

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. AGENCY POSITION NO.
046730

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|---|--|---|--------------------------------------|--|--------------------------|
| 2. REASON FOR SUBMISSION REDESCRIPTION <input checked="" type="checkbox"/> NEW REESTABLISHMENT <input type="checkbox"/> OTHER EXPLANATION (Show any positions replaced) | | 3. SERVICE <input type="checkbox"/> HDQTRS. <input checked="" type="checkbox"/> FIELD | 4. EMPLOYING OFFICE LOCATION VAMC | 5. DUTY STATION Phoenix, AZ | 6. OPM CERTIFICATION NO. |
| 7. FAIR LABOR STANDARDS ACT <input type="checkbox"/> EXEMPT <input checked="" type="checkbox"/> NONEXEMPT | | 8. FINANCIAL STATEMENTS REQUIRED <input type="checkbox"/> EXECUTIVE PERSONNEL FINANCIAL DISCLOSURE <input type="checkbox"/> EMPLOYMENT AND FINANCIAL INTERESTS | | 9. SUBJECT TO IA ACTION <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | |
| 10. POSITION STATUS <input checked="" type="checkbox"/> COMPETITIVE <input type="checkbox"/> EXCEPTED (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR) | | 11. POSITION IS: <input type="checkbox"/> SUPERVISORY <input type="checkbox"/> MANAGERIAL <input checked="" type="checkbox"/> NEITHER | | 12. SENSITIVITY <input checked="" type="checkbox"/> 1 - NON-SENSITIVE <input type="checkbox"/> 3 - CRITICAL SENSITIVE <input type="checkbox"/> 2 - NON-CRITICAL SENSITIVE <input type="checkbox"/> 4 - SPECIAL SENSITIVE | |
| 13. COMPETITIVE LEVEL CO | | 14. AGENCY USE | | | |

| 15. CLASSIFIED/GRADED BY | OFFICIAL TITLE OF POSITION | PAY PLAN | OCCUPATIONAL CODE | GRADE | INITIALS | DATE |
|---|-----------------------------------|----------|-------------------|-------|----------|------------|
| A. U.S. OFFICE OF PERSONNEL MANAGEMENT | | | | | | |
| B. DEPARTMENT, AGENCY OR ESTABLISHMENT | | | | | | |
| C. SECOND LEVEL REVIEW | | | | | | |
| D. FIRST LEVEL REVIEW | Education Specialist (Instructor) | GS | 1701 | 11 | gir | 10/14/2009 |
| E. RECOMMENDED BY SUPERVISOR OR INITIATING OFFICE | | | | | | |

16. ORGANIZATIONAL TITLE OF POSITION (if different from official title)

17. NAME OF EMPLOYEE (if vacant, specify)

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| 18. DEPARTMENT, AGENCY, OR ESTABLISHMENT Department of Veterans Affairs | C. THIRD SUBDIVISION Patient Care Services |
| A. FIRST SUBDIVISION Veterans Health Administration | D. FOURTH SUBDIVISION Supply, Processing and Distribution (SPD) |
| B. SECOND SUBDIVISION Phoenix VA Health Care System | E. FIFTH SUBDIVISION |

EMPLOYEE REVIEW - This is an accurate description of the major duties and responsibilities of my position.

SIGNATURE OF EMPLOYEE (optional)

20. SUPERVISORY CERTIFICATION: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

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|---|--|
| A. TYPED NAME AND TITLE OF IMMEDIATE SUPERVISOR Gregorio Zayas, CHIEF, SPD | B. TYPED NAME AND TITLE OF HIGHER-LEVEL SUPERVISOR OR MANAGER (optional) |
| SIGNATURE | SIGNATURE |
| DATE 10/14/2009 | DATE |

21. CLASSIFICATION/JOB GRADING CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. POSITION CLASSIFICATION STANDARDS USED IN CLASSIFYING/GRAING POSITION
PC Flysheet for General Education and Training Series, GS-1701 TS-109 October 1991
GEG for Supply Positions, TS-117, July 1992

TYPED NAME AND TITLE OF OFFICIAL TAKING ACTION
Gregory I. Reese, HR Specialist

INFORMATION FOR EMPLOYEES: The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

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|---------------|--------------------|
| SIGNATURE | DATE 10/14/2009 |
|---------------|--------------------|

| 23. POSITION REVIEW | INITIALS | DATE | INITIALS | DATE | INITIALS | DATE | INITIALS | DATE | INITIALS | DATE |
|------------------------|----------|------|----------|------|----------|------|----------|------|----------|------|
| A. EMPLOYEE (optional) | | | | | | | | | | |
| B. SUPERVISOR | | | | | | | | | | |
| C. CLASSIFIER | | | | | | | | | | |

24. REMARKS

25. DESCRIPTION OF MAJOR DUTIES AND RESPONSIBILITIES (See Attached)

POSITION DESCRIPTION

Education Specialist (Instructor), GS-1701-11

Ref: General Education and Training Series, GS-1701, Oct 1991, TS-100.
Grade Evaluation Guide for Supply Positions, TS-117, July 1992

INTRODUCTION

The incumbent is assigned to the Phoenix Veteran Affairs Health Care System as the Education Specialist (Instructor) for the SPD Learning Institute located in Mesa, Arizona. The location for this position is at the East Valley Institute of Technology (EVIT). Provides training and education of SPD functions as it relates to those functions that occur inside and outside of an SPD Department in a Medical Facility setting. In addition, works with the Executive Manager of the National SPD Program and the Education Coordinator of the National Infectious Diseases Program Office (IDPO) in regards to developing various educational strategic initiatives for the program and delivering educational material for settings at the Learning Institute as well as VHA educational settings outside of the Learning Institute.

MAJOR DUTIES

Course Development

9 percent

Performs work in the development of courses for the Supply, Processing, and Distribution (SPD) training program. Works with the Executive Manager of the National SPD Program and the Education Coordinator in the development of specific course content for complete courses to cover in detail to include SPD decontamination, instrument assembly, sterilization, high level disinfection, storage and transportation of clean and sterile patient care items, and case cart implementation. Develops specific course content for prescribed topics. Conducts fact-finding and analyses which contribute to research in a specific field of competence; have curriculum coordination responsibilities; and represents the organization at professional and public gatherings, lectures and panel discussions. Will participate in the development of educational videos and the development of other educational materials.

Course Evaluation

9 percent

Performs work associated with the evaluation of course in training programs. Works with the Executive Manager of the National SPD Program and the Education Coordinator to evaluate multiple courses and/ or Programs of Instruction. Plans and conducts studies which evaluate and predict program achievements and student performance, and prepares interpretations of results and recommendations. Studies involve such significant matters as the grading system, course prerequisites, objectives, contents, instructional methods, failure and attrition, etc. Performs duties involving the instruction of training courses or the modification of course content and/or materials.

Training Course Delivery**9 percent**

Instructs courses in a Program of Instruction. Responsible for courses covering all areas of SPD that occur within an SPD Department at a Medical Facility and anywhere reprocessing of Reusable Medical Equipment would occur. Responsibility includes working with the Executive Manager of the National SPD Program and the Education Coordinator in course content development for the students at EVIT. Will work with the Executive Manager of the National SPD Program and the Education Coordinator in arranging and moderating seminars and conferences, providing guidance to students and student projects, give lectures, and participate in panel discussions.

Course Modification**9 percent**

Performs work involving modification of training courses. Modifies course materials and plan for complex course(s). Courses require extensive fact-finding and development of source information, and involve significant problems in selecting, interpreting, and adapting materials. Conducts studies and performs analyses on course-related subjects and/ or coordinates activities involving Programs of Instruction.

Conducts Studies and Analyses**8 percent**

Conducts studies and analyses in functional specialty or subject matter areas. Analyzes educational or instructional problems or questions involving a functional specialty area of education and training, a subject-matter area, or may involve a grouping of courses. These are often complicated by factors such as changing situations and educational developments. Analyses may cut across a variety of specialty areas in education and training for a given organization, geographic area, or program area.

Coordination Activities**8 percent**

Works with the Executive Manager of the National SPD Program and the Education coordinator to coordinate projects for the development and implementation of training course or course materials. Deals with matters that are controversial or novel, and often complicated by factors such as changing situations and educational developments. Coordinates activities associated with significant matters such the grading system, admission policies, course prerequisites, objectives and contents, instructional methods, failure and attrition, student counseling needs, etc. Performs duties involving promoting, coordinating, and improving education policies, programs, standards, activities, and opportunities. Administers and resolves policy, program and project issues associated with educational programs. Provides guidance and advice on education program policies.

Policy Analysis**8 percent**

Analyses and works with the Executive Manager of the National SPD Program to develop new VHA policy (this includes VHA Directives, Handbooks, and Informational Letters) that pertain the functions of SPD wherever they may occur within a Medical Facility. New policies will be incorporated into the curriculum for the students.

Program/Project Implementation**8 percent**

Provides advice and assistance in the implementation of educational programs/projects. Responsible for program/ project implementation for a large education program dealing with complex issues that involve a diversity of important considerations.

Program Planning and Development**8 percent**

Works collaboratively with the Executive Manager of the National SPD Program and the Education Coordinator to plan, promote, and develop educational programs and projects by stimulating activity and providing direction. Designs a program for the area of assignment by analyzing the need for personnel, facilities, supplies, and materials, prepares budget requests, stimulates the appropriation of fiscal support, prepares a program plan, and provides ongoing advice and assistance in the program's implementation. Establishes and maintains relationships with manufacturers' of SPD equipment (i.e. Olympus, Steris) along with other bodies whom produce various types of standards (i.e. AORN, AAMI) in order to provide educational instructions and various in-service opportunities for students at the Learning Institute.

Establishes Criteria and Conditions for Program and/or Project Evaluation**8 percent**

Performs work in establishing the standards by which the education program and/or project will be judged. Determines minimum standards or adequacy and legal and regulatory compliance requirements. Establishes program/ project goals and objectives and identifies results indicative of successful program accomplishments. Establishes the criteria and conditions by which to judge multiple programs/ projects, their effectiveness and plans; or in judging curricula for broad educational areas. Coordinates educational program/project activities such as meetings, conferences, information gathering, and negotiations, and/ or promotes those programs/ projects through participation in agency operational or planning meetings or similar activities, where the incumbent publicizes educational program accomplishments and solicits support and cooperation necessary to ensure program success.

Program/Project Promotion**8 percent**

Participates in agency operational or planning meetings, public briefings, or other formal or informal settings where the incumbent publicizes educational program accomplishments and solicits resources or other forms of support and cooperation necessary to ensure program success. Assists with the development of strategies for effective communication of program information. Serves as liaison with policy-level officials within the agency to ensure that the agency views and interests are promoted with respect to current and emerging policy issues, and that those views are taken into consideration in policy development and implementation. Independently serves as catalyst for assigned educational program(s). Arranges for representatives of various manufacturers' for various SPD related equipment and instrumentation to provide in-service consultations to the students at EVIT.

Coordinates Program/Project Activities**8 percent**

Collaborates with the Executive Manager of the National SPD Program and the Education Coordinator to coordinate educational program/project activities such as meetings, conferences, information gatherings, and development of SPD related DVD's. Coordinates educational efforts for various issues that may potentially arise within VHA SPD related areas at various Medical Facilities or at a National Level.

Factor 1-7 Knowledge Required by the Position**1250 Points**

Professional knowledge applicable to the field of Supply, Processing and Distribution. Skills in utilizing this knowledge in a variety of difficult and complex assignments that call for extended professional experience or graduate study. Skill in adapting and extending education principles and practices to significant projects and problems for which there are no closely related precedents, but that are generally within the present state-of-the-art. Employee applies professional knowledge and skills in evaluating the soundness of project proposals, providing technical assistance on techniques and methodology, assessing project performance, and negotiating major changes in project plans.

Factor 2-4 Supervisory Controls**450 Points**

The supervisor sets the overall objectives and the resources available. Employee and supervisor, in consultation, develop the deadlines, projects, and work to be done. The employee, having developed expertise in the broad functional or specialized area of education, is responsible for planning and carrying out the assignment; resolving most of the conflicts which arise, coordinating the work with others as necessary; and interpreting policy on own initiative in terms of broad agency objectives. Within broad delegations of authority, the employee also determines the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress, and of potentially controversial matters with far-reaching implications. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work in the agency, or effectiveness in meeting requirements or expected results.

Factor 3-3 Guidelines**275 Points**

Available guidelines do not adequately cover the specific problems or matters involved in the area of assignment. Judgment must be used in determining independently to what extent an education guideline or procedure requires interpretation and adaptation to be appropriate.

The incumbent exercises judgment to interpret and apply these guidelines when teaching the course curriculum to the students at EVIT. The incumbent uses experienced judgment and initiative in analyzing complex material and communication situations and formulate solutions to these problems.

Factor 4-4 Complexity**225 Points**

Work involves assignments covering a range of sensitive issues and problems in a major specialized area of education. Complicating factors involve consideration of unusual circumstances, variations, and shifts in the approach to problem areas, inadequate or conflicting data, and differences in views or judgments among

professional educators and other interested parties and groups. Employee is required to assess, select, adapt, and apply a variety of education concepts, practices, and approaches to independently plan, develop, monitor, and evaluate projects and studies for which standard methods may be adequate.

Factor 5-3 Scope and Effect

150 Points

The purpose of the work is to provide education and training to students at EVIT in the various functions of SPD that occur in the SPD Department at a Medical Facility setting, and the functions of reprocessing of Reusable Medical Equipment that occur in areas outside of SPD Department at a Medical Facility setting. The work contributes to prepare the students of EVIT to be able to meet the overall objective of the SPD Department at a Medical Facility. This objective is to be able to provide centralized total supply support of the facility's patient care programs, while assuring appropriate aseptic conditions, economy of operation, and consistency in processing, storing, and distribution, all under strictly controlled conditions.

Factor 6-3 Personal Contacts

60 Points

Contacts are generally with managers, subject matter specialists, and other education officials inside and outside the Federal Government. In many positions, individuals involved have grants or contracts on education problems and issues, or are associated with organizations and institutions that have such grants or contracts. These contacts are generally not established on routine basis, and occur in a variety of places, inside and outside the agency.

Factor 7-2 Purpose of Contacts

50 Points

Plans, coordinates, and advises on work efforts; or resolves operating problems. Employee provides advice, clarifies problems, and resolves questions regarding plans, schedules, and methodology with grantees and contractors and with a variety of officials such as managers and professional staff members. Employee may also discuss the criteria and procedures used in reviewing and evaluating proposals for grants and contracts with the outside education experts and consultants who conduct such reviews. Individuals involved in contacts at this level are usually working toward mutual goals and are generally cooperative.

Factor 8-1 Physical Demands

5 Points

The work is performed in an office setting as well as a classroom setting. Office setting work is sedentary and the employee may sit comfortably. While demonstrating SPD technical work in the classroom setting, there may be increased standing, bending, stooping, reaching, and lifting.

Factor 9-1 Work Environment

5 Points

Work is usually performed in classroom settings, offices, and meeting rooms of the school institute. Classroom work at times will mirror the work environment of a SPD department in a hospital setting. This may require the use of Personal Protective Equipment.