

VACANCY ANNOUNCEMENT

VA Palo Alto Health Care System

THE DEPARTMENT OF VETERANS AFFAIRS IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants receive consideration without regard to race, religion, color, national origin, non-disqualifying mental or physical disability, age (with authorized exceptions), sex, political affiliation, or any other non-merit factor.

Vacancy Annc No. 04-263 (SA)		Opening Date 10/01/04	Closing Date *10/13/04 or until filled	U.S. Citizenship Required <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (See notes below)
# Posn(s) 1	Position Title Physician Assistant (PA) or Registered Nurse Practitioner (RNP)		PD Number 000000	Pay Plan, Series, Grade * PA, AD-603-12/13 * RNP, AD-0610-2/3
Service Medical Service – Oncology Section, Palo Alto Positions are Excepted Service - Title 38 Appointments.		Promotion Potential * Dependant upon qualifications and board recommendation.	Salary Range PA: \$71,188 - \$101,576 per annum RNP: \$74,636 - \$108,193 per annum Salary is dependant upon qualifications and experience of the candidate.	
Duty Station Palo Alto, CA		Tour of Duty Position is (M-F 8:00am to 4:30pm). The work conditions may require some rotation in the tour of duty.		
Work Schedule <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Intermittent <input type="checkbox"/> Part-time @ _____ hrs/wk		Subject to Bargaining Unit <input checked="" type="checkbox"/> Yes-Minimum posting: 15 work days <input type="checkbox"/> No-Minimum posting: 10 calendar days		Subject to Supervisory Probationary Period <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (First-time supervisors subject to 1 year)
<input type="checkbox"/> Permanent <input checked="" type="checkbox"/> Temporary NTE 24 months <input type="checkbox"/> Term NTE _____		Subject to Drug Testing <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (See notes below)		Physical or Medical Examination Required <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (See notes below)
Travel and/or relocation expenses <input type="checkbox"/> may be authorized <input checked="" type="checkbox"/> are not authorized		Applicants currently serving under recruitment or relocation bonus service obligation must notify this office of the conditions of their agreement.		
		Relocation bonus <input type="checkbox"/> may be authorized <input checked="" type="checkbox"/> is not authorized	Recruitment bonus <input type="checkbox"/> may be authorized <input checked="" type="checkbox"/> is not authorized	
Area of Consideration - For information on application procedures, see section on 'HOW TO APPLY'				
<input checked="" type="checkbox"/> PUBLIC - All interested candidates.				
Point of Contact - Inquiries should be directed to the following individual at (650) 858-3951. Susan Astorga, Human Resources Management Services (HRMS)				
REASONABLE ACCOMMODATION				
This office provides reasonable accommodations to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify this office. The decision on granting reasonable accommodation will be on a case-by-case basis.				
THE DEPARTMENT OF VETERANS AFFAIRS SUPPORTS A DRUG-FREE ENVIRONMENT				

*** NOTE:** If insufficient qualified candidate(s) are received in HRMS by close of business (COB – 4:30 p.m.) 10/13/04, vacancy announcement will remain open until positions are filled. However, consideration will be given to qualified applicants received in HRMS by COB 9/17/04, and if not filled, cutoff date(s) will be every week thereafter, until position(s) are filled.

DUTIES: Position functions under the chief and physician staff of the Medical Oncology Section. Coordinates the delivery of complex outpatient and inpatient care with other members of the health care team; evaluates, triage, treat and educate patients referred from any site. Evaluation and manager of cancer patients – Obtains and evaluates medical histories, performs physical examinations, therapeutic and diagnostic procedures, and orders laboratory studies, radiographs, electrocardiograms, and other special examinations. Collects specimens for pathologic examination. Analyzes and interprets data, formulates problem lists, and establishes plans for solution of clinical problems. Provides supportive care, follow up, and arranges for consultations and other needed services for medical oncology section patients. Notifies supervising/attending physician regarding any unusual or unexpected events or problems requiring directs physician consultation. In emergency situations, administers lifesaving procedures and medications to the extent authorized by training and certification. Practices safety, environmental, and/or infection control methods. Administrative duties – Maintains clinical activity statistics and conduct of quality management studies as indicated by multidisciplinary cancer program needs; develops and participates in patient and staff education programs; provides in-service education to clinic staff; attends medical service, oncology section and hospital meetings and develops and writes specific policies/procedures.

PA BASIC QUALIFICATION REQUIREMENTS:

- Bachelor's Degree from a PA training program which is certified by the Accreditation Review Commission on Education of the Physician Assistant (ARC-PA); **OR**
 - a. Graduation from a PA training program of at least 12 months duration which is certified by ARC-PA and a bachelor's degree in a health care occupation or a health-related science; **OR**;

- b. Graduation from a PA training program of at least 12 months duration which is certified by ARC-PA and a period of “5 years” of progressively responsible health care experience such as an independent duty medical corpsman, licensed practical nurse, registered nurse, medical technologist, or medical technician.
- Certification – Certification by the National Commission on Certification of Physician’s Assistants (NCCPA).

In addition to the above qualifications, PA candidate must have 6 years of practice as a PA.

- Working effectively with others on a consistent basis and establishing relationships with professional and/or other health care related groups in the community, and
- Significant and sustained contributions to the PA profession which may include publication or publishable works, membership on task forces, intramural or extramural committees, consulting, development of educational media, scientific inquiry, or use of creative approaches to enhance quality of patient care and productivity or providers, and
- Practice as a PA characterized by leadership and accomplishments in developing and implementing programs to improve the delivery of patient care, and by proficiency in either: Clinical Practice, Administration, Education or Research.

RNP QUALIFICATION REQUIREMENTS:

- Master’s Degree in nursing; **OR** Doctoral Degree in nursing;
- Completed an approved upper division or continuing education course in pharmacology.
- School of Nursing - Graduate of a school of professional nursing approved by the appropriate State-accrediting agency at the time the program was completed by the applicant. In cases of graduates of foreign schools of professional nursing, possession of current, full, active and unrestricted registration will meet the requirement of graduation from an approved school of professional nursing.
- Licensure - Current, full, active and unrestricted registration as a graduate professional nurse in a State, Territory, or Commonwealth (i.e., Puerto Rico) of the U.S. or in the District of Columbia. Must be licensed as a nurse practitioner in a state, and maintain full and current certification as a nurse practitioner with prescriptive privileges from the American Nurses Association or another nationally recognized body and furnishing license.

In addition to the above qualifications, RNP candidate must also meet the Nurse Qualifications Standard nine (9) dimension requirements: Practice, Quality of Care, Performance, Education/Career Development, Collegiality, Ethics, Collaboration, Research and Resource Utilization.

Graduates of foreign nursing schools are required to possess a Certificate from the Commission of Graduates of Foreign Nursing Schools (CGFNS) prior to appointment.

ADDITIONAL REQUIREMENTS:

- Citizenship - United States Citizenship. If applicable, non-citizens may be appointed when **no** citizens are available in accordance with regulations issued by the Under Secretary for Health.
- English Language Proficiency: PA/RNP’s appointed to direct patient care positions must be proficient in spoken and written English as required by Title 38, United States Code (38 U.S.C.).
- Physical Standards: Stated in VA Directive and Handbook 5019.

VOLUNTEER EXPERIENCE: Appropriate credit will be given for voluntary participation in community, social service, and similar activities.

BASIS OF RATING: Grade level will be based on experience and education. Applicant’s experience, education, performance appraisal or proficiency reports, training, awards, and outside activities will be evaluated. Candidate must have:

1. Knowledge of anatomy, physiology, emergency medical treatment, surgical techniques, sterilization and aseptic techniques, medical ethics, administration of drugs, operation of therapeutic and diagnostic equipment, medical terminology and specialized medical treatments and procedures.
2. Evaluation and management of complex illness with cancer patients, managing cancer related problems including palliative care, performs office diagnostic and therapeutic procedures, and clinical research preferred.
3. Ability to communicate verbally and in writing.
4. Leadership ability including self-direction, problem solving and small project management.

ADDITIONAL NOTES:

- ◊ Funds Availability: The position being filled is subject to the availability of funds.
- ◊ TB Skin Screen Test: All applicants selected for employment with the VAPAHCS will be required to meet TB screening requirements before being placed into this position.

- ◇ Physical / Medical Standards: Candidates will be required to pass a physical examination before entering on duty.
- ◇ Drug Testing Position: All applicants tentatively selected for VA employment in a testing designated position are subject to random drug screen (urinalysis) for illegal drug use prior to appointment. Applicants who refuse to be tested will be denied employment with the VA.
- ◇ Direct Deposit / Electronic Funds Transfer: It is a policy of the Department of Veterans Affairs to require new employees to receive Federal wage and salary payment through Direct Deposit/Electronic Funds Transfer. On the first day of duty, new employees must bring their Social Security Card/Number, photographic identification card, and information regarding their financial institution.

HOW TO APPLY:

1. PA candidates: VA form 10-2850c – Application for Associated Health Occupations or for RNP candidates: VA form 10-2850a - Application for Nurse and Nurse Anesthetists.
2. OF-306 - Declaration of Federal Employment. You must complete this form to determine your acceptability for Federal employment.
3. DD-214 - Military Discharge Paper. Veterans claiming veterans preference and those eligible for employment under veterans hiring authorities.
4. Licensure – A copy of full, current and unrestricted license to practice in a State, Territory, Commonwealth of the U.S., or the District of Columbia.
5. SF-15 - Application for 10-Point Veteran Preference. If you are applying for 10-point veterans preference, you must submit this form and the required documentation specified on the reverse of the SF-15.
6. SF-50B - Notification of Personnel Action. Transfer/Reinstatement Eligibles must submit a copy of their latest/last SF-50B.
7. College Transcripts - A copy of official college transcripts.
8. Schedule A applicants only - Letter from the State of California Department of Rehabilitation or from a qualified VA Counselor certifying eligibility for appointment to this position.
9. Performance Appraisal! - Current/Former Federal employees must submit a copy of their most recent performance appraisal.

All application materials will become the property of the Human Resources Management Service and will not be returned, used for other positions, or duplicated once submitted. In accordance with 18 U.S.C. 1719, use of postage-paid government agency envelopes to file job applications is a violation of Federal law and regulation. Applications mailed in postage-paid government envelopes, sent by Federal agency special courier services or submitted through Federal fax machines will not be considered.

FOR ADDITIONAL INFORMATION CONTACT:
APPLICATIONS SHOULD BE MAILED TO:

For RNP information: Carol Valdon, Nurse Recruiter, (650) 493-5000, extension 64530.
 VA Palo Alto Health Care System
 Human Resources Management Services (05A)
 3801 Miranda Avenue; Palo Alto, CA 94304