

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other <i>(Show any positions replaced)</i>		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location Salem, VA		5. Duty Station 658		6. OPM Certification No.	
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input 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 _____) <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-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive		13. Competitive Level Code	
14. Agency Use									

15. Classified/Graded by	Official Title of Position	Pav Plan	Occupational	Gr	Initial	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Equipment Specialist (Precision Instruments)	GS	1670	12		
e. Recommended by Supervisor or Initiating Office	Equipment Specialist (Precision Instruments)	GS	1670	12		

16. Organization Title of Position (If different from the official title)

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment
VA Medical Center, Salem VA

a. First Subdivision
Department of Veterans Affairs

b. Second Subdivision
Imaging Services

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

Employee Review — This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

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.

a. Type Name and Title of Immediate Supervisor
Joanne Hines, Chief Radiologic Technologist

Signature: *Joanne Hines* Date: 3-10-05

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
Rathnakara Sherigar, M.D., Chief, Imaging Service

Signature: *Rathnakara Sherigar* Date: 3/10/05

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/Grading Position

Typed Name and Title of Official Taking Action
JOAN H. SHELDON, Associate Director

Signature: *Joan H. Sheldon* Date: 4/26/05

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be 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.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initial	Date
a. Employee (optional)								
b. Supervisor								
c. Classifier								

24. Remarks

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VA MEDICAL CENTER
SALAM VA

Description of Major Duties and Responsibilities (See Attached)

Equipment Specialist, GS-1670-12

Principle Duties and Responsibilities

This position is located in Imaging Service at VAMC Salem, VA. The incumbent is responsible for on-site technical support of imaging systems within the service as well as in Medical, Surgical, and Dental Service and various clinics throughout the facility. This support includes pre-purchase evaluation, clinical applications, clinical training, technical training, utilization, installation, maintenance, repair, modification, accident investigation, life expectancy and replacement. These systems include state of the art, highly sophisticated instrumentation, network interfacing, as well as state of the art microprocessor based digital-imaging systems (MBDIS). Serves as consultant to the clinical and administrative staff on technical principles, good manufacturing practices, as well as clinical applications. Through this support the incumbent's position is critical to the delivery of high quality patient care. Represents the department in Medical Center meetings and conferences.

The incumbent maintains, troubleshoots, and repairs all major modalities of imaging equipment including; Radiography, Fluoroscopy, Computed Radiography (CR), Computed Tomography (CT), Digital Angiography, Cardiac Catheterization Systems, SPECT Nuclear Imaging Systems, Magnetic Resonance Imaging (MRI), Diagnostic Ultrasound and Computer Voice Recognition System. All of these systems are highly sophisticated medical instrumentation systems. He/she must be a technical expert on Digital Enhancement Techniques used by the previous modalities to maintain quality assurance.

The incumbent is responsible for Medical Imaging and Database Communication Systems that integrate highly sophisticated medical instrumentation systems that use different communication protocols. The incumbent must be a technical expert on computer networking, including the different standards, protocols, and topologies used to integrate equipment with archiving and database systems, such as Picture Archive Communication Systems (PACS) and DICOM protocols.

The incumbent extensively involved in Quality Assurance and Continuous Quality Improvement. The incumbent initiates, plans, organizes and implements new programs that will lead to improved performance and reliability for the systems that he/she is responsible. The incumbent is independently responsible and held accountable for determining the action necessary to maintain a high level of performance for these critical medical systems. He/she is responsible for changing priorities as required under constantly changing medical situations, which may effect patient treatment and diagnosis.

The incumbent is expected to apply extensive theoretical and practical knowledge in electronics, mechanics, chemistry, and physics to perform duties of broad scope and complexity. He typically provides comprehensive technical support for highly sophisticated medical imaging systems. These systems are assembled from numerous

constituent units or subsystems, which are themselves devices with advanced degree of complexity. The lack of specific maintenance guidelines and adequate documentation often occurs. In such cases the incumbent exercises resourcefulness for particular applications or makes significant adaptations of available guidelines to complete his assignment. Maintenance and repair will frequently require the incumbent to exercise great skill and creativity to keep equipment functioning. In order to reduce breakdowns, eliminate hazards, enhance accuracy, and improve reliability the incumbent must have the ability to recommend, develop and implement: redesign, reconfiguration, or modification of operating procedures.

The incumbent is recognized as a technical expert who is familiar with the theory, design characteristics, operation, and functions of the systems that he manages. Serves as a technical consultant in evaluating equipment for purchase, in designing or modifying equipment or systems to meet current and future needs of the Medical Centers, and for developing plans and specifications for the installation of highly sophisticated medical instrumentation. Required to stay abreast of emerging technologies and attend extended off site educational training, conferences, and seminars.

The incumbent employs high-level test equipment in order to determine the level of performance of assigned medical systems. He/she is critical in minimizing down time, maintaining quality, extending the useful life of components and subsystems, as well as in minimizing expenditures for repairs. The incumbent is expected to be proactive in maintaining medical systems through the implementation of quality monitors that will predict the early deterioration of medical systems before critical failures occur. Evaluations of equipment maintenance schedules are executed for assessment of equipment safety and downtime reduction. Equipment trend and status reports are provided to VISN and station logistics personnel for equipment budgeting and purchasing planning. Acceptance testing reports are provided to the National Acquisition Center (NAC) for new equipment installations. Vendor contracts analyzed for cost effectiveness and valuation of service provided.

The incumbent will frequently be called upon to teach staff the safe use and operation of the medical systems that he/she maintains. Participates in instrumentation education at both formal and informal levels.

Performs other duties as assigned.

FACTOR 1: PROFESSIONAL KNOWLEDGE:

Knowledge of concepts, principles, techniques and practices of maintaining and operating diagnostic imaging and archival equipment and support systems. This knowledge includes but is not limited to digital and analog electronics, DICOM standards, information technology (IT), patient physiology, radiation physics, principles of nuclear magnetic resonance, ultrasonography, optics, mechanics and recognized standards of quality and performance of such systems.

Knowledge of appropriate test, calibration and diagnostic instrumentation and techniques to identify problems in diagnostic imaging equipment and image printing and digital archival systems.

Knowledge of troubleshooting, and calibrating techniques and repairing diagnostic imaging equipment and support systems that must operate within critical tolerances and specifications.

Knowledge and skill to identify evaluate and correct electrical/mechanical safety hazards to patients and staff in contact with the diagnostic imaging systems.

FACTOR 2: SUPERVISORY CONTROLS:

The incumbent operates under broad guidelines and limited supervision and is technically responsible for the quality and timeliness of work accomplished. The Chief, Diagnostic Radiologic Technologist, provides general supervision. However, the employee performs work independently and is responsible for daily planning, coordinating and scheduling of work assigned with equipment users. Wide latitude is given to the employee in the performance of tasks associated with the position. Supervisor relies on incumbent to take independent and original action in solving problems as they arise. Supervisory controls are quite general and usually deal with matters related to Imaging Section or Imaging Service policies and interdepartmental coordination.

FACTOR3: GUIDELINES:

General guidelines include published AAMI standards, JCAHO Standard PL.3, NFPA Life Safety Code, FDA Title 21 CFR, VA Manual MP-3, ECRI literature and hazard alerts, manufacturers technical literature, textbooks, technical journals, VA Circulars and Information Letters, NEC standards, and locally established maintenance and operations guidelines and policies. Incumbent must exercise judgment in selecting appropriate references and procedures for a specific assignment. Assignments often include problems to which existing guidelines cannot be applied, requiring research and communication with recognized experts. Incumbent innovates temporary solutions for problems with equipment or procedures, requiring materials or information not immediately available, until final solutions can be accomplished.

FACTOR 4: COMPLEXITY:

Incumbent independently plans and carries out work assignments and is responsible for recognition and evaluation of a wide variety of equipment problems, user training needs, and potential patient/operator equipment hazards. Diverse equipment related hazards are found in medical facilities that may pose a number of complex problems for the incumbent resulting from the integration of technology with health care and the necessity of dealing with health care specialists in times of medical crisis. Incumbent must, in some cases, weigh circumstances to help physicians and nurses decide if an equipment hazard is more critical than the problem created by removing defective equipment from service. Incumbent is responsible for handling emergent and unprecedented equipment failures or problems within available resources.

FACTOR 5: SCOPE AND EFFECT:

Incumbent must insure adequate and safe operation of diagnostic imaging equipment and systems used in patient treatment planning and care. This responsibility has direct bearing on the success of the medical mission.

FACTOR 6: PERSONAL CONTACTS:

Incumbent must communicate and work closely with physicians, nurses, medical technologists, technicians, factory engineers and representatives and administrative professionals concerning technical aspects of equipment and system use, maintenance, methods and procedures. Parties contacted may be skeptical or hostile and technical or administrative disagreements may develop. Incumbent must employ tact and a professional, competent manner while cooperating to find solutions for complex problems.

FACTOR 7: PURPOSE OF CONTACTS:

Examples of communication requirements during typical assignments include: verification, explanation and status reports of equipment malfunction or problems to users; communication with factory engineers or other experts concerning repair procedures, parts sources or technical operational criteria for equipment; research into codes and regulations or advice from field experts when existing regulations conflict or do not apply; follow-up procedures on vendor repairs; progress reports and information gathering for unusual situations; coordination between clinical and administrative elements for interdepartmental projects; arrangement of temporary or alternative solutions for problems arising from failed or defective equipment; technical feasibility of equipment modifications requested by clinical staff; in-service training of professional staff concerning equipment usage, capability and safety.

FACTOR 8: PHYSICAL/MENTAL DEMANDS:

Bench work as well as fieldwork is required. Fieldwork in patient care areas requires physical exertion in carrying and lifting equipment and assemblies weighing over 50 pounds to various locations. Area inspections require extended periods of walking and standing.

The work performed is of a precise nature requiring long periods of concentration that is often interrupted. Incumbent is often faced with changing priorities and with meeting deadlines. Incumbent must frequently deal with other medical center personnel or patients who may be uncooperative or hostile due to circumstantial pressures. Incumbent is required to display tact, patience and a professional, helpful manner regardless of circumstances.

FACTOR 9: WORK ENVIRONMENT:

During typical assignments, incumbent may be exposed to a variety of air, surface and liquid-borne biological agents such as blood-borne pathogens. Other hazards include an exposure to multiple hazards simultaneously, including physical and radiological hazards.

Other Significant Facts

CUSTOMER SERVICE (VHA)

Meets the needs of customers while supporting the Medical Center and Service missions. Consistently communicates and treats customers (patients, visitors, volunteers, and all Medical Center staff) in a courteous, tactful, and respectful manner. Provides the customer with consistent information according to established policies and procedures. Handles conflict and problems in dealing with the customer constructively and appropriately.

ADP Security

Protects printed and electronic files containing sensitive data in accordance with the provisions of the Privacy Act of 1974 and other applicable laws, federal regulations, VA statutes and policy, and VHA policy. Protects the data from unauthorized release or from loss, alteration, or unauthorized deletion. Follows applicable regulations and instructions regarding access to computerized files, release of access codes, etc., as set out in the computer access agreement that the employee signs.

COMPUTER KNOWLEDGE - VISTA

Uses the Veterans Health Information & Technology Architecture (Vista) to access information in the Medical Center Computer System.