

## What Will YOU Think of Next?




**Job Title:** Licensed Practical Nurse (Dialysis Unit)  
**Department:** Department Of Veterans Affairs  
**Agency:** Veterans Affairs, Veterans Health Administration  
**Job Announcement Number:** BH-12-065-SV-641774

**SALARY RANGE:** \$27,990.00 to \$45,376.00 / Per Year  
**OPEN PERIOD:** Tuesday, April 10, 2012 to Monday, April 23, 2012  
**SERIES & GRADE:** GS-0620-00  
**POSITION INFORMATION:** Full Time - Excepted Service Permanent  
**DUTY LOCATIONS:** 1 vacancy(s) - Hot Springs, SD United States  
**WHO MAY BE CONSIDERED:** US Citizens and Status Candidates  
**JOB SUMMARY:**

**Vacancy Identification Number (VIN): 641774 (Include # on all documents)**

To fulfill President Lincoln's promise - "To care for him who shall have borne the battle, and for his widow, and his orphan" - by serving and honoring the men and women who are America's Veterans.

How would you like to become a part of a team providing compassionate care to Veterans?

The VA Black Hills Health Care System (VA BHHCS) is located in the beautiful Black Hills of western South Dakota, where we are known for our blue skies, pine forests, rich history, moderate climate and friendly western hospitality. VA BHHCS provides primary and secondary medical and surgical care, along with residential rehabilitation treatment program (RRTP) services, extended nursing home care and tertiary psychiatric inpatient care services, for veterans residing in South Dakota and portions of Nebraska, North Dakota, Wyoming and Montana. Care is delivered through the Fort Meade (near Sturgis) and Hot Springs VA Medical Centers, as well as through a number of community based outpatient and rural outreach clinics. VA Black Hills is part of VA Midwest Health Care Network (VISN 23).

As a VA professional, your opportunities are endless. With many openings in the multiple functions of VA, you will have a wide range of opportunities at your fingertips. Not only is it the largest, most technologically advanced integrated health care system in the nation, but we also provide many other services to Veterans through the Benefits Administration and National Cemeteries.

VA professionals feel good about their careers and their ability to balance work and home life. VA offers generous paid time off and a variety of predictable and flexible scheduling opportunities. For more information on the Department of Veterans Affairs, go to <http://www.vacareers.va.gov/>.

#### KEY REQUIREMENTS

- U. S. Citizenship
- Must pass pre-employment examination
- English Language Proficiency required
- Designated and-or Random Drug Testing required
- Background and-or Security Investigation required
- VetPRO Credentialing

#### DUTIES:

This position is located in the Dialysis unit and is a part of the Primary Care Service Line- Hot Springs, SD. Incumbent will be responsible for all LPN duties allowed by LPN licensure including but not limited to taking and recording of vital signs, continuous monitoring of vital signs, documentation in patient clinical record, recording of data related to patient care plan, perform patient education, and administrative activities such as ordering and stocking of supplies. Incumbent will successfully complete the LPN Expanded Role Dialysis Technician training program and pass the post test. Upon completion of the program and passing the test, incumbent will also complete an orientation program of up to six weeks mentoring by an experienced dialysis staff member. Once these requirements are met, incumbent duties will include but are not limited to venipuncture of arterio-venous fistulas and grafts, initiate, monitor, and discontinue dialysis treatments for patients needing acute and chronic dialysis. Incumbent will also be responsible for performing dressing changes utilizing sterile technique for dialysis central lines and utilize sterile technique to initiate and terminate dialysis

treatments for patients dialyzing with a central line catheter. This is a day shift position consisting of both 8 and 12 hour tours.

RELOCATION EXPENSES AND/OR INCENTIVES ARE NOT AUTHORIZED

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## QUALIFICATIONS REQUIRED:

### BASIC REQUIREMENTS:

- U.S. citizenship.
- Incumbent must possess and maintain full, active, current and unrestricted licensure as a licensed practical or vocational nurse in a State, Territory or Commonwealth of the United States or in the District of Columbia.
- Grade requirements established by VA Handbook 5005.
- Subject to physical standards established by VA Handbook 5019.
- Must be proficient in spoken and written English as required by 38 U.S.C. 7402(d) and 7407(d).

**QUALIFYING EXPERIENCE:** Successful nursing practice maintaining acceptable standards within a health care setting under the direction of a registered nurse or physician. To be creditable, practical nursing experience as a Licensed Practical Nurse (LPN) or Licensed Vocational Nurse (LVN) must be documented on the application and verified in an employment reference or through other means.

**NOTE:** GS-6 is a full performance level for the LPN occupation for providing practical nursing care with a variety of physical and/or behavioral problems. Assignments above this level are limited to situations demanding an exceptional degree of practical nursing knowledge and skills. Promotion to each level is dependent upon meeting criteria-based performance standards and grade level criteria set by LPN Standards Board.

**VETPRO CREDENTIALING:** Individuals selected for positions that have patient care responsibilities are subject to undergoing an electronic credentialing process called VetPro. As part of this process, it will be necessary for you to submit complete information concerning your professional education, training, experience, licensure and certifications using VetPro. The candidate selected will be provided with further information on how to use VetPro.

**APPLICANTS PLEASE NOTE:** Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Applicants must, therefore, only report attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education. Applicants can verify accreditation at the following website: <http://www.ed.gov/admns/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly.

\*\*\* If you are using foreign education to meet qualification requirements, you must send a Certificate of Foreign Equivalency with your transcript in order to receive credit for that education. \*\*\*

### Veterans' Preference & ICTAP:

When applying for Federal Jobs, eligible Veterans should claim preference on their application or résumé. Applicants claiming preference based on service-connected disability, or based on being the spouse or mother of a disabled or deceased Veteran, must complete an SF 15, Application for 10-Point Veteran Preference. Veterans who are still in the service may be granted tentative preference on the basis of information contained in their applications, but they must produce a DD Form 214 or other proof prior to appointment to document entitlement to preference. For more information on Veterans' Preference, please visit <http://www.fedshirevets.gov/job/veterans.aspx>.

Federal employees seeking ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as an ICTAP Eligible.

## HOW YOU WILL BE EVALUATED:

Your application, résumé and/or supporting documentation will be verified. Please follow all instructions carefully. Errors or omissions may affect consideration for employment. You may also be evaluated based upon the question responses you provide during a structured interview. In responding to structured interview questions you should be sure to cite specific examples of experience, explain exactly what you did, and the outcome.

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## BENEFITS:

Working for the Department of Veterans Affairs offers a comprehensive benefits package that includes, in part, paid vacation, sick leave, holidays, life insurance, health benefits, and participation in the Federal Employees Retirement System. In addition to traditional "dollars and cents" benefits, we offer a range of benefits to help balance work and life. For more information please visit us at

[http://www4.va.gov/JOBS/Job\\_Benefits/benefits.asp](http://www4.va.gov/JOBS/Job_Benefits/benefits.asp).

#### OTHER INFORMATION:

This position is in the Excepted Service and does not confer competitive status.

**Applicants Note:** Please be detailed in your resume and any additional documentation you provide. Grade and Step are determined by a Professional Standards Board made up of Licensed Practical Nurses. Items considered include\*:

- Nursing Assistant/Technician/EMT and other validated clinical experience.
- Non-Nursing Service Employee Experience related to the medical field such as ward clerk, discharge planning, etc.
- Grade Point Average
- Evidence of degree from college, technical school or university.
- Service as a pre-ceptor/mentor for other LPNs
- Certifications in: IV Therapy, Wound Ostomy, Telemetry Interpretation
- Exceptional Performance Evaluations

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#### HOW TO APPLY:

##### To Apply Online:

To begin the process, click the **Apply Online** button at the right side of this screen to create an account or log in to your existing USAJOBS account. Follow the prompts to complete the occupational questionnaire. Please ensure you click the **Submit My Answers** button at the end of the process.

You may upload the required documents to your USAJOBS or Application Manager account if you apply online. Then you can use the uploaded documents again and again when applying for future vacancies. Please see this guide ( <http://www.va.gov/OHRM/joblistings/uploading-and-using-documents-online.doc> ) for more information on uploading and re-using the documents in your applications. Applicants are urged to apply online; this process is much easier and faster.

**Note:** To return to a previously Saved or Incomplete application, just reapply through your account in USAJOBS. Check your account ( <https://my.usajobs.gov/Login.aspx> ) to see the status of your application after applying, including any messages that may have been sent to you.

**Applicants Note:** If you are not applying online and you are using the OPM Form 1203-FX to complete the Occupational Questionnaire, please continue with the next sequential number. For example if the last question you responded to was numbered 9, utilize the block for question 10 to respond to the next question and continue on in this manner.

##### If you cannot apply online:

1. Click the following link to view and print the occupational questionnaire:  
[View Occupational Questionnaire](#).
2. Print this 1203FX form to provide your response to the occupational questionnaire:  
[http://www.opm.gov/forms/pdf\\_fill/OPM1203fx.pdf](http://www.opm.gov/forms/pdf_fill/OPM1203fx.pdf) .
3. Fax the completed 1203FX form along with all supporting documents to (478)757-3144. Your 1203FX form must be placed on top of all materials being faxed and will serve as a cover page for your fax transmission.
4. Keep a copy of your fax receipt in case verification is needed.

**To fax supporting documents you are unable to upload:**

1. Complete this cover page <http://staffing.opm.gov/pdf/usascover.pdf> using the following Vacancy ID: 641774. You must use this fax cover sheet in order for your documents to be matched with your online application.
2. Fax your documents to (478)757-3144.

The complete Application Package must be submitted by 11:59 PM (EST) on TAG:Closing Date.

**REQUIRED DOCUMENTS:**

INCOMPLETE APPLICATIONS WILL BE FOUND NOT QUALIFIED AND RECEIVE A RATING OF IMF

(INELIGIBLE DUE TO MISSING FORMS). REQUESTS FOR RECONSIDERATION WILL NOT BE

CONSIDERED FOR APPLICANTS WHO FAIL TO SUBMIT A COMPLETE APPLICATION PACKAGE.

**CURRENT PERMANENT BLACK HILLS HEALTH CARE SYSTEM EMPLOYEES:** If you are a current permanent employee of the Black Hills Health Care System, you must submit the following documentation in your application package to be considered for this position:

- CV or Resume
- SF-50, Notification of Personnel Action. Current employees may obtain a copy of their most recent SF-50 by accessing their [E-OPF](#).
- Occupational Questionnaire (This may be completed online through Application Manager or via fax using OPM Form 1203-FX)
- [VA Form 10-2850c](#)- Application for Associated Health Occupations

**ALL OTHER APPLICANTS:** All other applicants must submit the following documentation in their application packages to be considered for this position:

- CV or Resume
- Copy of Transcripts
- Occupational Questionnaire (This may be completed online through Application Manager or via fax using OPM Form 1203-FX)
- [VA Form 10-2850c](#)- Application for Associated Health Occupations
- [OF-306](#), Declaration for Federal Employment,
- **If prior military service**, include all copies of your DD Forms 214. Applicants claiming preference based on service-connected disability, or based on being the spouse or mother of a disabled or deceased Veteran, must also complete and submit an SF 15, Application for 10-Point Veteran Preference (available at [http://www.opm.gov/forms/pdf\\_fill/SF15.pdf](http://www.opm.gov/forms/pdf_fill/SF15.pdf)). Preference will not be granted to those who fail to supply the appropriate documentation.
- If currently or previously permanently employed in the Federal Government, include latest SF-50 - Notification of Personnel Action. VHA employees may obtain a copy of their most recent SF-50 by accessing their [E-OPF](#). Other federal employees may be able to contact their Personnel Office or by accessing the [National Personnel Records Center](#). Consideration as a current or previous federal employee will not be granted to applicants who fail to supply the appropriate documentation.

**AGENCY CONTACT INFO:**

Stacie A. Vansickle  
Phone: (605)347-2511x7090  
TDD: (605)720-7090  
Email: [STACIE.VANSICKLE@VA.GOV](mailto:STACIE.VANSICKLE@VA.GOV)

Agency Information:  
VHA Black Hills HCS  
113 Comanche Road  
Fort Meade, SD  
57741

**WHAT TO EXPECT NEXT:****After you Submit Your Application...**

After we receive your complete application package (including any required documents), your qualifications will be reviewed to determine if you meet the basic requirements. You will be notified when this decision is made. Qualified applicants may be referred.

**What happens when your application is referred?**

An AFGE agreement ensures that internal applicants must be considered before external candidates. If the Selecting Official (which is not the HR Specialist) elects to consider external candidates, he or she may contact you for an interview. The interview will be arranged and coordinated by the Selecting Official.

**After interviewing is Complete...**

Many factors influence how quickly a selectee can be brought on board. If the Selecting Official chooses an internal candidate all other candidates will be notified of the outcome. Otherwise, once the Selecting Official makes their selection, a Professional Standards Board (PSB) will convene to determine the salary to be offered. At this point a tentative offer would be made and upon acceptance the pre-appointment process would begin.

**What does the pre-appointment process entail?**

Before you can be appointed a number of steps must be completed. The more active you are in this process, the quicker you can be brought on board. The first part is VetPRO, the VA's credentialing system used to verify your education, work history, license(s) and references. EQIP is the second piece that must be initiated. EQIP is a background investigation conducted by the Office of Personnel Management. Included with the EQIP process is the requirement to obtain fingerprints. You will be asked to submit to fingerprinting when you arrive to complete your pre-employment physical. Once these processes are complete, you will be contacted with an official start date and commitment package.

**Control Number: 313951200**

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# Licensed Practical Nurse (Dialysis Unit)

Vacancy ID: 641774 Announcement Number: BH-12-065-SV-641774 USAJOBS  
Control Number: 313951200

## Social Security Number

## Vacancy Identification Number

641774

### 1. Title of Job

Licensed Practical Nurse (Dialysis Unit)

### 2. Biographic Data

### 3. E-Mail Address

### 4. Work Information

### 5. Employment Availability

### 6. Citizenship

Are you a citizen of the United States?

### 7. Background Information

If you are applying by the OPM Form 1203-FX, leave this section blank.

### 8. Other Information

If you are applying by the OPM Form 1203-FX, leave this section blank.

### 9. Languages

If you are applying by the OPM Form 1203-FX, leave this section blank.

### 10. Lowest Grade

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### 11. Miscellaneous Information

If you are applying by the OPM Form 1203-FX, leave this section blank.

### 12. Special Knowledge

If you are applying by the OPM Form 1203-FX, leave this section blank.

**13. Test Location**

If you are applying by the OPM Form 1203-FX, leave this section blank.

**14. Veteran Preference Claim**

**15. Dates of Active Duty - Military Service**

**16. Availability Date**

**17. Service Computation Date**

**18. Other Date Information**

If you are applying by the OPM Form 1203-FX, leave this section blank.

**19. Job Preference**

If you are applying by the OPM Form 1203-FX, leave this section blank.

**20. Occupational Specialties**

001 Licensed Practical Nurse

**21. Geographic Availability**

461360047 Hot Springs, SD

**22. Transition Assistance Plan**

**23. Job Related Experience**

If you are applying by the OPM Form 1203-FX, leave this section blank.

**24. Personal Background Information**

If you are applying by the OPM Form 1203-FX, leave this section blank.

**25. Occupational/Assessment Questions:**

The following questions relate to your status. Please select the response below that most accurately describes your **current** status.

- A- Yes.
- B- No.

1. Are you a current, **permanent** employee of the Black Hills Health Care System?

Note: If you indicate you are a current Black Hills Health Care System employee, **you must provide a copy of your most recent SF-50**. You can obtain a copy of your most recent SF-50 by accessing your Electronic Official Personnel File (E-OPF) by [clicking here](#).

2. Are you a Veteran of the U.S. Armed Forces as defined in 5 U.S.C. 2101(2)?

Note: If you indicate you are a veteran, you must supply a copy of your DD-214. If you intend to claim 10-point preference, you will need to complete form [SF-15](#) and supply the additional documentation required based on the preference you are claiming.

3. Are you currently employed with the Veterans Health Administration?

Note: If you indicate you are a current Veterans Health Administration employee, **you must provide a copy of your most recent SF-50**. You can obtain a copy of your most recent SF-50 by accessing your Electronic Official Personnel File (E-OPF) by [clicking here](#).

4. Are you currently or were you a permanent employee with another Federal Agency?

Note: If you indicate you are or were a permanent federal employee, **you must provide a copy of your most recent SF-50**. You may be able to obtain a copy of your most recent SF-50 from your previous Personnel Office or in some cases by contacting the National Personnel Records Center. To request copies of your records from the NPRC, please visit their web site by [clicking here](#).

**Minimum Qualifications:** The following questions relate to the minimum qualifications for this position. Please select the appropriate answer for each question listed.

5. Are you a US citizen?

- A. Yes
- B. No

6. Do you possess a current, full, active and unrestricted registration as a graduate practical or vocational nurse in a State, Territory, or Commonwealth (i.e., Puerto Rico) of the U.S. or in the District of Columbia? **Proof of licensure is**



**required to be qualified.**

- A. Yes
- B. No, however I am a recent graduate and am waiting to test for my license or awaiting results of a test I took previously.
- C. No, I do not.

7. Are you a graduate of a school of practical or vocational nursing approved by the appropriate State accrediting agency and/or the National League for Nursing at the time the program was completed? **Transcripts are required to be qualified for this position. Unofficial transcripts may be used for initial qualification. Applicants failing to submit complete transcripts will not be qualified for this position.**

- A. Yes
- B. No

8. LPNs appointed to direct patient care positions must be proficient in spoken and written English as required by 38 U.S.C. 7402(d) and 7407(d). Do you have demonstrated English Language Proficiency?

- A. Yes
- B. No

9. I hereby certify that the information I have provided in this application is complete and accurate to the best of my knowledge. I understand that submitting my questionnaire does not complete my application and that I must provide all required documentation as posted in the announcement. I further acknowledge that failure to provide any of the required documentation may make me ineligible for consideration for this position.

- A. I have read the above statement and certify my answers to the questionnaire.