

# NURSE PRACTITIONER

ANNOUNCEMENT NO: PXIHS-03-93

Opening Date: 05/20/2003

Closing Date: 06/10/2003

LOCATION/DUTY STATION: PHS Indian Hospital, Chinle, Arizona

SERIES/GRADE/SALARY: GS-610-11, \$57,306 per annum  
GS-610-12, \$66,961 per annum

TYPE/NUMBER OF POSITIONS: (1) Permanent, Full-time  
PROMOTION POTENTIAL: GS-12  
AREA OF CONSIDERATION: Indian Health Service Wide  
SUPERVISORY/MANAGEMENT: None  
HOUSING: Private housing  
TRAVEL EXPENSES: Travel may be paid in accordance with Federal Travel Regulations

**CONDITION OF EMPLOYMENT:** Immunization Requirement: Upon selection, if applicant was born after 12-31-56, they must provide proof of immunity to or evidence of adequate immunization against Rubella and Measles prior to entry on duty. The duty location may provide immunization to determine immunity or antibody through testing.

**This position is covered under the Child Care and Indian Child Care Worker Laws, P.L. 101-647 and P.L. 101-630, therefore, all applicants must sign the required "Addendum to Declaration for Federal Employment". Consideration for or offer of employment may be denied if there are affirmative responses on the Addendum to the Declaration for Federal Employment.**

The following factor has been determined to be essential to this position. Candidates must possess this factor. Failure to provide certification will result in your disqualification.

**SELECTIVE PLACEMENT FACTOR:** Certification by the appropriate certifying body is required. New specialty graduates (individuals who have obtained a qualifying degree within 6 months of their appointment) have six months from the date they enter on duty to provide evidence of certification.

**Brief Description of Duties:** The position is under the Native American Cardiology Program for the SANDS study and will be responsible for recruiting and retaining cardiac patients for participation in the SANDS study. The incumbent will participate in specific SANDS study training and ensure adherence to all SANDS study protocol, data entry and reports to committee member. Performs comprehensive, cardiac diagnostic, preventive and therapeutic care service to SANDS patients and their family members between that of a skilled professional nurse and a physician. Screen and identifies potential patients for participation in the SANDS study. Performs a basic physical assessment using techniques of observation, inspection, auscultation, percussion, palpitation and diagnostic instruments. Provides emergency services or crises intervention in the absence of the physician including life saving emergency procedures in order to stabilize a patient sufficiently. Maintains records and reports on patients, personal activity and other required information for the SANDS study, quality assurance and other purposes. Performs other duties as assigned

**Basic Education Requirements:** Degree or diploma from a professional nursing program approved by the legally designated State accrediting agency at the time the program was completed.

**Registration:** Candidates must have active, current registration as a professional nurse in a State, the District of Columbia, the Commonwealth of Puerto Rico, or a Territory of the United States.

**In addition** to meeting the basic registration and education requirements, candidates must have 52 weeks of nursing experience equivalent to work at the next lower grade.

**Experience:** Experience in practices and procedures related to cardiology and intensive care for critical cardiac and cardiothoracic surgery patients. This experience must have 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 described above. To be creditable, experience must have been equivalent to work at the next lower grade level in the Federal service.

Your description of work experience, level of responsibility, and accomplishments will be used to determine that you meet these requirements.

**Supplemental Questionnaire  
On Knowledge, Skills, and Abilities**

**Evaluation Method:** Evaluation will be made of experience, performance appraisals, training, self-development, awards and outside activities, which are related to the position. To receive full credit for your qualification, provide a narrative statement of your background as it relates to the knowledge, skills and abilities (KSA's) outlined below and show the level of accomplishments and degree of responsibility. This supplement will be the principal basis for determining whether or not you are best qualified for the position. Describe your qualifications for the position and grade level for which you are applying:

**Ranking KSA's:**

1. Knowledge of primary case principles, practices and processes used in the primary care of patients through extended clinical and study and/or experience.
  
2. Ability to collect, organize, record and communicate relevant to primary health assessments and express ideas and recommendations verbally and in writing.
  
3. Ability to interpret special screening and development tests and selected laboratory findings.
  
4. Skill in making diagnosis and choosing, initiating and modifying selected therapies.
  
5. Knowledge of pharmaceuticals in order to recognize their desired effects, side effects, and complications of their use.

The information you provide is considered to be a part of your application and as such is certified by your signature on the OF-612 or equivalent.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Time-In-Grade Restrictions:** (If selected under the Excepted Service Examining Plan, such individuals may be appointed under Schedule A authority without regard to Time-in-Grade Requirements). Merit Promotion candidates must have completed at least 52 weeks of service in positions no more than one grade lower than the position to be filled.

**Selective Service Certification:** If you are 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 Selective Service System.

**Legal and Regulatory Requirements:** Candidates must meet time after competitive appointment, time-in-grade restrictions, and qualification requirements by the closing date of the vacancy announcement.

**Indian Preference:** Applicants or current Federal service employees claiming Indian Preference must indicate on their application if they wish to be considered under the Indian Health Service Merit Promotion Plan, Excepted Service Examining Plan, or **BOTH**. If not, they will be considered under the IHS Merit Promotion Plan only.

**Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). In other than the above, the Indian Health Service is an Equal Opportunity Employer.**

**Equal Employment Opportunity:** The Phoenix Area Indian Health Service is committed to providing Equal Employment Opportunity, without regard to race, color, sex, age, national origin, religion, physical handicap or sexual orientation.

Reasonable accommodation will be given to qualified disabled applicants pursuant to Section 501 of the Rehabilitation Act of 1973, 29 U.S. Code 791, Title 29.

Disabled Veterans, especially those who are 30% or more disabled, will be considered and are encouraged to apply.

**Instructions for PHS Commissioned Corps Candidates:** Active duty applicants must submit a copy of current billet description, resume or curriculum vitae. If not on active duty but have applied for the Commissioned Corps, submit the same information as above (except billet description).

**NOTE: Commissioned Corps applicants claiming Indian Preference** will be evaluated by the Area 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, these applicants must submit specific information related to any knowledge, skills, and abilities which are being used as selective factors. Commissioned Corps Indian Preference applicants must submit Form BIA 4432 as proof of Indian Preference.

Additional selection may be made from this announcement within 90 days from the date of the certificate provided the vacant position is an identical position, same geographical location and same conditions of employment.

**How to Apply:** Interested applicants must submit one of the following: (1) **OF-612** (Optional Application for Federal Employment), (2) **Resume** or (3) any other written format; **plus** Transcripts for college courses; a copy of your most recent performance appraisal (and any other necessary documentation pertinent to the position being filled) to the **Phoenix Area Indian Health Service, Office of Human Resources, Two Renaissance Square, 40 North Central Avenue, Suite 510, Phoenix, Arizona 8004-4424** by the close of business on the closing date. **Once an application is received, we will not honor requests for copies.**

Application forms may be obtained by calling the Personnel Office at (602) 364-5219, or the local servicing Personnel Office.

**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.**

**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 phone numbers (with Area Codes).
3. **Social Security Number.**
4. Country of Citizenship.
5. Veteran Preference (attach DD-214). If you are claiming 10-point Veteran Preference (disabled, widow, wife, or mother of a totally disabled veteran), also submit a Standard Form 15 (Claim for 10-point Veteran Preference) with the required documentary proof (VA Certification).
6. Current or former Federal Employees (attach Notification of Personnel Action SF 50-B).
7. Highest Federal Civilian Grade Held.
8. High School: Name, City, State (Zip code of known) and date of Diploma or GED.
9. Colleges and Universities: Name, City, State (Zip Code, if known), Majors, Type and Year of any Degree received (if no Degree show total semester or quarter hours earned). **Attach transcripts.**
10. Work experience (paid and non paid): Job title, duties and accomplishments, Employer's name and address, Supervisor's name and phone number, starting and ending dates (month and 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.
13. Bureau of Indian Affairs (BIA ) Form 4432, Verification of Indian Preference signed by the appropriate BIA official, or equivalent from issued by a Tribe authorized by P.L. 93-638 contract to perform the certification function on behalf of the BIA. For Phoenix Area employees, written notification on the front of your application that your Indian Preference is a matter of record in your Official Personnel Folder (OPF) is acceptable for applicants claiming Indian Preference.
14. Supplemental Questionnaire on Knowledge, Skills, and Abilities. It is important that you describe your qualifications in detail in order to receive proper evaluation in the ranking process.
15. Performance Appraisal, if available, must be the most recent appraisal.
16. Copy of current nurse license.
17. Addendum to Declaration for Federal Employment.

**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, Indian Preference, education, training and/or experience.

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.

**Child Care & Indian Child Care Worker Positions**  
(Civil Service and Commissioned Corps Applications)

Name: \_\_\_\_\_  
(Please Print)

Social Security Number:

Job Title of Announcement: \_\_\_\_\_

Announcement Number:

Section 231 of the Crime Control Act of 1990, Public Law 101-647, requires that employment application 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, requires a criminal record check 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 to violent crimes.

To ensure 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 date, explanation of the violation, disposition of the arrest or charge, Place of occurrence, and the name and address of the police department or current court involved.)**

Yes                      No

- 2) Have you ever been found guilty of, or entered in a plea of nolo contendere (no contest, or guilty to, any offense under Federal, State, or Tribal law involving crimes of violence, sexual assault, molestation, contact or prostitution, or crimes against persons? **(If YES, provide date, explanation of the violence, description of the arrest or charge, place of occurrence, and the name and address of the police department or court involved.)**

Yes                      No

FAX COPIES WILL NOT BE ACCEPTED

**Signature, Certificate, and Release of Information**

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.

\_\_\_\_\_  
Signature (Sign in ink; do not print)

\_\_\_\_\_  
Date signed (month,day, year)

**MUST HAVE ORIGINAL SIGNATURE AND CURRENT DATE**



