

**REHABILITATION MEDICINE COORDINATOR QUALIFICATION STANDARD**

**GS-0301-9/15**

**AUTHORITY: 38 U.S.C. 7402**

**PART I**

**DUTIES:** Supervises and coordinates the medical administrative activities of a Physical Medicine and Rehabilitation Service at a VA medical center, domiciliary, or clinic, including all or most of the following therapies: corrective, educational, manual arts, physical, occupational, recreation and blind rehabilitation. Responsible for rehabilitation counseling and for coordinating such functions with other medical services and rehabilitation activities.

**REQUIREMENTS**

**Education:** Bachelor's degree from an accredited college or university with a major in one of the therapies under preceding paragraph "Duties;" or, study, which included an average of at least 6 semester hours per year in one or any combination of the following: education (general, physical, or health), industrial arts, industrial education or agriculture.

**Experience**

	Total	General	Specialized *
GS-9	2 years	1 year	1 year
GS-10	2 ½ years	1 year	1 ½ years
GS-11/15	3 years	1 year	2 years

\*3 months must have been of type A or B. (See the substitution list below.)

**General:** Experience as a therapist, or instructor-therapist, in a physical medicine and rehabilitation therapy activity of a hospital program of medical rehabilitation or reconditioning which included an organized group of therapy activities; or, experience in one or more of the following fields: hospital management; medical administration, supply or human resources management; medical or psychiatric social work; vocational counseling, guidance or placement for persons with physical disabilities or other disabilities; clinical psychology; teacher or supervisor of teachers of disabled individuals in a hospital, rehabilitation center, school for persons with disabilities, or homebound educational program.

**Specialized**

a. Medical administrative director, coordinator, or comparable official of a program of physical medicine and rehabilitation or reconditioning at a hospital in which the duties included medical administrative supervision and coordination of an organized group of therapy activities.

b. Assistant to, or trainee for, this position under the medical administrative director or coordinator of a program of physical medicine and rehabilitation or reconditioning at the hospital level.

c. Supervisor of a complete medical rehabilitation therapy specialty of a hospital or clinic program of physical medicine and rehabilitation or reconditioning.

**Level and Quality of Experience:** Applicants for positions at grades GS-11 and below must have had at least 6 months of experience at a level equivalent to the next lower grade in the Federal service, or 1 year equivalent to the second lower grade. Applicants for grades GS-12 and above must have had at least 1 year of experience equivalent to the next lower grade.

The required amount of experience will not in itself be acceptable as proof of qualification. The applicant's record of experience and training must show the ability to perform all of the duties of the position.

**Substitution:** Master's degree from an accredited college or university in one of the specified educational fields which included or was supplemented by clinical practice or equivalent experience in a therapy specialty for 1 year of general experience.

Doctoral degree from an accredited college or university with a concentration of study in one of the fields outlined under Education which included or was supplemented by clinical practice or equivalent experience, meets the requirements for grades GS-10/11 provided at least 3 months of A or B type specialized experience is shown.

**BASIS OF RATING:** Applicants are rated on a scale of 100, based on extent and quality of experience and training. Rating based upon application and any additional evidence secured. Recency of experience and training considered.

**PERSONAL CHARACTERISTICS:** Ability to work effectively as part of a team, to deal with people in a tactful manner, and to exercise good judgment.

**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.

## PART II

### EXAMINING GUIDE (Internal Use Only)

**BASIS OF RATING:** This standard is primarily for use in noncompetitive actions. If competitive examinations are conducted, rating procedure III is suggested. Relatedness, quality and extent of education and experience should all receive consideration in the rating schedule established. Recency of education and experience will be considered in relative ranking, but will not be the sole basis for disqualification.

**TRAINEE POSITIONS:** This standard may be adapted for use with a “trainee” position by eliminating the requirement of 3 months A or B type specialized experience for noncompetitive actions.

**WAIVERS:** If specific requirements of this standard are not met, but composite qualifications of an individual show superior potential or demonstrated ability to perform at the required level, requirements may be modified or waived by the Under Secretary for Health. (See chapter 2, section D, paragraphs 8-12 of this part.)

**NOTE:** *In recruiting and examining for these positions, there should be assurance that appropriate credit is given to applicants for participation in community, social service, and similar volunteer activities.*

**RESPONSIBLE OFFICE:** Human Resources and Administration/Operations, Security and Preparedness (HRA/OSP) (006), Office of the Chief Human Capital Officer (OCHCO) (05), Recruitment and Placement Policy Service (059)