

February 15, 1990

1. Transmitted is a change to VHS&RA (Veterans Health Services and Research Administration) Supplement to VA (Department of Veterans Affairs) Manual MP-5, "VA Personnel Policy," Part I, Appendix 338A, "Qualification Standards."

2. Principal changes are:

a. CLINICAL DIETETIC TECHNICIAN, GS-640-4/6: This new standard resulted from an occupational analysis which established that individuals with associate degrees in Dietetic Technology that included appropriate courses in nutrition care/diet therapy, natural sciences, food sciences, medical terminology, communications and education are best equipped to provide substantive support for VA Clinical Dietitians.

b. The OPM (Office of Personnel Management) Minimum Qualification Requirements for One-Grade Interval Technical, Medical, and Program Support Positions are to be used to determine qualifications of applicants for GS-640 Health Technician (Dietetics) positions which do not involve the full range of Clinical Dietetic Technician duties.

c. The title Dietetic Technician is being abolished to avoid confusion. VHS&RA Circular 10-90-018 which explains classification matters related to these positions is being published concurrently.

d. Change 15 to VHS&RA Supplement, MP-5, part I, Appendix 338A, dated June 14, 1978, is being rescinded because the information in it is no longer relevant.

e. VHS&RA Supplement, MP-5, part I, Appendix 338A is changed as follows:

Annotate

INDEX: Page 338A-v: After "Clerical and Administrative Support Positions" insert "Clinical Dietetic Technician, GS-640."

3. Filing Instructions

The Clinical Dietetic Technician standard may be filed after the Technical, Medical, and Program Support Positions standard in VHS&RA Supplement, MP-5, part I, Appendix 338A, or in front of the OPM's "Minimum Qualification Requirements for One-Grade Interval Technical, Medical, and Program Support Positions" standard in Handbook X-118, part III.

4. RESCISSION: VHS&RA Supplement, MP-5, part I, Appendix 338A, change 15, June 14, 1978.

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5. Skill in patient interviewing and nutrition counseling. This includes knowledge of the principles of effective communication and ability to evaluate information obtained in a patient interview.

6. Ability to interact and communicate orally with people from a variety of backgrounds, including other members of the health care team.

7. Ability to function effectively in a support position within a clinical dietetic section of a general medical and surgical and/or psychiatric hospital. This involves the ability to follow oral and/or written instructions, ability to accomplish work within established time frames; ability to work under pressure with constant interruptions; and ability to maintain composure under adverse conditions.

EDUCATION REQUIREMENTS

Candidates must have successfully completed a course of study in an accredited college leading to an associate degree in Dietetic Technology with an emphasis in Nutrition Care or the equivalent post-secondary education. In determining whether a candidate's education is equivalent, close attention should be paid to the numbers and types of courses completed and their content. The education should provide the candidate with the KSAOs listed above, particularly numbers 1 through 5 (KSAOs 6 and 7 can generally be acquired through experience). To do this it must have included instruction in nutrition care/diet therapy, the natural sciences (e.g., anatomy, physiology, biochemistry), social sciences (e.g., psychology, sociology), food sciences, medical terminology, communications and education. Because course titles vary, it is important to carefully evaluate course content in order to determine that these subjects are covered. In addition, qualifying education must include supervised field experience in a hospital or similar clinical setting.

NOTE: Each permanent employee whose position description reflects the full range of CDT duties as of the issue date of this qualification standard and whose job is reclassified to that title is considered fully qualified. These employees may be promoted or reassigned within this occupation.

Employees qualified for CDT positions under this provision who subsequently leave the occupation must meet the new qualification requirements to re-enter the occupation.

GUIDANCE FOR EVALUATING EDUCATION

An associate degree in Dietetic Technology (Nutrition Care) from a program approved by the ADA (American Dietetic Association) is preferred. Because the occupational study on which this standard is based showed graduates of these programs to be better equipped to provide substantive assistance and support to Clinical Dietitians, they should be given preferential consideration in the applicant evaluation process.

Applicants with an associate degree in Dietetic Technology without a designated subspecialty which included instruction in the subjects described under EDUCATION REQUIREMENTS also meet minimum requirements. Those programs approved by the American Dietetic Association provide such instruction.

Individuals holding a Bachelor's degree in Dietetics also meet the requirements of this position. The role of CDTs, however, is to support and assist professional Dietitians. Because the focus of associate degree Dietetic Technician programs is specifically to train people for these support positions, it is the preferred degree and should be so credited in rating and ranking qualified applicants.

Candidates with an associate degree in Dietetic Technology with an emphasis in Food Service Management generally do not possess the KSAOs required in a CDT position unless their degree has been supplemented by additional courses in nutrition care or by clinical experience which demonstrates possession of the required KSAOs.

EXPERIENCE REQUIREMENTS

Candidates who meet the education requirements described above are fully qualified for the GS-4 level. To qualify for higher grades, candidates must have had progressively responsible experience in the field of clinical dietetic technology in which they have demonstrated successful use of the KSAOs listed in the General Requirements Section of this standard. Candidates for GS-5 positions must have at least six months of specialized experience equivalent to GS-4. Candidates for GS-6 and above must have at least 1 year of specialized experience equivalent to the next lower grade.

PHYSICAL REQUIREMENTS

See FPM Chapter 339, Appendix B, paragraph B-2a.

QUALIFICATIONS GUIDELINES FOR UPWARD MOBILITY PROGRAMS

1. Minimum Qualifications. Applicants for Upward Mobility Programs which involve enrollment in a course of study leading to an associate degree in Clinical Dietetic Technology should meet all entrance requirements of the college in question.

2. The following KSAOs have been determined through a job analysis to be necessary for satisfactory performance as a CDT. Since these KSAOs, while they may be enhanced, are not necessarily acquired through college level coursework, applicants for the Upward Mobility Program should possess them to the degree needed to perform satisfactorily the duties of a CDT. Persons responsible for making minimum qualification determinations should use locally established criteria in ensuring that applicants have these KSAOs. The KSAOs are:

- a. Ability to communicate orally and interact with people from a variety of backgrounds.
- b. Ability to follow oral and written instructions.
- c. Ability to work under pressure with constant interruptions.
- d. Ability to maintain composure under adverse conditions.

3. Rating and Ranking Criteria

a. The following rating factors were shown by a job analysis to be useful in distinguishing superior from barely acceptable performance (They are provided for optional use in rating applicants for the Upward Mobility Program):

- (1) Ability to follow oral and written instructions.
- (2) Ability to accomplish work within established time frames.
- (3) Ability to work under pressure with constant interruptions while maintaining composure.

b. Persons developing rating guides for Upward Mobility selections should keep in mind the likely applicant pool and include examples of experience, training, education, etc., which these individuals are likely to cite and which will aid in identifying the best qualified applicants. Because many applicants may not have had extensive work experience, it is particularly important to consider outside or unpaid activities and to include examples of these in quality levels. Many applicants may have demonstrated a high degree of these KSAOs through parenting, running a household or volunteer work in a church or community organization. These types of examples should be included in quality levels and raters should be cautioned to give them appropriate weight in the rating process.

c. If, after applying the rating guide, further distinctions need to be made to identify the best applicants, an individual or panel interview may be useful. The interview should be structured so consistent, job-related information can be obtained from each applicant who scored highly using the rating guide. Particular attention should be paid to those skills and abilities which were not measured or not fully measured using the rating guide. For example, oral communication skills are important to the CDT and can be easily demonstrated and observed in an interview. Also, since the Upward Mobility Program consists of enrollment in, and completion of, a course of study leading to an associate degree, career goals and motivation might be explored in the interview. A method for assessing applicant performance during the interview should be devised and followed consistently in evaluating each applicant.

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VHS&RA Supplement, MP-5, Part I
Chapter 338, Appendix 338A
Change 57

February 15, 1990

1. Transmitted is a change to VHS&RA (Veterans Health Services and Research Administration) Supplement to VA (Department of Veterans Affairs) Manual MP-5, "VA Personnel Policy," Part I, Appendix 338A, "Qualification Standards."

2. Principal changes are:

a. DIETITIAN AND NUTRITIONIST, GS-630: The attached standard approves the use of OPM's (Office of Personnel Management's) qualification requirements for DIETITIAN AND NUTRITIONIST, found in the Minimum Qualification Requirements for Two-Grade Interval Professional Positions, Handbook X-118, part III, SUBJECT TO ADDITIONAL VA CREDENTIALING REQUIREMENTS. All Dietitian applicants must now be registered with the Commission on Dietetic Registration.

b. On the OPM Minimum Qualification Requirements for Professional Positions, Dietitian and Nutritionist series, make the following pen-and-ink notation:

"These occupational requirements are approved for use in VA SUBJECT TO THE ADDITIONAL CREDENTIALING REQUIREMENT in the VA qualification standard (VHS&RA Supp., MP-5, pt. I, ch. 338, app. 338A) for this occupation."

3. Filing Instructions

The Dietitian and Nutritionist standard may be filed in VHS&RA Supplement, MP-5, part I, Appendix 338A, or in front of OPM's Minimum Qualification Requirements for Two-Grade Professional Positions, Handbook X-118, part III.

4. RESCISSION: VHS&RA Supplement, MP-5, part I, appendix 338A, change 29, dated May 26, 1981, Dietitian and Nutritionist Series, GS-630-5/15.

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FD

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QUALIFICATION STANDARD

AUTHORITY: 38 U.S.C. 4105

DIETITIAN AND NUTRITIONIST SERIES

GS-630

a. The Office of Personnel Management (OPM) qualification requirements for DIETITIAN AND NUTRITIONIST, GS-630, found in the Minimum Qualification Requirements for Two-Grade Interval Professional Positions, Handbook X-118, part III, have been approved for use in VA with the following additional requirement:

(1) All applicants must be registered with the Commission on Dietetic Registration, the credentialing branch of the ADA (American Dietetic Association).

(2) All persons permanently employed as GS-630 VA Dietitians at the time this standard is received are considered to have met the registration requirements in full. They may be promoted, demoted or reassigned within the GS-630 occupational series. Any employee initially retained in this manner who leaves this job series loses protected status and must meet the full requirements in effect at the time of reentry.

b. Exceptions:

(1) Nonregistered applicants who otherwise meet the minimum requirements in the basic qualification standard may be given a temporary appointment not to exceed 1 year; OR they may be appointed subject to obtaining the required registration during the probationary period. Those who fail to obtain ADA registration during that year must be removed from the GS-630 Dietitian series, which may result in termination of employment. A statement citing this condition of employment must be signed by each Dietitian appointed under these provisions and filed in the appointee's Official Personnel Folder.

(2) If, after positive recruitment activities, there are no acceptable applicants who meet these requirements, the Assistant Chief Medical Director for Clinical Affairs may authorize a medical center to hire otherwise qualified applicants, provided such persons show evidence of equal competence. Requests which meet the requirements of MP-5, part I, chapter 338, should be submitted, through channels, to the Deputy Assistant Secretary for Personnel and Labor Relations (054C).

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VHS&RA Supplement, MP-5, Part I
Appendix 338A
Change 58

March 13, 1990

1. Transmitted is a change to VA (Department of Veterans Affairs), VHS&RA (Veterans Health Services and Research Administration) Supplement to Manual MP-5, "VA Personnel Policy," Part I, Appendix 338A, "Qualification Standards."

2. Principal changes are:

STUDENT TRAINEE POSITIONS: The attached standard approves the use of the OPM's (Office of Personnel Management's) Student Trainee Qualification Standard for Competitive Service Positions and Multiseries Student Trainee Qualification Standard for Schedule B Positions.

3. Filing Instructions

a. Annotations

INDEX, page 338A-vii: After "*Speech Pathologist and Audiologist Series" insert "Student Trainee, GS-XX99."

b. The Student Trainee Positions standard may be filed after VHS&RA Supplement, MP-5, Part I, Appendix 338A, Index, or in front of OPM's "Student Trainee Qualification Standard for Competitive Service Positions" and "Multiseries Student Trainee Qualification Standard for Schedule B Positions," Handbook X-118, Part III.

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VHS&RA Supplement, MP-5, Part I
Appendix 338A
Change 58

QUALIFICATION STANDARD

AUTHORITY: 38 U.S.C. 4105

STUDENT TRAINEE POSITIONS

The OPM (Office of Personnel Management) Student Trainee Qualification Standard for Competitive Service Positions, and Multiseries Student Trainee Qualification Standard for Schedule B Positions, Handbook X-118, Part III, are approved for use in VA.

NOTE: This standard is not to be used for appointment to student trainee positions under 38 U.S.C. 4115.

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VHS&RA Supplement, MP-5, Part I
Chapter 338, Appendix 338A
Change 59

November 8, 1990

1. Transmitted is a change to VHS&RA (Veterans Health Services and Research Administration) Supplement to VA (Department of Veterans Affairs) Manual MP-5, "VA Personnel Policy," Part I, Appendix 338A, "Qualification Standards."

2. Principal changes are:

a. NUCLEAR MEDICINE TECHNOLOGIST, GS-601: This standard revises education, experience, and credentialing requirements, and the criteria for modifications.

b. NUCLEAR MEDICINE TECHNICIAN, GS-642: This standard includes editorial changes, and revises credentialing requirements and the criteria for modifications.

c. Under both standards, State licensure will no longer be accepted. Under GS-601, the cumulative years of experience requirement is eliminated, and the provision allowing graduate level education to substitute for experience at GS-7 and above is deleted.

3. Filing Instructions

The Nuclear Medicine Technologist and Nuclear Medicine Technician standards must be filed in VHS&RA Supplement, MP-5, part I, Appendix 338A, or in Handbook X-118, part III.

4. RESCISSION: VHS&RA Supplement, MP-5, part I, Appendix 338A, as follows:

a. Nuclear Medicine Technician Series, GS-642-1/12, February 5, 1988, change 51.

b. Nuclear Medicine Technologist, GS-601-5/11, February 5, 1988, change 51.

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VHS&RA Supplement, MP-5, Part I
Chapter 338, Appendix 338A
Change 59

QUALIFICATION STANDARD

AUTHORITY: 38 U.S.C. 4105

NUCLEAR MEDICINE TECHNOLOGIST

GS-601

DESCRIPTION OF WORK

NMTs (Nuclear Medicine Technologists) perform a wide variety of functional studies of organs/systems involving static and dynamic imaging procedures, the injection of radionuclides and radiopharmaceuticals and the use of such specialized equipment as integrated computer/imaging systems, single photon emission tomography, etc., in combination with a variety of radioimmunoassay (in vitro) laboratory procedures on biological specimens. The work requires a professional knowledge of the field of nuclear medicine technology and those aspects of chemistry, physics, mathematics, and the biomedical sciences that relate to nuclear medicine.

BASIC REQUIREMENT

All applicants must be certified in nuclear medicine by the NMTCB (Nuclear Medicine Technology Certification Board) or the ARRT (American Registry of Radiologic Technology).

1. Exceptions for applicants. Uncertified applicants who otherwise meet the eligibility requirements for NMTCB or ARRT certification (see Section 3, Certification Eligibility) may be given a temporary appointment not to exceed 1 year; OR they may be appointed subject to obtaining the required certification during their probationary period. Those who fail to obtain NMTCB or ARRT certification in nuclear medicine during that year must be removed from the GS-601 NMT series, which may result in termination of employment. A statement citing this condition of employment must be signed by each NMT appointed under these provisions and filed in the employee's OPF (Official Personnel Folder). Requests for extending uncertified NMTs beyond the probationary period are inappropriate.

If, after positive recruitment activities, there are no acceptable applicants who meet these requirements, the Assistant Chief Medical Director for Clinical Affairs may authorize a medical center director to recruit otherwise qualified candidates who show evidence of training, experience, and competence to be equally protective of patient health and safety. Requests to initiate broad-based recruitment using a modified standard that meets the requirements of MP-5, part I, chapter 338, should be submitted, through channels, to the Deputy Assistant Secretary for Personnel and Labor Relations (054C).

2. Exceptions for Current Employees

a. Nuclear Medicine Technologists. Each uncertified NMT who was permanently employed on June 21, 1986, and whose competence in the safe administration of radiopharmaceuticals was affirmed in writing by a licensed VA physician not later than

GS-601

Nuclear Medicine Technologist

January 1, 1987, and documented in the employee's OPF; or any licensed NMT hired before receipt of this standard, is considered to meet the certification requirements and may be reassigned or promoted in this occupation.

b. Nuclear Medicine Technicians. UPON RECEIPT OF THIS STANDARD, any permanently employed Nuclear Medicine Technician whose competence was certified as above, is considered fully qualified in this occupation at their present grade IF the following conditions are met:

(1) The employee is found to be performing professional NMT duties on a regular and recurring basis, as evidenced by a thoroughly documented position review, and

(2) The employee's job is reclassified to the GS-601 Nuclear Medicine Technologist occupation. ANY employee initially retained under these exceptions who leaves this occupation in VA or transfers to another agency loses protected status and must meet the full requirements in effect at the time of reentry. A statement to this effect is to be signed and dated by the incumbent, the Chief, Nuclear Medicine Service, and the Chief of Staff, and retained on the right side of the employee's OPF.

3. Certification Eligibility. NMTCB or ARRT certification eligibility requirements are normally satisfied by one of the following:

a. Graduation from an educational program in nuclear medicine technology accredited by the Committee on Allied Health Education and Accreditation;

b. National certification as a registered medical technologist, registered radiologic technologist, registered nurse, or a bachelor's or associate degree in one of the physical or biological sciences, and 4 years of clinical nuclear medicine technology experience.

NOTE: Candidates who have obtained ARRT or NMTCB certification in nuclear medicine through methods other than those listed above meet minimum requirements for GS-5.

EXPERIENCE REQUIREMENTS

In addition to meeting the basic requirement, applicants must have professional nuclear medicine technology experience as specified below:

GS-5: None beyond the basic requirement

GS-7: 1 year of experience equivalent to GS-5

GS-9: 1 year of experience equivalent to GS-7

GS-11: 1 year of experience equivalent to GS-9

November 8, 1990

VHS&RA Supplement, MP-5, Part I
Chapter 338, Appendix 338A
Change 59

Nuclear Medicine Technologist

GS-601

SUPERIOR ACADEMIC ACHIEVEMENT

The superior academic achievement provisions in OPM's General Policies and Instructions for the Qualification Standards Handbook, X-118 Handbook, apply.

PERSONAL CHARACTERISTICS

NMT positions usually require frequent contact with patients and with professional and supportive personnel who provide patient care. Such contact requires technologists to be tactful, courteous, empathic, and patient. They must also be able to deal effectively with a variety of people, to work as team members, and to exercise good judgment.

SUPERVISORY POSITIONS

The qualification standard for Supervisory Positions in General Schedule Occupations, Part III, X-118 Handbook, is to be used in conjunction with this standard.

PHYSICAL REQUIREMENTS

See FPM Chapter 339, Appendix B, paragraph B-2a.

November 8, 1990

VHS&RA Supplement, MP-5, Part I
Chapter 338, Appendix 338A
Change 59

QUALIFICATION STANDARD

AUTHORITY: 38 U.S.C. 4105

NUCLEAR MEDICINE TECHNICIAN SERIES

GS-642

GENERAL REQUIREMENTS

The Office of Personnel Management's qualification requirements for NUCLEAR MEDICINE TECHNICIAN, found in the Minimum Qualification Requirements for One-Grade Interval Technical, Medical, and Program Support Positions, Handbook X-118, part III, have been approved for use in VA with the following additional requirements:

1. All applicants must be certified in Nuclear Medicine by one of the following:

- a. The NMTCB (Nuclear Medicine Technology Certification Board), or
- b. The ARRT (American Registry of Radiologic Technology).

2. Exceptions for applicants. Uncertified applicants who otherwise meet the eligibility requirements for NMTCB or ARRT certification (see Section 4, Certification Eligibility) may be given a temporary appointment not to exceed 1 year; OR they may be appointed subject to obtaining the required certification during the probationary period. Those who fail to obtain NMTCB or ARRT certification in nuclear medicine during that year must be removed from the GS-642 series, which may result in termination of employment. A statement citing this condition of employment must be signed by each Nuclear Medicine Technician appointed or assigned under these provisions and filed in the employee's OPF (Official Personnel Folder). Requests for extending uncertified Nuclear Medicine Technicians beyond the probationary period are inappropriate.

If, after positive recruitment activities, there are no acceptable applicants who meet these requirements, the Assistant Chief Medical Director for Clinical Affairs may authorize a medical center director to recruit otherwise qualified applicants, who show evidence of training, experience and competence to be equally protective of patient health and safety. Requests to initiate broad-based recruitment using a modified standard that meets the requirements of MP-5, part I, chapter 338, may be submitted, through channels, to the Deputy Assistant Secretary for Personnel and Labor Relations (054C).

3. Exceptions for employees. Each uncertified Nuclear Medicine Technician who was permanently employed on June 21, 1986, and whose competence in the safe administration of radiopharmaceuticals was affirmed in writing by a licensed VA physician not later than January 1, 1987, and documented in the employee's OPF, or any licensed Nuclear Medicine Technician hired before receipt of this standard, is considered fully qualified, and may be promoted, demoted or reassigned within the GS-642 occupation. Any employee initially retained in this manner who leaves this occupation in VA or transfers to another agency loses protected status and must meet the full requirements in effect at the

time of reentry. A statement to this effect is to be signed and dated by the incumbent, the Chief, Nuclear Medicine Service and the Chief of Staff, and retained on the right side of the employee's OPF.

GS-642

Nuclear Medicine Technician

4. Certification Eligibility. NMTCB or ARRT certification eligibility requirements are normally satisfied by the following:

a. Graduation from an educational program in nuclear medicine technology accredited by the Committee on Allied Health Education and Accreditation;

b. National certification as a registered medical technologist, registered radiologic technologist, registered nurse, or a bachelor's or associate degree in one of the physical or biological sciences, and 4 years of clinical nuclear medicine technology experience.

NOTE: Candidates who have obtained ARRT or NMTCB certification in nuclear medicine through methods other than those listed above meet minimum requirements for GS-5.

Department of Veterans Affairs
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VHS&RA Supplement, MP-5, Part I
Chapter 338, Appendix 338A
Change 60

February 21, 1991

1. Transmitted is a change to VHS&RA (Veterans Health Services and Research Administration) Supplement to VA (Department of Veterans Affairs) Manual MP-5, "VA Personnel Policy," Part I, Chapter 338, Appendix 338A, "Qualification Standards."

2. Principal changes are:

a. PROSTHETIC REPRESENTATIVE, GS-672: The attached standard approves the OPM (Office of Personnel Management) Minimum Qualification Requirements for Two-Grade Administrative, Management, and Specialist Positions for GS-672 Prosthetic Representative positions in VA.

b. This approval removes the prosthesis requirement as a screenout for minimum qualification for these positions. The discussion of that requirement in the November 1965 VHS&RA GS-672 Position-Classification Guide, paragraph V (top of page 3) is no longer applicable. However, the revision continues to credit responsible experience gained while wearing a prosthetic device for positions at GS-7 and above. VA's policy related to the appointment and advancement of disabled persons for these and other positions remains unchanged, including requirements for reasonable accommodation.

3. Filing Instructions

The GS-672 Prosthetic Representative standard may be filed after the Professional Positions standard in VHS&RA Supplement, MP-5, part I, appendix 338A, or in front of the Individual Occupational Requirements for GS-673 Hospital Housekeeping Management in OPM's Requirements for Two-Grade Interval Administrative, Management, and Specialist Positions, Handbook X-118, Part III.

4. RESCISSION: VHS&RA Supplement, MP-5, part I, Appendix 17A, change 39, dated November 4, 1968.

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VHS&RA Supplement, MP-5, Part I
Chapter 338, Appendix 338A
Change 60

QUALIFICATION STANDARD

AUTHORITY: 38 U.S.C. 4105

PROSTHETIC REPRESENTATIVE

GS-672-5/15

The OPM (Office of Personnel Management) Minimum Qualification Requirements for Two-Grade Interval Administrative, Management, and Specialist Positions have been approved for GS-672 Prosthetic Representative positions in the Department of Veterans Affairs.

OCCUPATIONAL REQUIREMENTS

Specialized Experience

a. Experience which provided knowledge of prosthetic appliances and/or sensory aids and their importance in rehabilitation may be credited on a month-for-month basis.

b. Experience gained in administrative, professional, technical, investigative or other responsible work during which the applicant used a prosthetic appliance or sensory aid may be credited as specialized experience. Two months of such work may be credited as 1 month of specialized experience, not to exceed 1 year.

September 9, 1991

1. Transmitted is a change to Department of Veterans Affairs, Veterans Health Administration Supplement to VA Manual MP-5, "VA Personnel Policy," Part I, Appendix 338A, "Qualification Standards."

2. Principal changes are:

a. PROFESSIONAL POSITIONS: The attached standard approves the use of the OPM's (Office of Personnel Management's) "Minimum Qualification Requirements for Two-Grade Interval Professional Positions" for 19 health-related occupations as noted in OPM's Individual Occupational Requirements. This approval includes its use for GS-630 Dietitian and Nutritionist series, SUBJECT TO THE ADDITIONAL CREDENTIALING REQUIREMENT in the VA qualification standard. Approval also extends to GS-601 General Health Science series, EXCEPT for Nuclear Medicine Technologist positions. The existing VA qualification standard for that occupation remains in effect.

b. ADMINISTRATIVE, MANAGEMENT, AND SPECIALIST POSITIONS: This standard approves the use of OPM's "Minimum Qualification Requirements for Two-Grade Interval Administrative, Management and Specialist Positions" for the health-related occupations noted on page 2 of the OPM standard. Approval is also extended to GS-340 Program Management positions, GS-1020 Illustrating series, and GS-301 Miscellaneous Administration and Program series, except for Rehabilitation Medicine Coordinator positions. The existing GS-301 VA qualification standard for that occupation remains in effect.

NOTE: Facilities should use OPM's new standards for occupational series not covered by a VA qualification standard or VA-approved OPM standard, e.g., GS-800 All Professional Engineering series, GS-510 Accounting/Auditing series.

c. INDEX: Due to extensive changes, the attached index replaces the index dated September 2, 1983. The title "Assistant Hospital Director (Trainee)" in the GS-670 series dated March 18, 1977, has been changed to "Associate Medical Center Director (Trainee)," make pen and ink changes to the standard.

3. Filing Instructions

Remove pages
Insert pages
Cover page through 338A-vii
Cover page through 338-iv

The Index should be filed in VHA Supplement, MP-5, Part I, Appendix 338A. The Professional Positions standard, and the Administrative, Management, and Specialist Positions standard may be filed there, or in front of OPM's Minimum Qualification Requirements for Two-Grade Professional Positions and Two-Grade Administrative, Management, and Specialist Positions, respectively, Handbook X-118, Part III.

4. RESCISSION: VHA Supplement, MP-5, Part I, Appendix 338A, as follows:

- a. Index, pages 338A v through vii, change 45, dated September 2, 1983;
- b. Addiction Therapist, GS-101-5/9, April 13, 1989, change 53;

- c. Administrative Officer (Voluntary Services), GS-301-8/11, change 7, (Appendix 17A), dated September 15, 1965;
- d. Blind Rehabilitation Specialist, GS-601-5/15, April 12, 1971;
- e. Chemistry Series, GS-1320-5/15, April 12, 1971;
- f. Domiciliary Officer, GS-340-7/13, June 1, 1964, (Appendix 17A);
- g. Educational Therapist, GS-639-5/15, February 16, 1968, change 24;
- h. Field Director and Assistant Field Director (Canteen Service Field Office), GS-1101-13/14, April 12, 1971;
- i. Food Service Manager, GS-301-9/14, August 31, 1971, change 1;
- j. General Biological Science Series, GS-401-5/15, March 30, 1983, change 43;
- k. General Health Science Series, GS-601-5/15, April 12, 1971;
- l. General Physical Science Series, GS-1301-5/15, April 12, 1971;
- m. Health Physicist, GS-1306-5/15, April 12, 1971;
- n. Health System Administrator, GS-670, November 5, 1981, change 31;
- o. Health System Specialist, GS-671, November 5, 1981, change 31;
- p. Hospital Housekeeping Management, GS-673-5/15, February 12, 1980, change 21;
- q. Illustrating Series, GS-1020, April 28, 1980, change 26;
- r. Manual Arts Therapist, GS-673-5/15, February 16, 1968, change 25;
- s. Medical Administrative Officer, GS-340, September 2, 1983, change 45;
- t. Medical Administrative Specialist, GS-301, September 2, 1983, change 45;
- u. Medical Record Librarian Series, GS-699-5/14, June 1, 1964, (Appendix 17A);
- v. Pharmacist, GS-660-7/15, April 12, 1971;
- w. Pharmacologist, GS-405-7/15, April 12, 1971;
- x. Physicist, GS-1310-5/15, April 12, 1971;
- y. Physiologist, GS-413-7/15, June 1, 1964, (Appendix 17A);
- z. Practical (Vocational) Nurse Series, GS-620-3/6, November 5, 1981, change 32;
- aa. Retail Store Specialist (Field Supervisor, Veterans Canteen Service), GS-1101-12/13, March 26, 1976, change 11;

bb. Recreation/Creative Arts Therapist, GS-638-5/15, April 11, 1980, change 23;

cc. Toxicologist, GS-415-5/15, August 16, 1988, change 52;

dd. Therapeutic Radiologic Technician/Technologist (Interim Standard), GS-648, November 23, 1982, change 38; and

ee. Zoologist, GS-410-5/15, April 12, 1971

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Qualification Standards

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RESCISSIONS

The following material is rescinded:

1. COMPLETE RESCISSIONS

a. Manuals

(1) Appendix 17A DM&S Supplement, MP-5, part I: Changes 2, 4, 5, 6, 8, 10, 11, 14, 16, 17, 20, 22, 23, 26 through 29, 31, 34, 35, 36, 37, 38, 40, 41, 42, 44, 46, 47 through 49, 52 through 54, 55, 56 through 58, and 60

(2) Appendix 338A, VHA Supplement, MP-5, part I: Changes 1, 3, 4, 7, 9, 11, 13, 18, 19, 21, 23, 24, 25, 26, 31, 32, 38, 43, 45, 52, 53

b. Interim Issues

II 10-67-26

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II 10-78-20

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Clinical Dietetic Technician	GS-640
Corrective Therapist	GS-635
Dental Hygienist	GS-682
Diagnostic Radiologic Technician/Technologist	GS-647
Dietetic Intern; Dietetic Intern (Coordinated Masters)	File as GS-630
Dietetic Resident	File as GS-630
Dietitian and Nutritionist Series	GS-630
Hospital Librarian Trainee	File as GS-1410
Librarian	GS-1410
Medical Photographer	GS-1060
Medical Record Technician	GS-675
Medical Supply Aide and Technician Series	GS-622
Medical Technologist	GS-644
Medical Technology Trainee - Student	File as GS-644
Microbiologist	GS-403
Nuclear Medicine Technician	GS-642
Nuclear Medicine Technologist	GS-601
Orthotist and Prosthetist	GS-667
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Psychology Technician GS-181
Psychology TraineeFile as GS-180

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Rehabilitation Medicine Coordinator	GS-301
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Restoration Technician	GS-664
Social Work Associate	GS-187
Social Worker	GS-185
Social Work Trainee - Student	File as GS-185
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Student Trainee	GS-XX99
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Veterinary Medical Officer (Laboratory Animal Medicine)	GS-701

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QUALIFICATION STANDARD

AUTHORITY: 38 U.S.C. 4105

PROFESSIONAL POSITIONS

The OPM (Office of Personnel Management) Qualification Standard for PROFESSIONAL POSITIONS, Handbook X-118, Part III, is approved for use in VA for the health-related occupations noted in OPM's Individual Occupational Requirements. The VA qualification standard for GS-630 Dietitian and Nutritionist series will be used in conjunction with this standard.

NOTE: This approval does not extend to GS-601 Nuclear Medicine Technologist positions. The existing VA qualification standard for that occupation remains in effect.

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QUALIFICATION STANDARD

AUTHORITY: 38 U.S.C. 4105

ADMINISTRATIVE, MANAGEMENT AND SPECIALIST POSITIONS

The OPM (Office of Personnel Management) Qualification Standard for ADMINISTRATIVE, MANAGEMENT AND SPECIALIST POSITIONS, Handbook X-118, Part III, is approved for use in VA for the six health-related occupations noted on page 2 of the OPM standard, and for the following occupations: GS-1020 Illustrating series, GS-672 Prosthetic Representative, GS-340 Program Management positions, and GS-301 Miscellaneous Administration and Program series, EXCEPT for Rehabilitation Medicine Coordinator positions. The existing GS-301 VA qualification standard for the occupation remains in effect.

NOTE: Pen-and-ink notations should be made on the OPM standard citing approval of the occupational series noted above.

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December 3, 1991

1. Transmitted is a change to Appendix 338A, "Qualification Standards," VHA (Veterans Health Administration) Supplement to VA (Department of Veterans Affairs) Manual MP-5, "VA Personnel Policy," Part I.

2. Principal changes are:

a. DENTAL ASSISTANT, GS-681: The attached standard continues to approve basic OPM (Office of Personnel Management) Minimum Qualification Requirements for One-Grade Technical, Medical, and Program Support Positions for GS-681 Dental Assistant positions in VA, but liberalizes certification requirements for positions which involve radiographic duties.

b. Completion of the Dental Assisting National Board's Dental Radiation Health and Safety Examination is recognized as one, but not the only, appropriate method of certification. Successful completion of education or training which includes radiographic health and safety coursework described in OPM's dental assistant requirements is also considered to satisfactorily demonstrate dental assistant radiographic competence. Radiographic training developed by the Assistant Chief Medical Director for Dentistry is also recognized. Uncertified dental assistants who perform radiographic duties may now be given a temporary appointment not to exceed 1 year or a permanent probationary or trial period appointment; however, they must demonstrate radiographic competence by one of the means identified in the standard within 1 year.

3. Filing instructions:

a. The GS-681 Dental Assistant standard may be filed after the Corrective Therapist standard in VHA Supplement, MP-5, part I, appendix 338A, or in front of OPM's Dental Assistant Requirements in OPM's Requirements for One-Grade Interval Technical, Medical and Program Support Positions, Handbook X-118, Part III.

b. A pen and ink notation that VA credentialing criteria apply should be made on the unconditional VA approval of OPM's GS-681 provisions, set forth in VHA Supplement, MP-5, part I, Appendix 338A, change 55, and on OPM's GS-681 requirements.

4. RESCISSION: VHA Circular 10-86-72.

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September 9, 1991

James W. Holsinger, Jr., M.D.

Chief Medical Director

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QUALIFICATION STANDARD

AUTHORITY: 38 U.S.C. 4105

DENTAL ASSISTANT

GS-681

The OPM (Office of Personnel Management) minimum qualification requirements for GS-681 DENTAL ASSISTANT, found in the Minimum Qualification Requirements for One-Grade Interval Technical, Medical, and Program Support Positions, Handbook X-118, part III, have been approved for use in VA (Department of Veterans Affairs) with the following alternative provisions for certification of radiologic competence:

1. Successful completion of the Dental Radiation Health and Safety Examination administered by the Dental Assisting National Board, Inc.; or

2. Successful completion of the education and training, including coursework in radiation health and safety, described by OPM as fully qualifying for GS-3, GS-4, OR GS-5 (copies of certificates of successful completion, plus transcripts or course descriptions of the required subjects must be filed in the employee's OPF (Official Personnel Folder); or

3. Successful completion of the Principles and Practice of Dental Radiology and Radiographic Safety courses and examinations developed by the VA Assistant Chief Medical Director for Dentistry. The Chief, Dental Service, will certify competency (see example B) based on documentation of successful completion of this training, a copy of which will be filed in the OPF.

4. Exceptions for applicants. Uncertified applicants who otherwise meet the minimum qualification requirements may be given a temporary appointment not to exceed 1 year; OR they may be appointed subject to satisfying radiologic certification requirements during the 1-year probationary period. Radiographic duties will not be assigned until radiographic competence is demonstrated as described paragraphs 1, 2 and 3. Those who fail to meet these requirements during that year must be removed from GS-681 positions which involve the administration of radiation. This may result in termination of employment. A statement citing this condition of employment (see example A) must be signed by each Dental Assistant appointed or assigned under these provisions and filed in the employee's OPF. Requests to extend the appointment of uncertified Dental Assistants beyond 1 year of temporary employment or beyond the probationary period are inappropriate.

5. Exceptions for employees

a. Each uncertified Dental Assistant who was permanently employed on June 21, 1986, and whose competence in the safe performance of radiographic duties was affirmed, in writing, by a licensed VA dentist not later than January 1, 1987, and documented in the employee's OPF is considered fully qualified.

b. An uncertified Dental Assistant permanently employed under paragraph 2 of the GS-681 series in OPM's one-grade technical, medical, and program support requirements between October 23, 1989, and receipt of this standard, whose radiographic competence was certified in accordance with the OPM procedures, is also considered fully

qualified. These employees may be promoted, demoted, or reassigned within the GS-681 series.

c. An employee initially retained under these provisions who leaves this occupation in VA or transfers to another agency loses protected status and must meet the full requirements in effect at the time of reentry. A statement to this effect (example C) is to be signed and dated by the incumbent, the Chief, Dental Service, and the Chief, Personnel Service, and retained on the right side of the employee's OPF.

Example A

CONDITION OF EMPLOYMENT

I, _____, understand that I must produce evidence of my competence in the safe administration of Dental Assistant radiographic procedures as described in VHA Supplement, MP-5, part I, chapter 338, appendix 338A, change 62, dated December 3, 1991, to officials of the Department of Veterans Affairs Medical Center, _____, _____, not later than _____, 199_. I have been given a copy of the certification criteria and I understand that failure to acquire such certification and make available documentation of its receipt may result in the termination of my employment.

Name Date

Witnesses:

Name Date

Name Date

Example B

CERTIFICATION

I certify that I have thoroughly reviewed documentation of successful completion of VA's Principles and Practices of Dental Radiology and Radiographic Safety courses and examinations by _____, Dental Assistant, GS-681-X, VA Medical Center, _____, _____. I, therefore, attest to _____'s competence in the safe administration of radiographic procedures as a Dental Assistant.

Chief, Dental Service

_____, 199X
Date

December 3, 1991

1. Transmitted is a change to Appendix 338A, "Qualification Standards," VHA (Veterans Health Administration) Supplement to VA (Department of Veterans Affairs) Manual MP-5, "VA Personnel Policy," Part I.

2. Principal changes are:

a. DENTAL ASSISTANT, GS-681: The attached standard continues to approve basic OPM (Office of Personnel Management) Minimum Qualification Requirements for One-Grade Technical, Medical, and Program Support Positions for GS-681 Dental Assistant positions in VA, but liberalizes certification requirements for positions which involve radiographic duties.

b. Completion of the Dental Assisting National Board's Dental Radiation Health and Safety Examination is recognized as one, but not the only, appropriate method of certification. Successful completion of education or training which includes radiographic health and safety coursework described in OPM's dental assistant requirements is also considered to satisfactorily demonstrate dental assistant radiographic competence. Radiographic training developed by the Assistant Chief Medical Director for Dentistry is also recognized. Uncertified dental assistants who perform radiographic duties may now be given a temporary appointment not to exceed 1 year or a permanent probationary or trial period appointment; however, they must demonstrate radiographic competence by one of the means identified in the standard within 1 year.

3. Filing instructions:

a. The GS-681 Dental Assistant standard may be filed after the Corrective Therapist standard in VHA Supplement, MP-5, part I, appendix 338A, or in front of OPM's Dental Assistant Requirements in OPM's Requirements for One-Grade Interval Technical, Medical and Program Support Positions, Handbook X-118, Part III.

b. A pen and ink notation that VA credentialing criteria apply should be made on the unconditional VA approval of OPM's GS-681 provisions, set forth in VHA Supplement, MP-5, part I, Appendix 338A, change 55, and on OPM's GS-681 requirements.

4. RESCISSION: VHA Circular 10-86-72.

James W. Holsinger, Jr., M.D.

Chief Medical Director

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FD

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QUALIFICATION STANDARD

AUTHORITY: 38 U.S.C. 4105

DENTAL ASSISTANT

GS-681

The OPM (Office of Personnel Management) minimum qualification requirements for GS-681 DENTAL ASSISTANT, found in the Minimum Qualification Requirements for One-Grade Interval Technical, Medical, and Program Support Positions, Handbook X-118, part III, have been approved for use in VA (Department of Veterans Affairs) with the following alternative provisions for certification of radiologic competence:

1. Successful completion of the Dental Radiation Health and Safety Examination administered by the Dental Assisting National Board, Inc.; or

2. Successful completion of the education and training, including coursework in radiation health and safety, described by OPM as fully qualifying for GS-3, GS-4, OR GS-5 (copies of certificates of successful completion, plus transcripts or course descriptions of the required subjects must be filed in the employee's OPF (Official Personnel Folder); or

3. Successful completion of the Principles and Practice of Dental Radiology and Radiographic Safety courses and examinations developed by the VA Assistant Chief Medical Director for Dentistry. The Chief, Dental Service, will certify competency (see example B) based on documentation of successful completion of this training, a copy of which will be filed in the OPF.

4. Exceptions for applicants. Uncertified applicants who otherwise meet the minimum qualification requirements may be given a temporary appointment not to exceed 1 year; OR they may be appointed subject to satisfying radiologic certification requirements during the 1-year probationary period. Radiographic duties will not be assigned until radiographic competence is demonstrated as described paragraphs 1, 2 and 3. Those who fail to meet these requirements during that year must be removed from GS-681 positions which involve the administration of radiation. This may result in termination of employment. A statement citing this condition of employment (see example A) must be signed by each Dental Assistant appointed or assigned under these provisions and filed in the employee's OPF. Requests to extend the appointment of uncertified Dental Assistants beyond 1 year of temporary employment or beyond the probationary period are inappropriate.

5. Exceptions for employees

a. Each uncertified Dental Assistant who was permanently employed on June 21, 1986, and whose competence in the safe performance of radiographic duties

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was affirmed, in writing, by a licensed VA dentist not later than January 1, 1987, and documented in the employee's OPF is considered fully qualified.

b. An uncertified Dental Assistant permanently employed under paragraph 2 of the GS-681 series in OPM's one-grade technical, medical, and program support requirements between October 23, 1989, and receipt of this standard, whose radiographic competence was certified in accordance with the OPM procedures, is also considered fully

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qualified. These employees may be promoted, demoted, or reassigned within the GS-681 series.

c. An employee initially retained under these provisions who leaves this occupation in VA or transfers to another agency loses protected status and must meet the full requirements in effect at the time of reentry. A statement to this effect (example C) is to be signed and dated by the incumbent, the Chief, Dental Service, and the Chief, Personnel Service, and retained on the right side of the employee's OPF.

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Example A

CONDITION OF EMPLOYMENT

I, _____, understand that I must produce evidence of my competence in the safe administration of Dental Assistant radiographic procedures as described in VHA Supplement, MP-5, part I, chapter 338, appendix 338A, change 62, dated December 3, 1991, to officials of the Department of Veterans Affairs Medical Center, _____, _____, not later than _____, 199_. I have been given a copy of the certification criteria and I understand that failure to acquire such certification and make available documentation of its receipt may result in the termination of my employment.

Name

Date

Witnesses:

Name

Date

Name

Date

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Example B

CERTIFICATION

I certify that I have thoroughly reviewed documentation of successful completion of VA's Principles and Practices of Dental Radiology and Radiographic Safety courses and examinations by _____, Dental Assistant, GS-681-X, VA Medical Center, _____, _____. I, therefore, attest to _____'s competence in the safe administration of radiographic procedures as a Dental Assistant.

Chief, Dental Service

_____, 199X
Date

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Department of Veterans Affairs
Veterans Health Administration
Washington, DC 20420

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March 13, 1992

1. Transmitted is a change to Department of Veterans Affairs, Veterans Health Administration Supplement to Manual MP-5, "VA Personnel Policy," Part I, "Policies and Instructions Primarily Applicable to VA Personnel under Civil Service Rules and Regulations," Chapter 338, "Qualification Standards," Appendix 338A.

2. Principal change is:

PSYCHOLOGY SERIES, GS-180-11/15: Delete reference to the Practice of Psychology Act (Public Law 91-657), which requires that psychologists employed in the District of Columbia obtain or possess a valid license in the District of Columbia. 38 U.S.C. 7402 (formerly 4105), which requires that psychologists possess a valid license in a State, takes precedence over the Practice of Psychology Act.

3. Filing instructions

The GS-180-11/15 Psychology Series standard may be filed after the Psychology Trainee GS-180 standard in VHA Supplement to MP-5, part I, appendix 338A.

4. RESCISSIONS: This rescinds DM&S Supplement, MP-5, appendix 338A, change 46 dated July 24, 1984.

Signed by C.Wayne Hawkins 3/13/92
for
James W. Holsinger, Jr., M.D.
Chief Medical Director

Distribution: RPC: 1067
FD

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QUALIFICATION STANDARD

AUTHORITY: 38 U.S.C. 7402

PSYCHOLOGY SERIES

GS-180-11/15

This standard applies to all psychologist positions in VHA (Veterans Health Administration).

DUTIES: Psychologists engage in professional and scientific work which relates to behavior, capacities, traits, interests and emotions. This work may include any one or a combination of the following: providing professional clinical services, conducting research, carrying out education and training activities, clinical consultation, supervision and administration. Such work functions involve:

1. Applying psychological principles, theories, methods and techniques in the delivery of professional services in health and rehabilitation service settings.
2. Developing scientific principles or theories concerning the relationship of behavior to factors of environment, experience or physiology; or to seek and develop practical applications of research findings.
3. Furnishing professional advice, opinion or assistance to solutions of problems, on feasibility and evaluation of projects, programs, research plans, data or techniques in connection with services, research, training and administration.
4. Carrying out education and training in psychological principles, theories, methods and techniques.

At full professional performance levels, work is with a wide range of patients using, refining or developing new techniques in psychodiagnosis, assessment and evaluation, psychotherapy, behavior modification, vocational evaluation and counseling, job placement and follow-up; designing and evaluating therapeutic programs; identifying and developing community resources; and providing

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placement evaluations necessary for the placement of severely physically handicapped individuals in productive jobs.

BASIC REQUIREMENTS FOR All GRADES: (Public Law 96-151 codified in 38 U.S.C. 7402) Hold a doctoral degree in Psychology from a college or university approved by the Secretary of Veterans Affairs, have completed study for such degree in a specialty area of psychology and an internship which are satisfactory to the Secretary, and be licensed or certified as a psychologist in a State, except that the Secretary may waive the requirement of licensure or certification for an individual psychologist for a period not to exceed 2 years on the condition that such psychologist provide patient care only under the direct supervision of a psychologist who is so licensed or certified.

INTERPRETATION OF BASIC REQUIREMENTS

1. Approved doctoral programs are those from an accredited college or university whose curriculum in psychology is approved by the APA (American Psychological Association).

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2. Completed study in a specialty area of psychology means completion of a full curriculum in clinical or counseling psychology or other specialty area of psychology pertinent to the position being filled, not just incidental courses in these areas as part of a program of study in a specialty area unrelated to the position for which being considered. The specialty area of the degree must be the same as that in which the applicant is to be employed.

3. The internship requirement is a vital and integral part of the basic requirements and as such must be fully and carefully evaluated. This may require the use of a panel of subject matter experts. Acceptable internships consist of an organized training program, in contrast to supervised experience or on-the-job training, designed to provide the intern with a planned, programmed sequence of training experiences with the primary purpose to assure breadth and quality of training. Such internships may be gained in VA training programs which meet APA internship requirements or in other health service settings whose internships are accredited by the APA. Internships normally consist of 1 year of training under a licensed psychologist in an organization with sufficient staff and varied programs to provide the required breadth and quality of training. The sponsoring organization should provide a written statement or brochure describing the goals and content of the internship with clear expectations for the quantity and quality of the trainee's work. [Prior to 1956 the APA did not accredit internships, but did accredit doctoral programs. Therefore, a pre 1956 graduate of an APA approved doctoral program in an appropriate psychology specialty, whose internship was acceptable to the degree granting school, meets the internship requirements of this standard.]

4. Appointing officers may accept applications from and appoint unlicensed or uncertified candidates who have successfully completed the educational requirements subject to obtaining the required licensure or certification within 2 years following entry on duty. This is a condition of employment required by law and is mandatory for retention beyond the 2-year period. Appointing officers exercising this authority will provide written notice of this condition at the time of employment and make appropriate followup to assure the licensure or certification is obtained by the required date.

EXPERIENCE

GS-11: Internship as prescribed in paragraph 3 of Interpretation of Basic Requirements.

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GS-12: One year of postdoctoral experience appropriate to the specialty area of the position. For the clinical and counseling specialties, the experience must have been gained in a professional program concerned with health, rehabilitation, or vocational restoration.

GS-13: Two years of postdoctoral experience as described as experience for a GS-12.

GS-14/15: Three years of postdoctoral experience as described as experience for a GS-12.

The experience must indicate the applicant's ability to perform the duties of a psychologist in the area of work and at the level of difficulty and responsibility of the grade for which being considered. An applicant must have demonstrated supervisory or administrative abilities for positions which include these responsibilities. For positions in grades GS-12/15, 1 year of experience must have been at a level of difficulty comparable to that of the next lower grade in the Federal service.

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PHYSICAL REQUIREMENTS: Applicants must be physically and mentally able to efficiently perform the essential functions of the position without hazard to themselves or others. Depending on the essential duties of a specific position, usable vision, color vision, hearing, or speech may be required. However, in most cases, a specific physical condition or impairment will not automatically disqualify an applicant for appointment. The loss or impairment of a specific function may be compensated for by the satisfactory use of a prosthesis or mechanical aid. Reasonable accommodation may also be considered in determining an applicant's ability to perform the duties of a position. Reasonable accommodation may include, but is not limited to: the use of assistive devices, job modification or restructuring, provision of readers and interpreters, or adjusted work schedules.

Also, all positions involving Federal motor vehicle operation carry the additional medical requirements specified in FPM (Federal Personnel Manual) chapter 930, Appendix A, "Physical Standards for Motor Vehicle Operators and Incidental Operators."

SUPERVISORY POSITIONS: For supervisory positions, the qualification standard for "Supervisory Position in General Schedule Occupations," in part III of Handbook X-118 should be used in conjunction with the requirements of this standard.

BASIS OF RATING: No written test is required for any position in this occupation. For competitive and in-service placement at all grade levels, applicants will be rated on the basis of the quality and extent of their total experience, education, and training in relation to the requirements of the specific positions for which they are being considered. Ratings will be based on competitor's statements in their applications and on any additional evidence that may be secured through qualifications inquires.

Recency of education, training and professional experience may be considered in the rating, but in no case will lack of recency be the basis for disqualification.

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Department of Veterans Affairs
Veterans Health Administration
Washington, DC 20420

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May 18, 1992

1. Transmitted is a change to VHA (Veterans Health Administration) Supplement to VA (Department of Veterans Affairs) Manual MP-5, "VA Personnel Policy," Part I, Appendix 338A, "Qualification Standards."

2. Principal change is:

a. POLICE SERIES, GS-083: The attached standard approves the use of OPM's (Office of Personnel Management's) qualification requirements for POLICE SERIES AND SECURITY GUARD SERIES, dated February 1988, found in Handbook X-118, part III.

3. Filing Instructions

The GS-083 Police Series and GS-085 Security Guard Series standard may be filed in front of OPM's Guide Series standard in Handbook X-118, Part III.

4. RESCISSIONS: Interim Issue 10-88-6, dated May 18, 1988.

James W. Holsinger, Jr., M.D.

Chief Medical Director

Distribution: RPC: 1067
FD

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QUALIFICATION STANDARD

AUTHORITY: 38 U.S.C. 7402

POLICE SERIES

GS-083-4/9

DESCRIPTION OF WORK

The Office of Personnel Management Qualification Standard for GS-083 POLICE SERIES AND GS-085 SECURITY GUARD SERIES, Handbook X-118, part III, has been approved for use in VA.

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Department of Veterans Affairs
Veterans Health Administration
Washington, DC 20420

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June 25, 1992

1. Transmitted is a change to Appendix 338A, "Qualification Standard," VHA (Veterans Health Administration) Supplement to VA (Department of Veterans Affairs) Manual MP-5, "VA Personnel Policy," Part I.

2. Principal changes are:

a. SOCIAL WORKER, GS-185: Licensure, certification or registration requirement.

(1) Adds a requirement for licensure, certification or registration by the State in which the social worker is to be employed if required by that State.

(2) All persons permanently employed as a GS-185 VA Social Worker on or before August 14, 1991, are exempt from meeting this requirement.

(3) Once the licensure, certification or registration requirement is met, the employee need not meet another State's licensure, certification or registration requirement when transferred or promoted to a new duty facility; however, a current license must be maintained.

b. For GS-11, applicants must have 1 year of professional social work experience. This experience must have been in a clinical setting.

c. Allows for the substitution of a Ph.D. in social work for 1 year experience at the GS-11 level.

d. For GS-12 and above, 1 year of professional social work experience at next lower level is required. Except for social work research positions, at least 1 year of an applicant's total qualifying experience must have been in a clinical setting.

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3. Filing Instructions

The GS-185 Social Worker standard may be filed in VHA Supplement, MP-5, part I, Appendix 338A, or in Handbook X-118, part III.

4. RESCISSION: DM&S Supplement, MP-5, part I, Appendix 17A, Social Worker Series, GS-185-9/15, May 28, 1970, change 61.

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QUALIFICATION STANDARD

AUTHORITY: 38 U.S.C. 7402

SOCIAL WORKER

GS-185-9/15

DUTIES: Provides clinical social service to veterans in hospitals, clinics, domiciliaries, nursing care facilities and in community care settings using such methodologies as casework, group work, community organization, and social work research. Social work supervisors provide professional guidance to social work staff and students. Some positions have primary responsibilities in the areas of administration, education or research.

BASIC REQUIREMENTS FOR ALL GRADES: (Pub. L. 102-86 codified in 38 U.S.C. 7402)
Applicants must meet the following requirements:

a. Master's Degree in social work from a school of social work accredited by the Council on Social Work Education.

b. All candidates must possess a license, certificate or registration to practice social work issued by the State in which the social worker is to be employed if required by that State.

NOTE: All persons permanently employed as a GS-185 VA Social Worker on or before August 14, 1991, are considered to have met this requirement in full. They may be promoted, demoted, or reassigned within the GS-185 occupational series. Any employee initially retained in this manner who leaves this job series loses protected status and must meet the full requirements in effect at the time of reentry.

Exceptions:

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Applicants who otherwise meet the minimum requirements in the basic qualification standard except for licensure, certification or registration may be given either a temporary appointment or a permanent appointment, both subject to obtaining State requirements. Those who fail to obtain State licensure, certification or registration after 3 years must be removed from the GS-185 Social Worker series, which may result in termination of employment. A Statement citing this condition of employment (sample attached) must be signed by each Social Worker appointed under these provisions and filed in the appointee's Official Personnel Folder.

EDUCATION AND EXPERIENCE REQUIREMENTS:

GS-9: Must meet all basic requirements.

GS-11: In addition to meeting all basic requirements, 1 year of professional social work experience, equivalent to the next lower grade level, under qualified social work supervision. This experience must have been in a clinical setting and have demonstrated the potential to perform advanced assignments independently. NONQUALIFYING EXPERIENCE: Social work experience obtained prior to completion of the requirements for the master's degree is not qualifying.

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NOTE: A clinical setting is a hospital or clinic, either medical or psychiatric, a residential treatment center, or any other type of facility where social work participates in collaborative treatment and is identified with the medical profession.

OR

In addition to meeting basic requirements, a Ph. D. in social work from a school of social work may be substituted for one year of professional social work experience and meets the clinic setting requirement.

GS-12 and above: In addition to meeting all basic requirements, applicants must have 1 year of professional social work experience equivalent to the next lower grade level. This experience must have demonstrated broad knowledge of social work and superior skill and judgment in professional practice. For research, education and program administration positions, this year must have been in social work research, social work education (class or field instruction) or program administration as appropriate. Except for social work research positions, the requirement for 1 year of experience in a clinical setting must also be met.

RESEARCH POSITIONS: For social work research positions, applicants must have knowledge of research methods and have demonstrated competence or observed skill in planning, developing, and carrying through studies of social work practice or of social work processes.

For social work research positions at GS-13 and above, applicants must have successfully completed all the requirements for a doctoral degree in social work or have otherwise fully demonstrated ability to perform this work at the professional level. Consideration will be given to those who obtained a

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master's degree from an accredited school of social work and a doctorate in a related social science field.

EDUCATION POSITIONS: For positions with social work educational responsibilities, the required experience must have included experience in planning or conducting a staff development program for graduate social workers, extensive field instruction of social work students or teaching in an accredited school of social work.

PROGRAM ADMINISTRATION: For positions with social work administration responsibilities, the required experience must have included supervision or program management in a social work program.

PERSONAL QUALITIES: Persons selected for appointment must be suited in personal qualities and temperament for this type of work. They must have a sense of responsibility, initiative, respect for clients and colleagues, and a desire to help people. They must possess sound judgment and sympathetic insight in dealing with those they serve, as well as patience in accommodating to the behavior of others.

REGENCY: Recency in experience, education, training or other participation in professional social work will be considered.

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SUPERVISORY POSITIONS: The qualification standard for Supervisory Positions in General Schedule Occupations, Handbook X-118, is to be used in conjunction with this standard.

BASIS OF RATING: Rated on a scale of 100 on the basis of education, experience, and training in relation to the specific position for which being considered. Ratings will be based on evaluation of personal and professional qualifications from the information furnished in the application. Confidential inquiries to applicant's supervisors and other professional references may be made to obtain information concerning the applicant's knowledge, skill and ability in social work practice, supervision and administration.

PHYSICAL REQUIREMENTS: See FPM Chapter 339, Appendix B, paragraph B-2a.

Driver's license. For certain positions, a current driver's license may be required from the State in which assigned.

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Example A

CONDITION OF EMPLOYMENT

I, _____, understand that I must produce evidence of my
(State) license, registration or certification as described in VHA Supplement,
MP-5, part I, Chapter 338, Appendix 338A, change __, dated _____ __,
199__, to officials of the Department of Veterans Affairs, _____
_____ Medical Center not later than _____ __, 199_. I have
been given a copy of the certification criteria and I understand that failure
to acquire such licensure, registration or certification and make available
documentation of its receipt may result in the termination of my employment.

Name

Date

Witnesses:

Name

Date

Name

Date

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1. Transmitted is a change to VHA (Veterans Health Administration) Supplement to VA (Department of Veterans Affairs) Manual MP-5, "VA Personnel Policy," Part I, "Policies and Instructions Primarily Applicable to VA Personnel under Civil Service Rules and Regulations," Chapter 338, "Qualification Standards", Appendix 338A, "Qualification Standards."

2. Principal changes are:

This standard updates the description of work for the VETERINARY MEDICAL OFFICER (Laboratory Animal Medicine), GS-701, to reflect:

a. Increasingly stringent federal regulations on the use of animal subjects in research,

b. Changes in authority for approval of waivers; and

c. Inclusion of certification by the American College of Laboratory Animal Medicine for the GS-14 position.

3. FILING INSTRUCTIONS

The GS-701 Veterinary Medical Officer (Laboratory Animal Medicine) standard is to be filed in VHA Supplement, MP-5, part I, Appendix 338A, behind GS-683-1/9 and/or in Handbook X-118, part III.

4. RESCISSION: VHA Supplement, MP-5, Part I, Appendix 17A, Veterinary Medical Officer (Laboratory Animal Medicine) Series, GS-701-12/15, dated August 21, 1970, change 63.

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Type A. Full-time postdoctoral experience as a veterinary medical specialist in laboratory animal medicine, or

Residency training in laboratory animal medicine in a hospital or other institution affiliated with an accredited academic institution.

Type B. Special research or experience in the use of the common species of laboratory animals in the fields of biological and medical sciences, that has application in the specialty of laboratory animal medicine, such as: microbiology, pathology, pharmacology, physiology, preventative medicine, psychology, public health, radiology, or surgery, or,

The successful completion of graduate study beyond the DVM or VMD degree, in an accredited college or university in a field of biological or medical sciences provided the study has application in the specialty of laboratory animal medicine (e.g., microbiology, parasitology, pathology, immunology, or similar fields), may be substituted for experience as follows:

1. Successful completion of all the requirements for a master's degree may be substituted for 1 year of type B experience.

2. Successful completion of all the requirements for the Ph.D. degree, including dissertation, may be substituted for 2 years of type B experience.

EXPERIENCE AND TRAINING REQUIREMENTS

The length of experience required for each grade is described below.

GS-12

a. Two years of residency training, or

b. One year of residency plus having demonstrated superior achievement and ability during the residency training, or

c. One year of residency plus 1 year of either type A or type B experience, or

d. Two years of type A experience, or

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e. Two years of any combination of residency, education and experience, provided 1 year is of type A.

GS-13

a. Two years of residency plus having demonstrated superior achievement and ability during the residency training, or

b. Three years of type A experience, or

c. Three years of any combination of residency, education and experience provided not more than 2 years were type B.

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GS-14

- a. Two years of residency plus having demonstrated superior achievement and ability during the residency training and 1 year of experience, or
- b. Two years of residency plus 2 years' experience, or
- c. Four years of type A experience, or
- d. Four years of any combination of residency, education and experience, provided not more than 2 years were type B.

GS-15

- a. Two years of residency plus demonstrated superior achievement and ability during the residency training and 2 years of experience, or
- b. Two years of residency plus 4 years' experience, or
- c. Six years of type A experience, or
- d. Six years of any combination of residency, education and experience, provided not more than 2 years were type B.

QUALITY OF EXPERIENCE

The number of years experience required for any grade level represents the minimum amount of time necessary to qualify for the position, but length of time alone is not of itself qualifying. The work experience must also have been of a professional quality and scope sufficient to perform functions at the grade level for which being considered. In general, type A experience is considered to be of a higher quality level than type B experience. These positions involve clinical animal medicine, research, consultation, education, program planning and administration; candidates must have demonstrated the ability to perform all such responsibilities in laboratory animal medicine, science and technology at the full professional level. For grades GS-13 and above, evidence of such ability is required. At grades GS-14 and GS-15 the highest quality of experience is reflected in part by certification in

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laboratory animal medicine by the American College of Laboratory Animal
Medicine.

Applicants qualifying on the basis of experience must show at least 1 year of
experience at a level of difficulty comparable to that of the next lower grade
in the Federal service.

If an applicant has been certified by the American College of Laboratory
Animal Medicine (a speciality board of the American Veterinary Medical
Association), that applicant's training and experience should be evaluated at a
higher level than would otherwise be appropriate. The requirements for
certification may be obtained through the American Veterinary Medical
Association, 1931 N. Meacham Road, Suite 100, Schaumburg, IL 60173-4360.

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WAIVERS

If, after positive recruitment activities, there are no acceptable applicants who meet these requirements, the Associate Chief Medical Director for Research and Development may authorize a medical center director to recruit otherwise qualified candidates who show evidence of training, experience, and competence to be equally protective of patient health and safety. Requests to initiate broad-based recruitment using a modified standard that meets the requirements of MP-5, part I, chapter 338, should be submitted, through channels, to the Deputy Assistant Secretary for Personnel and Labor Relations (054C).

PHYSICAL REQUIREMENTS

See FPM Chapter 339, Appendix B, paragraph B-2a.

ADDITIONAL REQUIREMENT

In addition to meeting the education and/or experience requirements, applicants must possess personal qualities necessary to perform the duties of the position to be filled. These qualities may be evaluated by means of an interview.

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