FORMER VA HANDBOOK REFERENCE: PART II APPENDIX F28
EFFECTIVE DATE: APRIL 15, 2002

ASSOCIATE MEDICAL CENTER DIRECTOR (TRAINEE)
QUALIFICATION STANDARD
GS-0670-12/13

NOTE: *Normal entry level is GS-12/13; however, in those exceptional instances in which higher level positions (including Medical Center Director Trainee) may be established, the provisions of this standard will apply.*

AUTHORITY: 38 U.S.C. 7402

PART I

DUTIES: Associate Medical Center Director Trainees serve in a preceptorship under a health care facility director for the purposes of orientation and indoctrination in the specialized functions peculiar to health care administration.

In accordance with a planned, comprehensive training schedule, trainees rotate among assigned services, both medical and administrative, to observe and perform a variety of functions and activities so as to become thoroughly familiar with administrative and management problems encountered by Associate Medical Center Directors and Medical Center Directors in day-to-day operations. This includes participation in budget preparation and control, operational planning, and assignment to various committees. Trainees may also be involved in the completion of special studies, projects, and assignments, as assigned by the preceptor; as a, team member, in the Systematic External Review Program (SERP); and participation in appropriate management seminars.

Trainees may serve as Acting Associate Medical Center Director for designated periods with full responsibility and authority.

EXPERIENCE REQUIREMENTS

General: Candidates must have had 3 years of progressively responsible administrative experience which has provided a broad basic knowledge of methods, principles and practices of supervision, administration, and management.

Specialized Experience: Three years of progressively responsible administrative experience in a health care facility or in an office having supervisory, advisory, or directional authority over such facilities. This experience may be gained in administrative fields such as medical administration, human resources, fiscal, engineering, supply, building management, or management analysis; or in medical care and support fields such as nursing, social work, medical rehabilitation, dietetics, or psychology. The preceding list of functional areas is not intended to be all-inclusive, but rather is intended to illustrate some of the career fields in which an applicant could potentially gain the necessary specialized experience. Regardless of the functional area in which the experience is gained, it must have provided a general knowledge of the mission and organization of a health care facility and the procedures and attending administrative problems of such organizations.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: Undergraduate education successfully completed in an accredited college or university may be substituted for the required general experience at the rate of 1 academic year of education for 9 months of experience up to a maximum of 4 years of education for 3 years of general experience.

The completion of all the requirements for a master's degree in health care administration or public health, or a master's degree in business administration with major study in health care administration may be substituted for 1 year of the specialized experience. This master's degree, coupled with the successful completion of a 1-year residency in health care administration, may be substituted for 2 years of specialized experience.

INSERVICE PLACEMENT PROVISIONS: In inservice placement actions, the experience described below may be accepted as meeting the specialized experience requirements:

1. Three years of high level, progressively responsible administrative, management, or, professional experience in VA activities not directly involved in health care when such experience has provided a good knowledge of overall VA operations and the ability to plan, direct, and coordinate activities. To be considered qualifying, there must be evidence that such experience, when considered in context of an applicant's composite qualifications, has provided potential to advance to positions with top-level executive responsibilities.

2. Illustrative of the type of assignments which would normally provide the necessary experience on an inservice basis are:

a. Division chief (or equivalent) or higher, level at VA field establishments.
b. Management or responsible staff positions in VA Central Office administration programs or in staff office functions at a level of responsibility comparable to that describes in subparagraph a above.

NOTE: *These inservice provisions recognize the need to enhance career opportunities for VA career employees and, at the same time, provide reasonable assurance that those who qualify under these provisions have the potential to perform successfully in target assignments. It is also recognized that individual development plans for those who may be qualified and selected under these provisions will need to be adapted and adjusted to provide greater in-depth orientation and training in matters unique to health care delivery.*

PERSONAL CHARACTERISTICS: Associate Medical Center Director (Trainee) positions require frequent contact with the public and with patients. Applicants should possess the ability to work effectively with all types of people; the ability to communicate clearly and effectively both in writing and in speaking; the ability to delegate authority; and the ability to exercise good judgment, to work effectively under, pressure and to work effectively with a minimum of supervision or guidance.

QUALITY OF EXPERIENCE: For any grade the required amount of experience will not in itself be accepted as proof of qualification for, any of these positions. The candidate's record of experience and training must indicate ability to exercise sound judgment, the qualities of leadership, the ability to work harmoniously with other individuals and groups, and the ability to otherwise perform the duties of the position.

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

BASIS OF RATING: No written test is required. Applicants will be rated on the extent and quality of their experience, education and training. Recency of experience, education and training will be considered.

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

RATING: Some positions may require special knowledges or skills attained through additional specialized education, training and/or experience. In these instances selective certification or quality ranking procedures will be provided, when appropriate. Recency of education, training and experience will be considered in relative ranking, but will not be the sole basis of the rating.

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)