



DEPARTMENT OF HEALTH AND HUMAN SERVICES

NAVAJO AREA INDIAN HEALTH SERVICE



VACANCY ANNOUNCEMENT GA-04-MPP/ESEP-009

OPENING DATE 01/12/2004

CLOSING DATE Open Until Filled

POSITION Medical Instrument Technologist (Ultrasound), GS-649-10

LOCATION AND DUTY STATION Radiology Services Branch Gallup Indian Medical Center Gallup, New Mexico

GRADE/SALARY GS-10; \$46,317 - \$58,224 PA* *Special Salary rate authorized under 5 USC 5305

NUMBER OF VACANCIES Two (2) 205015/205022

APPOINTMENT WORK SCHEDULE AREA OF CONSIDERATION
[Permanent] [Full Time] [Commuting Area]
[Temporary] [Part Time] [Navajo Area Wide]
NTE: [] [Intermittent] [IHS Wide]
[DHHS Wide]

SUPERVISORY/MANAGERIAL PROMOTION POTENTIAL
[YES, may require one-year probation] [YES, to grade:]
[NO] [NO known potential]

HOUSING TRAVEL/MOVING
[YES, government housing available] [May be paid for eligible employees]
[Private Housing Only] [NO expenses paid]

DUTIES: This position is located in the Ultrasound Section of the Radiology Services Branch, of the Gallup Indian Medical Center. The incumbent provides specialized diagnostic and therapeutic medical services on an inpatient and outpatient basis in the area of Internal Medicine, Family Practice, Pediatrics, General and Orthopedic Surgery, Anesthesiology, Radiology, Urology, Obstetrics/Gynecology, and Cardiology. Performs a wide range of complex ultrasound studies to assist in the diagnosis and treatment of patient diseases or injuries. Applications include obstetrical/gynecological, abdominal, vascular, small parts, cranial, transthoracic and Trans esophageal, cardiology exams. Receives and reviews requests from physicians and other health care providers for ultrasound examinations of patients. Determines the conditions at issue and the procedures and equipment necessary to best meet the needs of the individual case. Correlates clinical history, pertinent clinical data, lab tests and other ancillary diagnostic exams to obtain an ultrasound exam of optimal clinical value. Receives and positions patients for examination. Explains procedures to allay patient fears and secure maximum cooperation, to obtain superior exam during imaging. Selects, sets up, adjusts and operates

ultrasound equipment. Conducts examination, adjusting technique and equipment to best present the medically significant aspects found. Uses scanner to properly position probes and other equipment, fix point of entry, determine depth and

Direction of penetration and location within the body, locate disease sites, identify position and functioning or response of organs, etc. Advises of any problems, conditions or anomalies found during or as a result of the procedure. Maintains professional expertise in recognizing anatomy of various structures within the abdomen and pelvic cavities, including the ability to recognize pathologic processes and distinguish normal variants or congenial abnormalities, utmost to make radiologist aware of concern. Monitors patient condition during examination and if necessary renders emergency aid and summons assistance. Assists in performance of invasive procedures such as biopsies, amniocentesis, thoracentesis and hysterosonograms with highly specialized equipment. Assists radiologist or physician in reading or evaluating results. Exams done by Ultrasound Technologist include QA/QC stats, Tran esophageal echo (TEE invasive procedure), Vascular studies (upper/low extremities), Venous & Arterial studies (abdominal, renal, etc.), Endovaginal Scan (invasive procedure), Neonatal heads, Sonohysterogram (invasive procedure), Thoracentesis, Paracentesis, Amniocentesis, Carotids, Echocardiograms, ABD and OB/GYN, Retrolimited. Records diagnostic findings in a systematic retrieval system to maintain confidentiality. Is responsible for proper maintenance and performance of ultrasound equipment. Maintains proper documentation on file. Provides clinical instruction and technical imaging training for Diagnostic Medical Sonography student that are studying in the art and science of Diagnostic Imaging; meets the training needs of the students, observes the students, assures that the students produce diagnostic examinations of proficient quality; and is responsible for the student achieving satisfactory quality images. Trains radiologist, physicians, radiology staff and other personnel in ultrasound principles, procedures, capabilities, techniques, and equipment. Develops ultrasound-training plans for incorporation in other programs of instruction. Incumbent must demonstrate the knowledge and skill for dealing with pediatric through geriatric patients. This includes assessment of the patient for appropriate procedure and equipment specific to age and/or special needs of the patient. Performs other related ultrasound duties as assigned.

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

EXPERIENCE REQUIREMENTS: The following shows the amounts of education and/or experience required.

GS-10 52 weeks of specialized experience equivalent to at least GS-9 level.

Specialized Experience: Experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position that is typically in or related to the work of Medical Instrument Technician (Ultrasound) position, i.e., independent performance of many types of ultrasound scans. To be creditable, specialized experience must have been equivalent to at least the next lower grade level.

SELECTIVE PLACEMENT FACTOR: Must be certified as a Registered Diagnostic medical Sonographer (R.D.M.S.) of the American Institute of Ultrasound in Medicine, A.I.U.M.)

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 the GS-9 must have completed 52 weeks of service at the GS-10 level by the closing date of the vacancy announcement.

LEGAL AND REGULATORY REQUIREMENTS: Candidates must meet qualification requirements by the closing date of the vacancy announcement.

CONDITIONS OF EMPLOYMENT: Incumbent will be subject to call back duty after regular duty hours. 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 that requires regular work at a Service Unit.

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NOTE: Refer to OPM Operating Manual Qualification Standards for General Schedule Positions, Series GS-649 for complete information. Substitution of education for experience will be made in accordance with those standards. TO OBTAIN EDUCATION CREDIT, APPLICANTS MUST SUBMIT OFFICIAL TRANSCRIPTS. For more complete information, contact your servicing Personnel Office.

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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.

Status applicants may apply for a position under both the MPP and non-status application procedures. In this case, they must file two (2) applications for dual consideration.

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 or Resume, 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.)

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INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) 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 of a certificate of expected separation, 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 limit) 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 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 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 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 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 special 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.

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EVALUATION CRITERIA: Evaluation will be made of Experience, Performance Appraisals, Training, Letters of Commendation, Self-Development, Awards and Outside Activities that are related to this position. To receive full credit for your qualifications, provide a narrative statement that 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. KNOWLEDGE OF PHYSIOLOGY AND CROSS-SECTIONAL HUMAN ANATOMY FOR BOTH ADULT AND PEDIATRIC CARE. This includes an in-depth understanding of the functioning of the major systems and internal organs to interpret requests and to recognize the need for additional tests or a different position.
2. SKILL IN INTERPERSONAL RELATIONS. This is to establish effective working relationship by exercising tact, diplomacy and mature judgment in meeting and dealing with a variety of individuals and groups.
3. EXTENSIVE KNOWLEDGE IN ULTRASOUND WITH THE ABILITY TO WORK INDEPENDENTLY. This is to plan and perform work within the scope of practice and the standard operating policies and procedures for diagnostic ultrasound.
4. ABILITY TO WORK UNDER PRESSURE. This is to function effectively despite unpredictable workflow, high volume of patients to be scanned within specified timeframe, while adhering to sonographic policy, procedures, and guidelines.

SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS

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NOTE: All applicants will be required to complete and sign the OF306, Declaration for Federal Employment 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 two 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.

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HOW AND WHERE TO APPLY: All applicants must submit **ONE** of the following to the Gallup Indian Medical Center, Division of Personnel Management, P.O. Box 1337, Gallup, NM 87305, by close of business on the closing date: 12/31/2004. For more information contact: Marjorie Ashley at (505) 722-1460.

TELEFAXED APPLICATIONS OR RESUMES WILL NOT BE ACCEPTED

- 1) OF-612, Optional Application for Federal Employment;
- 2) SF-171, Application for Federal Employment;
- 3) *Resume; or
- 4) *Any other written application format; PLUS transcript of college courses; copy of your most recent performance appraisal and any other necessary documentation pertinent to the position being filled.

*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. Specifically, the information provided under **#8 (High School), #9 (College 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 code);
3. Social Security Number;
4. Country of Citizenship;
5. Veterans' Preference Certification - DD214, indicating Discharge and/or SF-15 - if claiming 10-point. Veterans' Preference is not applicable to current DHHS permanent employees, Federal employees with competitive status, or reinstatement eligible;
6. Copy of latest SF-50, Notification of Personnel Action, if current or prior federal employee;
7. Highest Federal civilian grade held (give series and dates held);
8. **High School** - Name, City, State (zip code, if known), and date of Diploma or GED;
9. **College 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). (Attach Transcript);
10. **Work Experience** (paid and non-paid) - Job Title, Duties and Accomplishments, Employer's Name and Address, Supervisor's Name and Telephone Number; Starting and Ending Dates (month/year); Hours worked per week; and Salary;
11. Indicate if we may contact your current Supervisor;
12. Job-Related Training Courses, Skills, Certificates, Registrations and Licenses (current only), Honors, Awards, Special Accomplishments.

REASONABLE ACCOMMODATIONS: 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 GIMC Personnel Office. 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.

NOTE: THIS OFFICE WILL NOT SOLICIT ADDITIONAL INFORMATION. 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.

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COMMISSIONED OFFICERS: Commissioned Officers may indicate an interest in being considered with the Commissioned Corps by submitting a Resume through the Personnel Office for submission to the Division of Commissioned Personnel (DCP). Commissioned Corps applicants claiming Indian preference will be evaluated by the GIMC Personnel Office against the applicable Preston standard or the civil service standard, if no Preston standard exists. These applicants must describe the experience gained in their two most recent positions and provide the dates they occupied those positions. In addition, Commissioned Corps Indian Preference applicants must also provide information regarding education,

including degrees obtained and schools attended and they must include home/work telephone numbers if this information is not contained in the Resumes. When required by the vacancy announcement, applicants **MUST** submit specific information related to any knowledge, skills, and abilities (KSA's) that are being used as selective factors. Commissioned Corps Indian Preference applicants may also be required to submit proof of Indian Preference and proof of possession of the appropriate license.

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ADDITIONAL SELECTIONS: Additional or alternate 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.

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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.

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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 appointment will not be based on personal relationship or other types of personal favoritism or patronage.

/s/ Al Charles 01/09/2004
EEO REVIEW/CONCURRENCE Date

/s/ Marjorie Ashley 01/09/2004
PERSONNEL CLEARANCE Date

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THIS ANNOUNCEMENT NUMBER: GA-04-MPP/ESEP-009 MUST INDIVIDUALLY IDENTIFY EACH APPLICATION AND DOCUMENT FORM. 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 APPLICATION FORMS AND SUPPLEMENTAL STATEMENTS.

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THIS POSITION IS LOCATED IN A SMOKE-FREE ENVIRONMENT

SUPPLEMENTAL QUESTIONNAIRE
Medical Instrument Technologist (Ultrasound); GS -649-10

1. KNOWLEDGE OF PHYSIOLOGY AND CROSS-SECTIONAL HUMAN ANATOMY FOR BOTH ADULT AND PEDIATRIC CARE. This includes an in-depth understanding of the functioning of the major systems and internal organs to interpret requests and to recognize the need for additional tests or a different position. 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.)

2. SKILL IN INTERPERSONAL RELATIONS. This is to establish effective working relationship by exercising tact, diplomacy and mature judgment in meeting and dealing with a variety of individuals and groups. What in your background shows you possess this skill?

What was the duration of these activities?

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

3. EXTENSIVE KNOWLEDGE IN ULTRASOUND WITH THE ABILITY TO WORK INDEPENDENTLY. This is to plan and perform work within the scope of practice and the standard operating policies and procedures for diagnostic ultrasound. What in your background shows you possess this knowledge and ability?

What was the duration of these activities?

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

4. ABILITY TO WORK UNDER PRESSURE. This is to function effectively despite unpredictable workflow, high volume of patients to be scanned within specified timeframe, while adhering to sonographic policy, procedures, and guidelines. 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.)

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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