomes the property of the personnel office and is subject to verification. Therefore, careful attention 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 a determination of unsuitability for Federal employment.

INDIAN PREFERENCE: Indian Health Service is required by law to give absolute preference in employment to qualified Indian preference candidates.

ADDITIONAL OR ALTERNATE SELECTIONS: Additional or alternate selections may be made within 90 days of the date the Certificate of Eligibles was issued, provided the positions to be filled have the same title, series, grade, are in the same geographic location as the position announced, and have the same qualification requirements.

EQUAL EMPLOYMENT OPPORTUNITY: Except for Indian preference, consideration will be given without regard to any non-merit factor such as race, color, religion, sex, national origin, partisan politics, physical or mental handicap, marital status, age, membership or non-membership in any employee organization, or sexual orientation.

PERSONNEL CLEARANCE:

Hazel Quintana
Human Resources Assistant

12-19-02
Date

INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) (INCLUDES INDIAN HEALTH SERVICE) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION.

If you are currently a DHHS (includes IHS) 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 (includes IHS) 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 Certificate of Expected Separation (CES) and, the date of the RIF separation has not passed and you are 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 (includes IHS) 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. Meet the basic qualifications for the position, including any documented selective factors, 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 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 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.

Well-Qualified Definition: Surplus or displaced Department of Health and Human Services (DHHS) employees may exercise selection priority for DHHS vacancies in their local commuting area if they apply directly for the vacancy and are determined to be well-qualified.

If filing an application for a noncompetitive action when no official vacancy announcement is being announced, "well-qualified" means that you meet the minimum qualification and eligibility

requirements of the position (including any selective factors), and can perform the duties of the position without undue interruption to organizational operations.

If filing an application under a vacancy announcement, "well-qualified" means you meet the minimum qualification and eligibility requirements of the position (including any selective factors), and meet the cut-off score to be referred to the selection official. This score is derived as a natural break resulting from the rating and ranking of all qualified applicants to determine the extent to which candidates possess the knowledge, skills, and abilities (KSAs) required to succeed in the position.

SAMPLE FORMAT- (USE SEPARATE SHEET OF PAPER)

**SUPPLEMENTAL QUESTIONNAIRE
on Knowledge, Skills and Abilities**

POSITION: Surgical Scrub Technician, GS-640-6

VACANCY ANNOUNCEMENT NO.: SFSU-MPP-ESEP-02-42

Ranking Factors-Knowledge, Skills, and Abilities (KSAs): The statements you describe below will be the principle basis for determining whether or not you are Best Qualified for this position.

1. Possess a strong knowledge of scrub and circulating duties over a wide variety of surgical procedures.
2. Knowledge of aseptic techniques as it relates to creating/maintaining sterile fields, surgical hand scrub, breaks in sterility and the surgical conscience.
3. Knowledge of OSHA's blood-borne pathogen standard and proper use of personal protective equipment.
4. Knowledge of the decontamination process, able to decontaminate, clean, wrap and sterilize instruments by industry standards.
5. Knowledge/skills related to basic computer data entry/retrieval.

The information you provide is considered to be part of your application and, as such, is certified correct by your signature or equivalent.

Signature/Date

ADDENDUM TO DECLARATION FOR FEDERAL EMPLOYMENT
INDIAN HEALTH SERVICE
CHILD CARE & INDIAN CHILD CARE WORKER POSITIONS

Name: _____ Social Security No.: _____
(Please print)

Job Title in Announcement: _____ Announcement Number: _____

Section 231 of the Crime Control Act 1990, Public Law 101-647, requires that employment applications for Federal child care positions contain a question asking whether the individual has ever been arrested for or charged with a crime involving a child and for the disposition of the arrest or charge.

Section 408 of the Miscellaneous Indian Legislation, Public Law 101-630, contains a related requirement for positions in the Department of Health and Human Services that involve regular contact with or control over Indian children. The agency must ensure that persons hired for these positions have not been found guilty of or pleaded nolo contendere or guilty to certain crimes.

To assure compliance with the above laws, the following questions are added to the Declaration for Federal Employment.

- 1) Have you ever been arrested for or charged with a crime involving a child?
[If "YES", provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name and address of the police department or court involved.] YES ____ NO ____
- 2) Have you ever been found guilty of, or entered a plea of nolo contendere (no contest) or guilty to, any felonious or misdemeanor offense under Federal, State, or tribal law involving crimes of violence, sexual assault, molestation, exploitation, contact or prostitution; or crimes against persons; or offenses committed against children. *[If "YES", provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name and address of the police department or court involved.]* YES ____ NO ____

I certify that (1) my response to these questions is made under penalty of perjury, which is punishable by fines of up to \$2,000 or 5 years imprisonment, or both; and (2) I have received notice that a criminal check will be conducted. I understand my right to obtain a copy of any criminal history report made available to the Indian Health Service and my right to challenge the accuracy and completeness of any information contained in the report.

Applicant's Signature

Date