

**POSITION:** Physician (Chief of Staff), AD/VM-602-16**TYPE OF APPOINTMENT:** Permanent**NUMBER OF VACANCIES:** 1 Full-time position**FUNCTIONAL STATEMENT:** Physician**SALARY RANGE:** \$94,694 to \$120,684 per annum, dependent upon qualifications and experience. Additional special pay is available, more if a VA employee.**NOTE 1:** 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 reasonable accommodation will be on a case-by-case basis.**NOTE 2:** Applications received by 6/11/04 will be given first consideration for this vacancy.**NOTE 3:** A pre-employment physical examination may be required for any applicant tentative selected from outside the VA Medical Center.**NOTE 4:** Appointment to positions at this facility requires completion of a background investigation. Candidates selected must complete the investigation request, and will be fingerprinted prior to appointment.**NOTE 4:** A drug test may be required for any applicant tentatively selected from outside the VA Medical Center.**NOTE 5:** Relocation expenses or Recruitment Bonus/Relocation Bonus may be authorized.**NOTE 6:** This is a Non-Bargaining Position.**TOUR OF DUTY:** Position is dayshift, M-F. The work conditions may require some rotation in the tour of duty**LOCATION:** This position is located in the Chief Executive Office, Portland OR Division; however, it may be necessary to use the selectee's services at different locations throughout the medical center.**AREA OF CONSIDERATION:** First area of consideration will go to current permanent employees of this medical center including Willamette National Cemetery, Regional Counsel and Veteran Outreach Center. Second area of consideration will go to any qualified U.S. Citizen**DUTIES:** The complete Functional Statement may be reviewed in Human Resources Management Division. The following duties and responsibilities are taken from the functional statement and are considered to be a brief extract. The Chief of Staff, in collaboration with the Clinical Directors supports the graduate medical education programs. The Chief of Staff, in collaboration with the Associate Chief of Staff, Research and Development, supports the research programs. The incumbent reports to the Director of the Medical Center and collaborates with the Deputy Director, Chief Nurse Executive, as well as the Associate Director for Information management, Associate Director for Operations, and Associate Director for Financial Services and Support. In addition, the incumbent collaborates with VISN 20 Network Management, other VISN 20 facilities, and Department of Veteran Affairs entities. The incumbent is responsible for the management and operations of a business unit (the Medical Practice Group) that is currently composed of the Divisions of Hospital and Specialty Medicine, Operative Care, Primary Care, Education, Rehabilitation & Long Term Care, Quality & Performance, and Mental Health. The Chief of Staff is responsible for meeting all applicable regulatory and accrediting bodies for a tertiary care facility within the Department of Veterans Affairs. The Chief of Staff is accountable to the Director of the Medical Center for the delivery of quality, cost-efficient, and safe care while meeting or exceeding performance goals and doing so with the highest ethical standards. The incumbent works as a member of the Senior Management Team, which is responsible for overall leadership, policy, planning, budget, operations, and performance of the organization. The incumbent provides leadership to the Medical Staff Council (executive committee of the medical staff) and the Medical Practice Group business unit, keeping the medical center director informed of issues, progress and overall operations of all relevant clinical and administrative programs. The Chief of Staff has direct supervisory responsibility for clinical and administrative managers of the divisions within the Medical Practice Group. The incumbent promotes an atmosphere of unity through collaborative practice and effective communication between all staff disciplines. (S)he helps to foster a high level of patient and staff satisfaction. The Chief of Staff fosters and maintains relations with affiliate university, educational programs, and contracts. The Chief of Staff fosters and maintains relations with VISN and network facilities, providing for a collaborative, communicative, and sharing environment.**QUALIFICATIONS:**

- Must be citizen of the United States.
- Must be a licensed Physician with relevant work experience.
- Must be board-certified in any specialty recognized by the ABMS.
- The preferred applicant should have significant leadership, mentoring, and management experience in a tertiary care environment; strong health care operations and planning experience; demonstrated expertise in the academic missions of education and research in an affiliated environment; and credentials warranting academic appointments as Associate/Full Professor in the School of Medicine at Oregon Health & Science University.

**HOW TO APPLY (First Consideration Applicants):** In order to be considered for this vacancy, interested employees must complete and submit VA Form 5-4078, Application for Promotion or Reassignment, to be received in Human Resources Management Division (P4HRMS). This form is available in Human Resources Management Division and on the internal Human Resources website. First consideration will be given to those who apply no later than 6/11/04, however this position will remain open until filled.**HOW TO APPLY (Second Consideration Applicants):** In order to be considered for this vacancy, interested applicants must complete and submit:

- VA Form 10-2850 (Application For Physicians, Dentists, Podiatrists, and Optometrists) (**REQUIRED**).
- OF-306, "Declaration for Federal Employment" (**REQUIRED**)
- DD-214, "Certificate of Release or Discharge from Active Duty" (if claiming veterans preference and/or VRA eligibility).
- SF-15, "Application for 10-point Veteran Preference" (with required documentation for proof). (if applicable)
- Curriculum vita should be enclosed as additional information.

You may obtain these forms by contacting one of the Personnel Clerks at (503) 273-5236 or you may visit the Human Resources Management Division Office, Building 16, Room 300, 3710 SW US Veterans Hospital Road, Portland, OR 97207. You can return or mail your completed application to the above address **ATTN: Announcement T38-04-320**.**Well Qualified (CTAP/ICTAP):** A well-qualified candidate is defined as one who meets the qualification and eligibility requirements for the position, including all educational/experience and selective factors (when applicable), and is able to satisfactorily perform the duties of the position upon entry.**EQUAL EMPLOYMENT OPPORTUNITY:** All qualified candidates will receive equal consideration without regard to race, religion, color, national origin, sex, politics, marital status, non-disqualifying physical or mental handicap, age or membership or non-membership in a labor organization.**HOW TO OBTAIN FORMS:**Forms are available online at <http://www.portland.med.va.gov/hr>**In Portland:**VA Medical Center  
Human Resources Management Division  
3710 SW US Veterans Hospital Road, (Bldg. 100, Room 6C-12)  
Portland, OR 97239. Phone # (503) 273-5236**If Mailing:**VA Medical Center,  
Human Resources Management Division (P4HRMS)  
P.O. Box 1034  
Portland, OR 97207Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications. Applications must be received in Human Resources Management Division in the Portland office as listed above. **First consideration will be given to those who apply no later than 6/11/04, however this position will remain open until filled.** Applications will not be returned to applicants. For additional information you may contact Personnel (503) 273-5236.