



WEST KAUI MEDICAL CENTER – MAHELONA MEDICAL CENTER
KAUI VETERANS MEMORIAL HOSPITAL SAMUEL MAHELONA MEMORIAL HOSPITAL
HUMAN RESOURCES KAUI REGION P. O. BOX 337 WAIMEA, HI 96796

AMENDED 10/26/09

VACANCY ANNOUNCEMENT

DATE POSTED: 10/20/09
JOB TITLE: ANESTHETIST I
RECRUITMENT NO.: KAUI 019-09 (Permanent: Full-Time)
JOB LOCATION: KAUI VETERANS MEMORIAL HOSPITAL, Waimea, Kauai, Hawaii
SALARY RANGE: NEGOTIABLE (SR24)

Per the collective bargaining agreement as negotiated with HGEA, the salary amount will be 5% less than the posted salary schedule rate as of September 30, 2009.

FUNCTION AND LOCATION:

The Anesthetist administers the full range of anesthetic agents and supportive treatments to patients undergoing medical procedures or surgical procedures ranging from the simple to the most complex. The Anesthetist scope of practice includes pre-anesthetic evaluation, inducing general anesthesia and post-operative review.

MINIMUM QUALIFICATION REQUIREMENTS:

EDUCATION REQUIREMENTS: Graduation from an accredited school of nursing. In addition, applicants must have graduated from an accredited school of anesthesia for nurses in which course work lasted for a minimum of 18 months.

SUBSTITUTION: Progressively responsible experience as a nurse anesthetist or any combination of experience and successful training in anesthesia for nurses which included clinical experience may be substituted for completion of the 18-month accredited program in anesthesia on a month-to-month basis.

EXPERIENCE REQUIREMENTS: Applicants who meet the educational requirements with the bachelor's degree from an accredited college or university school of nursing or with a diploma from a three-year program of nursing from an accredited school of nursing must have had one year of progressively responsible experience as a nurse anesthetist or applicants who meet the educational requirements with an associate degree from an accredited school of nursing must have had a minimum of one year of progressively responsible experience as a professional nurse and in addition, one year of progressively responsible experience as a nurse anesthetist.

LICENSE REQUIREMENT: A valid license with the State of Hawaii as a professional nurse at the time of appointment.

QUALITY OF EXPERIENCE: The number of years of experience required for any grade level represents the minimum amount of time necessary to qualify for the appropriate position, but length of time is not in itself qualifying. The applicant's work experience must have been of a quality and scope sufficient to enable him to perform satisfactorily assignments typical of the grade for which he is being considered. The evaluation of the applicant's performance and potentialities may be based upon information acquired through confidential inquiry of his supervisors and other familiar with the nature and quality of his work. For all positions, all applicants must show at least 6 months of qualifying nurse anesthetist experience, training, or appropriate refresher training courses within two years of the date of application for position.

Note: We will not postpone the recruitment process because of your failure to provide accurate and complete information concerning your qualifications.

MERIT OR CIVIL SERVICE SYSTEM: You must meet the minimum qualification requirements, including education, experience, other public employment requirements for State Civil Service employment, and HHSC Standards of Fitness. Only those applicants that are scheduled for an interview with the hiring manager will be contacted. Applications will be kept active for six (6) months.

KVMH • P. O. Box 337. • WAIMEA, HAWAII 96796 • PHONE: (808) 338-9431 • FAX: (808) 338-9420

MAHELONA • 4800 KAWAIHAU RD. • KAPAA, HAWAII 96746 • PHONE: (808) 822-4961 • FAX: (808) 822-5781

CITIZENSHIP AND RESIDENCE REQUIREMENT: Applicants must be eligible to work in the U.S. and at the time of appointment will be required to become a Hawaii resident within a reasonable time from hire.

VETERAN'S PREFERENCE: If you are claiming Veteran's Preference, you must submit a copy of your DD214 and/or other substantiating documents specifying the periods of your service.

PHYSICAL/MENTAL REQUIREMENTS: Applicants must be able to physically and mentally perform efficiently the duties of the position. Qualified applicants with disabilities who can perform the essential functions of the advertised position are encouraged to apply. The Hawaii Health Systems Corporation is committed to making reasonable accommodations on a case-by-case basis. Applicants seeking reasonable accommodation should be ready to discuss the accommodation sought so that a determination can be made that such accommodation is reasonable and would not cause the employer undue hardship.

PHYSICAL EXAMINATION REQUIREMENT: Offers of employment will be conditioned on the results of a complete physical examination, which includes a drug screening. For certain job categories, applicants may be referred to an HHSC-designated physician, rather than the applicant's personal physician of choice. The cost for all physical examinations, except the cost for the drug screening, shall be borne by the applicant and not the Hawaii Health Systems Corporation. The Hawaii Health Systems Corporation shall bear the cost of the drug screening.

CRIMINAL/BACKGROUND, CREDENTIALING CHECKS: Applicable checks will be conducted periodically and any associated costs may be borne by the applicant. If a job offer is made or employment is begun prior to completion of all applicable checks, any offer of employment or continued employment is contingent upon satisfactory return of all required checks.

HOW TO APPLY: Applications are available at the **Kauai Veterans Memorial Hospital**; Human Resources Office, 4643 Waimea Canyon Dr.; Waimea, HI 96796 and at Samuel Mahelona Memorial Hospital, Human Resources Office, 4800 Kawaihau Rd, Kapaa, HI 96746. You can call (808) 823-4103 email: kauaijobs@hhsc.org or visit our website at www.kvmh.hhsc.org. Application hours are: M-F 7:30 a.m. to 4:00 p.m., excluding holidays, at which time applicants are able to complete an application and have their application reviewed by the facility Human Resources Office. Only applicants that have been through a Human Resources (HR) applicant screening process will be considered for an interview with a hiring manager. Applications for announcements with a deadline date must be on file no later than the last day to file applications. Applications for announcements with "Continuous Recruitment Until Needs are Met" will be accepted as long as there are vacancies. Inactive/filled announcements will be taken off the HHSC website.

STEPS TO AN ADMINISTRATIVE REVIEW, SUBSEQUENT APPEALS: If you do not agree with a decision made by the Employment Office as to your non-qualification or non-selection for a position, you may complete a Request for Administrative Review form (available on the HHSC website) or you may submit a written request within twenty (20) days from the date of your sent notice to the Regional Chief Executive Officer/Designee. Your letter requesting the Administrative Review must include 1. The job title(s) and recruitment number(s), 2. the specific reason(s) you are requesting the review noting if there is a statute or rule violation, and 3. any additional information you want to submit to substantiate your request. **If you do not submit your request within the twenty (20) days deadline, no Administrative Review will be conducted.** Since the Administrative Review is a prerequisite to subsequent steps, failure to utilize this process will make you ineligible for subsequent appeals. The administrative review, formal complaint and/or appeals hearing will not necessarily postpone the recruitment process and/or rescind a selection.

If you do not agree with the Administrative Review, you may file a Formal Complaint and then, if you are still not satisfied, you can appeal to the HHSC Merit Appeals Board.