

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. 04-280 (AV)		Opening Date 9/10/04	Closing Date 10/1/04 or until filled	U.S. Citizenship Required <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (See notes below)
# Posns 1	Position Title Nurse Manager (Surgical Ward-3C)		PD Number 000000	Pay Plan, Series, Grade VN-610-2 or VN-610-3
Service Nursing/GM&S and Critical Care Service			Promotion Potential Based on NPSB	Salary Range VN-2: \$71,987 - \$95,736 per annum VN-3: \$78,466 - \$104,349 per annum
Duty Station Palo Alto, CA			Tour of Duty Monday – Friday with flexible hours	
Work Schedule <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Intermittent <input type="checkbox"/> Part-time @ _____ hrs/wk		Subject to Bargaining Unit <input type="checkbox"/> Yes-Minimum posting: 15 work days <input checked="" 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 checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary NTE _____ <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		<i>Applicants currently serving under recruitment or relocation bonus service obligation must notify this office of the conditions of their agreement.</i>		
		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 other interested qualified applicants.				
Point of Contact - Inquiries should be directed to the following individual at (650) 858-3951. Andrea S. Verzola				
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: Salary/Grade level is dependent upon the recommendation of the appropriate VA Palo Alto Nurse Professional Standards Boards.

DUTIES: The Nurse Manager for Ward 3C is an accessible nurse leader who report directly to the Chief, GM&S and Critical Care, and is an active member of the GM&S Management Team. The Nurse Manager is responsible for administration and evaluation of nursing care, program implementation, personnel management and overall operations for a 24-bed Surgical ward. He/she is responsible for the delivery of quality patient care, including appropriate documentation, clinical competency and continuous quality improvement projects, consistent with VAPAHCS mission. Is responsible for direct coordination of staffing, physical facilities, supplies and equipment for nursing service to patients on a 24 hour, 7 day a week basis. Participates in designing, implementing, monitoring and revising systems to ensure the cost effective use of resources and enhance patient care. Provides leadership and collaborates with the team to improve and sustain the quality and effectiveness of services to patients in an interdisciplinary setting. Applies professional practice and JCAHO Standard to program development, analysis, and management. Incumbent works collaboratively with the GM&S Management team to identify and promote staff development and enhance staff competencies.

QUALIFICATION 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.
- 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 - A nurse will have a 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.

- English Language Proficiency: RNs 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.).
- Grade Requirements
Nurse II: BSN with 2 – 3 years of experience; **OR** Associate Degree or Diploma in Nursing and Bachelors Degree in a related field with 2 – 3 years of experience; **OR** Master's Degree in nursing or related field with BSN and 1 – 2 years of experience; **OR** Doctoral Degree in nursing or meets basic requirements for appointment and has doctoral degree in related field and no experience.
Nurse III: Master's Degree in nursing or related field with BSN with 2 – 3 years of experience; **OR** Doctoral degree in nursing or related field with 2 – 3 years of experience.

Incumbent 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 now required to possess a Certificate from the Commission of Graduates of Foreign Nursing Schools (CGFNS) prior to appointment.

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 selected will be further evaluated by the Nurse Professional Standards Board and must meet NPSB requirements prior to appointment.

1. Minimum of five (5) years of professional nursing experience with progressive leadership and administrative responsibilities in an acute setting. Current ACLS Certification required.
2. Previous experience as Nurse Manager and/or Assistant Nurse Manager, with experience in program planning, staff development, performance evaluations, and implementation of strategic initiatives within a tertiary care setting.
3. Demonstrated verbal and written communication skills.

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: Submit the following documents.

1. VA form 10-2850a - (Application for Nurse and Nurse Anesthetists). To obtain application on line, go to: www.palo-alto.med.va.gov.
2. OF-306 - Declaration of Federal Employment. You must complete this form to determine your acceptability for Federal employment.
3. College Transcripts - A copy of RN college transcripts. However, an original transcripts with registrar's seal is required for appointment.
4. Licensure – A copy of current, full, active and unrestricted RN license
5. DD-214 - Military Discharge Paper. Veterans claiming veterans preference and those eligible for employment under veterans hiring authorities must submit a copy.
6. 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.
7. SF-50B - Notification of Personnel Action. Transfer/Reinstatement Eligibles must submit a copy of their latest/last SF-50B.
8. Performance Appraisal - Current/Former Federal employees must submit a copy of their most recent performance appraisal.

Vacancy announcement is open until positions are filled. Applications will be referred to selecting officials upon receipt. Positions are in the Excepted Service, with appointments being under Title 38.

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: Andrea Verzola, Human Resources Specialist, at (650) 493-5000, ext. 65989 or Carol Valdon, Nurse Recruiter, at (650) 493-5000, ext. 64530.

APPLICATIONS SHOULD BE MAILED TO: VA Palo Alto Health Care System, HRMS (05A), 3801 Miranda Avenue, Palo Alto, CA 94304