

INTERNAL TITLE 5 VACANCY ANNOUNCEMENT

Announcement Number:	2004-163	Opening Date:	10-06-2004	Closing Date:	10-28-2004
Position/Position Number:	HEALTH TECHNICIAN, GS-640-4 (#4288A), Target 5 or GS-640-5(#4230A)		Organizational Location:	IMAGING SERVICE Duty Station: Temple	
Salary Range:	GS-4: \$23,863 - \$31,020 GS-5: \$26,699 - \$34,714 (INCLUDES 10.90% LOCALITY COMPARABILITY PAY)		Area of Consideration:	CURRENT PERMANENT EMPLOYEES OF CTVHCS	

Duties and Responsibilities:

Hours of Duty: 7:30 a.m. – 4:00 p.m. The incumbent is responsible for escorting patients throughout Imaging Service and if needed, to the wards and clinics. Incumbent will digitize hard copy files to digital images with the PACS system. Works with and assists physicians, x-ray technologists, and administrative personnel performing the following duties: works closely with the Radiologist and technologist in performing minor invasive procedures such as venograms, arthrograms, and E.R.C.P. exams in digital suites; assembles all instrumentation trays and special equipment to be used during procedures; organizes all equipment on instrumentation table under stile techniques; mixes barium for upper GI series, Barium Enemas, Esophagus Series and prepares barium according to specific recommendations of manufacturer or physicians doing the fluoroscopic examinations or CT procedures; assists patient from waiting room into dressing area and helps patients get dressed for the procedure; assists patients in getting on the x-ray table or CT table and after procedure is completed, helps patient from x-ray table or CT table to the bathroom; changes patient's gowns and cleans up patient in case of spills when doing the procedures; and assists fluoroscopic or CT technologist in cleaning the x-ray or CT table and accessories in the event of a spill so that the other procedures can be continued as soon as possible. Performs various clerical and file room activities such as retrieval of film envelopes, matching of previous films for comparison with current films, files film jackets in proper order, prepares color coded film jackets as necessary, recognizes and gives priority handling to all emergency needs, collates films from other VA facilities, mails films from this facility to other VA facilities, separates and packages for shipment x-ray film to be sent to the Federal Records Center, rotates current and past year film files for proper maintenance of file room, inputs and screens data via Radiology Core Computer package such as CPT coding, case editing, and patient data entry. Employee will coordinate patient exams throughout the service. Employee will cover appointment desk on an as-needed basis.

Qualification Requirements:

Qualifications are derived from the Office of Personnel Management Group Coverage Qualification Standard for Technical and Medical Support Positions, available in Human Resources Management Service (HRMS). At the GS-4 level, must have at least one year of specialized experience equivalent to at least GS-3. At the GS-5 level, must have at least one year of specialized experience equivalent to at least GS-4. Specialized experience is experience which is directly related to the position to be filled and which has equipped the candidate with the particular knowledge, skills, and abilities to perform successfully the duties of the position.

Rating and Ranking:

Qualified candidates will be rated and ranked on the following knowledge, skills, and abilities:

- a. Knowledge of proper use and mixing of contrast material used in CT, UST, GI, BE and Angio.
- b. Knowledge of sterile techniques and how to maintain sterile field and recognize when sterile field is broken.
- c. Knowledge of radiation protection standards including basic radiation sensitive areas of the body and to use all protective devices and methods.
- d. Knowledge of digital x-ray equipment.
- e. Sufficient knowledge of anatomy and all of the different views required for each x-ray examination to be able to sort and prepare films for reporting by the Radiologist.
- f. Ability to effectively communicate with all of the various ward clerks, nurses, and physicians and take notes when called to ensure films are routed to the correct ward, clinic, or physicians.

How to apply:

Permanent employees who wish to be considered for this position must obtain necessary forms through the internet address: <http://www.texvet.com/HRMS/forms.htm>. **VA FORM 5-4078 MUST BE RECEIVED IN HRMS, TEMPLE, BY CLOSE OF BUSINESS ON CLOSING DATE OF ANNOUNCEMENT. VA FORMS 5-4676A AND 5-4667B MUST BE RECEIVED WITH SEVEN (7) CALENDAR DAYS AFTER THE CLOSING DATE OF ANNOUNCEMENT. Attachments other than those required will be destroyed.** Refer all questions to Robert Rodriguez, Jr., Human Resource Specialist, extension 42873

NOTE: This is a DESIGNATED RANDOM DRUG Testing position. SELECTEE will be subjected to random drug tests.

Official Personnel Folder (OPF) Update: It is your responsibility to assure that your Official Personnel Folder (OPF) is current and shows all work experience and credentials prior to the closing date of the announcement.

NOTE: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting accommodation will be on a case-to-case basis. Please refer any questions to the specialist listed above.

THIS IS A BARGAINING UNIT POSITION. CTVHCS IS A SMOKE-FREE ENVIRONMENT.

IF PATIENT NEEDS ARISE, THE INCUMBENT OF THE ABOVE POSITION MAY BE REASSIGNED TO THE WACO INTEGRATED CLINICAL FACILITY WITHIN THE CENTRAL TEXAS VETERANS HEALTH CARE SYSTEM.

EQUAL EMPLOYMENT OPPORTUNITY: ACTIONS TO FILL THIS POSITION WILL NOT BE BASED ON DISCRIMINATORY FACTORS, WHICH ARE PROHIBITED BY LAW.