

## **VACANCY ANNOUNCEMENT**

**CONTINUOUS RECRUITMENT UNTIL NEEDS ARE MET**

**DATE POSTED:** 11/26/08  
**JOB TITLE:** NURSE PRACTITIONER I, II  
**RECRUITMENT NO.:** **LEVEL I:** HMC 195-08  
**LEVEL II:** HMC 196-08  
**STATUS:** PERMANENT/FULL-TIME  
**JOB LOCATION/DEPT.:** HILO MEDICAL CENTER, CARDIOLOGY CLINIC  
**SALARY:** **LEVEL I:** \$7,388 PER MONTH, SR-26, BU:09  
**LEVEL II:** \$7,991 PER MONTH, SR-28, BU:09

**JOB DUTIES:** PROVIDE PROFESSIONAL ASSESSMENTS AND CARE TO PATIENTS OF HILO MEDICAL CENTER OUTPATIENT CLINIC. RESPONSIBILITIES INCLUDE COORDINATING AND RENDERING PROFESSIONAL MEDICAL ADVICE AND MAKING DECISIONS ON PATIENT EVALUATIONS, DIAGNOSES, REHABILITATION, REFERRAL AND TREATMENT SERVICES, AND PERFORMING OTHER DUTIES AS REQUIRED. **MUST BE AVAILABLE TO WORK SHIFTS AS NECESSARY BASED ON HOSPITAL OPERATIONS; SERVICES ARE PROVIDED 24/7.**

**MINIMUM QUALIFICATIONS:** To qualify, you must meet all of the following requirements. Please note that unless specifically indicated, the required education and experiences may not be gained concurrently. In addition, qualifying work experience is credited based on a 40-hour workweek.

**EDUCATION:** A Master's Degree in Nursing or a current certification for specialized and advanced nursing practice in a specialty area: (i.e., Adult, Gerontology, Pediatric, Acute Care, Neo-Natal, Women's Health Care, Family, Psychiatric Mental Health, Family Health, Community Mental Health) from an accredited program approved by a national certifying body recognized by the Board of Nursing (i.e., American Academy of Nurse Practitioners, National Certification Board of Pediatric Nurse Practitioners/Nurses, the National Certification Corporation for Obstetric, Gynecologic and Neonatal Nursing Specialists).

**EXPERIENCE: LEVEL I:** Three and one-half (3-1/2) years of professional nursing work experience, of which one (1) year must be satisfactory work experience serving in a full supervisory, or similarly responsible capacity and supervising the nursing care services for a hospital or group of patient care units in a specific clinical service area or providing consultative and educational services to nurses, program administrators and others for the development and improvement of nursing policies, procedures and practices; organizing and managing a specialized health clinic in support of a hospital, institution or public health medical program; responsibility for implementing nursing programs, policies and procedures; assuring conformance to doctor's orders; evaluating the need for and providing emergency treatment services when necessary; determining whether or not to notify the physician of changes in patient's condition, etc., and assigning and/or rescheduling nursing personnel.

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**LEVEL II:** Besides experience requirement for Level I, applicants must meet requirements for Recognition of Prescriptive Authority by Department of Commerce and Consumer Affairs, State of Hawaii, Professional and Vocational Licensing.

**Note:** Hawaii requires a minimum of 1,000 hours of clinical experience in an institution (hospital, health maintenance organization, home health agency, hospice program, community health center receiving State or federal funds, state agency, clinic, physician's office, long term care facility and authorized contractor of the State) as a Hawaii Nursing Board-recognized Advanced Practice Registered Nurse (APRN) practitioner in the applicant's nursing practice specialty, within a three (3) year time period immediately preceding the date of application.

**LEVEL I:** Applicants must have demonstrated possession of supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects; by serving as a group or team leader; or in similar work in which opportunities for demonstrating supervisory or administrative capabilities exist; by completion of training courses in supervision accompanied by application of supervisory skills in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

**LEVEL II:** Applicants must have demonstrated **administrative aptitude**. Administrative aptitude may be demonstrated in experience that shows strong affirmative evidence of the necessary administrative abilities. Such evidence may be in the form of success in regular or special assignments or projects which involved administrative problems; e.g., in planning organizing, promoting, evaluating, controlling and directing programs; providing staff advice and assistance; interest in management demonstrated by awareness of managerial problems and the ability to solve them; completion of educational or training courses in the areas of management accompanied by the application of the principles which were learned to work assignments; management's observation and favorable evaluation of the applicant's leadership and managerial capabilities, success in trial assignments to managerial and/or administrative tasks.

**LICENSE: LEVEL I:** Current, unencumbered license to practice as a professional nurse in the State of Hawaii. Recognition as an Advanced Practice Registered Nurse (APRN) from the State of Hawaii Board of Nursing as a Nurse Practitioner. **Recognition as an Advanced Practice Registered Nurse with Prescriptive Authority from the State of Hawaii, Department of Commerce & Consumer Affairs is required within one year from hire date.** (Prescriptive Authority requires a Collegial Working Relations Agreement between APRN and physician.)

**LEVEL II:** Current, unencumbered license to practice as a professional nurse in the State of Hawaii. Recognition as an Advanced Practice Registered Nurse with Prescriptive Authority from the State of Hawaii, Department of Commerce & Consumer Affairs. (Prescriptive Authority requires a Collegial Working Relations Agreement between APRN and physician.)

**PERSONS WITH DISABILITIES MAY CONTACT THE EMPLOYMENT OFFICER, HAWAII HEALTH SYSTEMS CORPORATION AT (808) 733-4162 (VOICE/TDD) TO DISCUSS SPECIAL NEEDS IN APPLYING.**

**AN EQUAL OPPORTUNITY EMPLOYER**

**UNLESS OTHERWISE INDICATED, ALL JOB VACANCIES WILL BE POSTED FOR A MINIMUM OF TEN (10) CALENDAR.**

**QUALITY OF EXPERIENCE:** Possession of the required amount of experience will not in itself be accepted as proof of qualification for the position. Overall paid or unpaid experience must have been of such scope and responsibility as to conclusively demonstrate that you have the ability to perform the duties of this position. Provide a detailed description of your duties and responsibilities. If you worked on a part-time basis, indicate the average number of hours worked per week. Please note that experience will be based on a 40-hour workweek.

**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:** Applicants 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.

**CITIZENSHIP AND RESIDENCE REQUIREMENT:** Applicants must be eligible to work in the U.S. and at the time of appointment intend to reside in the State of Hawaii during the course of employment with the Hawaii Health Systems Corporation.

**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.

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**HOW TO APPLY:** Applications are available at the **HILO MEDICAL CENTER**, Human Resources Office, 1190 Waiianuenu Avenue, Hilo, HI 96720. You can call (808) 974-6837 (Voice/TT), Toll Free (800) 845-6733, e-mail: [hmcrecruit@hhsc.org](mailto:hmcrecruit@hhsc.org) or visit our website at [www.hhsc.org](http://www.hhsc.org). **Application hours are: 9:00 am – 2:00 pm** 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.

**2/1/07**