



United States
**Office of
Personnel Management**

Washington DC 20415-0001
May 19, 2003

MEMORANDUM FOR HUMAN RESOURCES DIRECTORS

(signed)

FROM: ELLEN E. TUNSTALL
Deputy Associate Director
for Talent and Capacity Policy

SUBJECT: Draft Job Family Position Classification Standard for
Professional and Administrative Work in the Medical
Sciences Group, GS-0600

Director Kay Coles James has approved the release of the Draft Job Family Position Classification Standard for Professional and Administrative Work in the Medical Sciences Group, GS-0600. We request your comments by September 30, 2003.

Using the lead agency test approach, we have assigned the following agencies to be leads for review and test of the draft job family standard:

- The Department of Defense, and
- The Department of Health and Human Services.

In addition, all other agencies should conduct a general review of the positions covered by this draft standard and provide feedback to us. So you can begin your review, we have made an advance copy of the draft job family standard in Word 2002 and PDF formats available through an Office of Personnel Management (OPM) FTP server. The URL for the server is <http://apps.opm.gov/pubclass>. The USERID is "pubclass," and the password is "classify." We will notify you by email when the draft is available for downloading from the OPM Web site.

We rely on agency human resource officials with positions covered by this draft job family standard to contact subject matter experts and program management officials to make sure they are aware of the release of this draft standard and to seek their input. We depend on their input, along with yours, so that we can make appropriate adjustments to produce a final standard with information that will meet your needs

If you have questions or would like to discuss this draft job family standard, please contact Shirley K. Ammon or Kimberly Mabry, of my staff, at (202) 606-2950. Their email addresses are skammon@opm.gov or kxmabry@opm.gov, respectively.

Attachment

cc: Agency Classification Chiefs

Request For Comments
Draft Job Family Position Classification Standard For Professional And Administrative Work
In The Medical Sciences Group, GS-0600

Please provide your comments and suggestions to OPM by September 30, 2003

Note: Do not use the grade level criteria in the attached draft to classify positions until the Office of Personnel Management issues the standard in final form.

Information we need from agencies with covered positions

Subject matter experts and human resources officials in **both lead and non-lead agencies** should answer the following questions about this draft job family standard (JFS).

1. Is the occupational information in each series appropriate and sufficient, especially for nonresearch work and for the GS-0601 series? If not, please suggest any additional narrative information you believe we should add.
2. Are the proposed series name changes appropriate?
3. Do the proposed titles reflect the professional and administrative work in your agency?
4. Do you see a need to establish specialty areas (i.e., parenthetical titles) in any of the covered series? If so, please explain in detail, and provide titling suggestions.
5. Do you concur with the two proposed series realignments (i.e., GS-0637 and GS-0639 to the GS-0601 series)? If not, please explain.
6. Are additional illustrations necessary for specific series in your agency? If so, please develop and submit them with your comments.
7. Do you see any series consolidation possibilities? Please explain.
8. Do you have any changes or additions to the glossary (Appendix G in the draft JFS)? Please submit additional suggested terms and definitions, along with the governing references.

Additional information we need from lead agencies

Please apply the draft JFS to a sufficient number of positions to determine if it meets your classification needs and supports your estimates of potential impact. Follow the instructions in the **HOW TO USE THESE GRADING CRITERIA** section (formerly called HOW TO USE THIS STANDARD), particularly focusing on how to interpret and use the illustrations. The results of your test application will provide vital information we need to produce the final standard. Please report on the following:

1. The number of positions/position descriptions/standardized position descriptions by title, series, and grade level that you evaluated using the draft standard. In addition, provide the ***number of employees*** covered by each position description that you tested. For example, if

you are reporting on the number of “standardized position descriptions (SPDs)” tested, we need to know how many employees are covered by each SPD.

2. The potential impact on these positions, i.e., the number of *positions* that would be upgraded, downgraded, or remain the same. Again, please provide the *number of employees* that would be impacted.
3. Copies of position descriptions that would change in grade level. Include an evaluation statement or an explanation of:
 - (a) How the position was classified using the present standard; and
 - (b) Why the grade changed after applying the draft criteria.
4. Do the factor level descriptions (FLDs) along with the illustrations provide sufficient information to properly evaluate professional and administrative work in the GS-0600 Group?
5. Are the number and variety of illustrations sufficient to use in applying the standard?

As you conduct the trial application, do not include positions if there is any question about the accuracy of the grade. However, if you have positions that have been especially difficult to classify under the existing standards, please apply the draft job family standard to these positions and provide copies of the position descriptions. In addition, tell us if the draft job family standard was easier or more difficult to apply than the existing standard.

How do you submit comments?

In response to the requests outlined above, we would like to have both:

- (a) Comments representing the agency’s overall feedback, and
- (b) Representative comments from subject matter experts and subordinate locations to support your feedback.

Please submit comments in accordance with your agency’s guidelines. Suggestions for change will be particularly helpful if you include the rationale and examples for the suggested change.

Please send your response to the following address:

U.S. Office of Personnel Management
 Division for Strategic Human Resources Policy
 Center for Talent and Capacity Policy
 Standards, Competencies, and Assessment Development Group
 1900 E Street, NW, Room 6H31
 Washington, DC 20415-8330

Individuals who wish to send personal comments should send them to the same address. If you would like to discuss the draft or obtain additional information, contact Kimberly Mabry at (202) 606-2950, kxmabry@opm.gov

Background

Occupational Study and Draft Standard. We conducted this study to update the existing position classification standards for professional and administrative work in the Medical, Hospital, Dental, and Public Health Group using the job family standard (JFS) method and format. The draft Job Family Position Classification Standard for Professional and Administrative Work in the Medical Sciences Group, GS-0600, covers all two-grade interval professional and administrative positions.

We developed the grading criteria in this draft JFS using the Factor Evaluation System (FES) format with factor level descriptions and illustrations that relate the concepts from the Primary Standard to the individual sciences. In general, the factor level descriptions and illustrations reflect the most common types of nonresearch work identified and observed during OPM's onsite factfinding in participating agencies.

Accommodating Changes in the Occupations – Major Proposals. While many of the basic theories and concepts in the medical science fields remain unchanged, there have been dramatic advancements in treatment methods and technology to the extent that existing classification guidance does not adequately reflect these advancements. Consequently, in addition to universally updating the terminology, this draft also:

- Shortens the occupational group title from the Medical, Hospital, Dental, and Public Health Group to “Medical Sciences;”
- Renames 21 of the existing series, as indicated below;
- Cancels two series and realigns the work to the General Medical Sciences Series, GS-0601:
 - Manual Arts Therapist Series, GS-0637; and
 - Educational Therapist Series, GS-0639; and
- Establishes grade level criteria for:
 - Physician Assistant, GS-0603;
 - Podiatry, GS-0668; and
 - Prosthetics Services, GS-0672.

Additional Changes. With the completion of this JFS, the one-grade interval aid work in the Orthotics and Prosthetics Series, GS-0667, will be deleted. The deletion reflects changes in the career field, how work is accomplished, and advancements in technology. Issuance of this job family standard in final form will:

- Rename the occupational group;
- Eliminate two series;
- Rename series and position titles;

- Eliminate one-grade interval aid work from the GS-0667 Series; and
- Replace the following position classification standards and flyers:

Position Classification Standards and Flyers	Series
1. General Health Sciences	GS-0601
2. Medical Officer	GS-0602
3. Physician's Assistant	GS-0603
4. Nurse	GS-0610
5. Dietitian and Nutritionist	GS-0630
6. Occupational Therapist	GS-0631
7. Physical Therapist	GS-0633
8. Corrective Therapist	GS-0635
9. Manual Arts Therapist	GS-0637
10. Recreation/Creative Arts Therapy	GS-0638
11. Educational Therapist	GS-0639
12. Medical Technologist	GS-0644
13. Pharmacist	GS-0660
14. Optometrist	GS-0662
15. Speech Pathology and Audiology	GS-0665
16. Orthotist and Prosthetist	GS-0667
17. Podiatrist	GS-0668
18. Medical Records Administration	GS-0669
19. Health Systems Administration	GS-0670
20. Health Systems Specialist	GS-0671
21. Prosthetic Representative	GS-0672
22. Hospital Housekeeping Management	GS-0673
23. Dental Officer	GS-0680
24. Public Health Program Specialist	GS-0685
25. Sanitarian	GS-0688
26. Industrial Hygiene	GS-0690
27. Consumer Safety	GS-0696

The following table introduces other proposed changes:

Proposed Change	Explanation/Rationale
Renames the General Health Science Series, GS-0601, to the General Medical Sciences Series, GS-0601.	Recognizes our change to the name of the occupational group.
Renames the Medical Officer Series, GS-0602, to the Medical Official Series, GS-0602.	Conforms to our previous decision to discontinue use of the position title as the series name.
Renames the Physician's Assistant Series, GS-0603, to the Physician Assistant Series, GS-0603.	Reflects current titling practices.

Proposed Change	Explanation/Rationale
Renames the Nurse Series, GS-0610, to the Nursing Series, GS-0610.	Conforms to our previous decision to discontinue use of the position title as the series name.
Renames the Dietitian and Nutritionist Series, GS-0630, to the Dietetics and Nutrition Series, GS-0630.	Conforms to our previous decision to discontinue use of the position title as the series name.
Renames the Occupational Therapist Series, GS-0631, to the Occupational Therapy Series, GS-0631.	Conforms to our previous decision to discontinue use of the position title as the series name.
Renames the Physical Therapist Series, GS-0633, to the Physical Therapy Series, GS-0633.	Conforms to our previous decision to discontinue use of the position title as the series name.
Renames the Corrective Therapy Series, GS-0635, to the Kinesiotherapy Series, GS-0635.	Recognizes the proper name of this type of therapy.
Renames the Recreation/Creative Arts Therapist Series, GS-0638, to the Recreation/Creative Arts Therapy Series, GS-0638.	Conforms to our previous decision to discontinue use of the position title as the series name.
Renames the Medical Technology Series, GS-0644, to the Clinical Laboratory Technology Series, GS-0644.	Reflects emphasis on the clinical aspects of laboratory technology.
Renames the Pharmacist Series, GS-0660, to the Pharmacy Series, GS-0660.	Conforms to our previous decision to discontinue use of the position title as the series name.
Renames the Optometrist Series, GS-0662, to the Optometry Series, GS-0662.	Conforms to our previous decision to discontinue use of the position title as the series name.
Renames the Orthotist and Prosthetist Series, GS-0667, to the Orthotics and Prosthetics Series, GS-0667.	Conforms to our previous decision to discontinue use of the position title as the series name.
Renames the Podiatrist Series, GS-0668, to the Podiatry Series, GS-0668.	Conforms to our previous decision to discontinue use of the position title as the series name.
Renames the Medical Records Administration Series, GS-0669, to the Healthcare Information Administration Series, GS-0669.	Reflects focus on healthcare that has always existed but was not reflected in the title of this occupation.
Renames the Health System Administration Series, GS-0670, to the Healthcare Systems Administration Series, GS-0670.	Reflects focus on healthcare that has always existed but was not reflected in the title of this occupation.

Proposed Change	Explanation/Rationale
Renames the Health System Specialist Series, GS-671, to the Healthcare Systems Analysis Series, GS-0671.	Conforms to our previous decision to discontinue use of the position title as the series name. It also reflects focus on healthcare that has always existed but was not reflected in the title of this occupation.
Renames the Hospital Housekeeping Management Series, GS-0673, to the Healthcare Environmental Services Series, GS-0673.	Focuses on healthcare and expanded programs that have always existed but were not reflected in the title of this occupation.
Renames the Dental Officer Series, GS-0680, to the Dentistry Series, GS-0680.	Conforms to our previous decision to discontinue use of the position title as the series name.
Renames the Public Health Program Specialist Series, GS-0685, to the Public Healthcare Programs Series, GS-0685.	Conforms to our previous decision to discontinue use of the position title as the series name.

Job Family Position Classification Standard for Professional and Administrative Work in the Medical Sciences Group, GS-0600



Series Covered by This Standard:

General Medical Sciences	GS-0601	Orthotics and Prosthetics	GS-0667
Medical Official	GS-0602	Podiatry	GS-0668
Physician Assistant	GS-0603	Healthcare Information Administration	GS-0669
Nursing	GS-0610	Healthcare Systems Administration	GS-0670
Dietetics and Nutrition	GS-0630	Healthcare Systems Analysis	GS-0671
Occupational Therapy	GS-0631	Prosthetics Services	GS-0672
Physical Therapy	GS-0633	Healthcare Environmental Services	GS-0673
Kinesiotherapy	GS-0635	Dentistry	GS-0680
Recreation/Creative Arts Therapy	GS-0638	Public Healthcare Programs	GS-0685
Clinical Laboratory Technology	GS-0644	Sanitation Services	GS-0688
Pharmacology	GS-0660	Industrial Hygiene	GS-0690
Optometry	GS-0662	Consumer Safety	GS-0696
Speech Pathology and Audiology	GS-0665		

Comments Due by September 30, 2003

**Kay Coles James
Director**

May 2003

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INTRODUCTION

This job family standard provides series definitions and titling instructions for two-grade interval professional and administrative positions in the Medical Sciences Group, GS-0600. It also provides grading criteria for nonsupervisory and non-research positions in this job family. In addition, it provides separate titling instructions for positions in the Medical Official Series, GS-0602, and separate grading criteria for positions in the Healthcare Systems Administration Series, GS-0670.

COVERAGE

This job family standard covers the following occupational series:

Series	Series
General Medical Sciences GS-0601	Orthotics and Prosthetics GS-0667
Medical Official GS-0602	Podiatry GS-0668
Physician Assistant GS-0603	Healthcare Information Administration GS-0669
Nursing GS-0610	Healthcare Systems Administration GS-0670
Dietetics and Nutrition GS-0630	Healthcare Systems Analysis GS-0671
Occupational Therapy GS-0631	Prosthetics Services GS-0672
Physical Therapy GS-0633	Healthcare Environmental Services GS-0673
Kinesiotherapy GS-0635	Dentistry GS-0680
Recreation/Creative Arts Therapy GS-0638	Public Healthcare Programs GS-0685
Clinical Laboratory Technology GS-0644	Sanitation Services GS-0688
Pharmacology GS-0660	Industrial Hygiene GS-0690
Optometry GS-0662	Consumer Safety GS-0696
Speech Pathology and Audiology GS-0665	

Modifications to and Cancellations of Other Existing Occupational Series and Standards

Issuance of this job family standard renames, modifies, or cancels occupational series, classification standards, and guidance as described in the following table. The table also indicates how to classify work previously covered by classification standards affected by this issuance, as appropriate for this job family.

Previous Series or Guidance	Action Taken / How to Classify Work Previously Covered
Medical, Hospital, Dental, and Public Health Group GS-0600	<ul style="list-style-type: none"> • Renames this occupational group.
General Health Sciences GS-0601	<ul style="list-style-type: none"> • Renames this series. • Classify work previously covered by this series to the General Medical Sciences Series, GS-0601.
Medical Officer GS-0602	<ul style="list-style-type: none"> • Renames this series. • Cancels this classification standard, last revised in March 1973. • Classify work previously covered by this series to the Medical Official Series, GS-0602.
Physician's Assistant GS-0603	<ul style="list-style-type: none"> • Renames this series. • Establishes classification criteria for this series. • Classify work previously covered by this series to the Physician Assistant Series, GS-0603.
Nurse GS-0610	<ul style="list-style-type: none"> • Renames this series. • Cancels this classification standard, last revised in June 1977. • Classify work previously covered by this series to the Nursing Series, GS-0610.
Dietitian and Nutritionist GS-0630	<ul style="list-style-type: none"> • Renames this series. • Cancels this classification standard, last revised in December 1980. • Classify work previously covered by this series to the Dietetics and Nutrition Series, GS-0630.
Occupational Therapist GS-0631	<ul style="list-style-type: none"> • Renames this series. • Cancels this classification standard, last revised in April 1988. • Classify work previously covered by this series to the Occupational Therapy Series, GS-0631.
Physical Therapist GS-0633	<ul style="list-style-type: none"> • Renames this series. • Cancels this classification standard, last revised in September 1979. • Classify work previously covered by this series to the Physical Therapy Series, GS-0633.

(continued)

Previous Series or Guidance	Action Taken / How to Classify Work Previously Covered
Corrective Therapist GS-0635	<ul style="list-style-type: none"> • Renames this series. • Cancels this classification standard, last revised in September 1979. • Classify work previously covered by this series to the Kinesiotherapy Series, GS-0635.
Manual Arts Therapist GS-0637	<ul style="list-style-type: none"> • Cancels this series. • Cancels this classification standard, last revised in September 1979. • Classify work previously covered by this series to the General Medical Sciences Series, GS-0601.
Recreation/Creative Arts Therapy GS-0638	<ul style="list-style-type: none"> • Cancels this classification standard, last revised in September 1979.
Educational Therapist GS-0639	<ul style="list-style-type: none"> • Cancels this series. • Cancels this classification standard, last revised in September 1979. • Classify work previously covered by this series to the General Medical Sciences Series, GS-0601.
Medical Technologist GS-0644	<ul style="list-style-type: none"> • Renames this series. • Cancels this classification standard, last revised in May 1984. • Classify work previously covered by this series to the Clinical Laboratory Technology Series, GS-0644.
Pharmacist GS-0660	<ul style="list-style-type: none"> • Renames this series. • Cancels this classification standard, last revised in February 1968. • Classify work previously covered by this series to the Pharmacology Series, GS-0660.
Optometrist GS-0662	<ul style="list-style-type: none"> • Renames this series. • Cancels this classification standard, last revised February 1974. • Classify work previously covered by this series to the Optometry Series, GS-0662.
Speech Pathology and Audiology GS-0665	<ul style="list-style-type: none"> • Cancels this classification standard, last revised June 1970.
Orthotist and Prosthetist GS-0667	<ul style="list-style-type: none"> • Renames this series. • Cancels this classification standard, last revised in June 1972. • Removes one-grade interval aide work from the GS-0667 Series. • Classify two-grade interval work previously covered by this series to the Orthotics and Prosthetics Series, GS-0667.
Podiatrist GS-0668	<ul style="list-style-type: none"> • Renames this series. • Establishes classification criteria for this series. • Classify work previously covered by this series to the Podiatry Series, GS-0668.

(continued)

Previous Series or Guidance	Action Taken / How to Classify Work Previously Covered
Medical Records Administration GS-0669	<ul style="list-style-type: none"> • Renames this series. • Cancels this classification standard, last revised in March 1991. • Classify work previously covered by this series to the Healthcare Information Administration Series, GS-0669.
Health Systems Administration GS-0670	<ul style="list-style-type: none"> • Renames this series. • Cancels this classification standard, last revised in December 1979. • Classify work previously covered by this series to the Healthcare Systems Administration Series, GS-0670.
Health Systems Specialist GS-0671	<ul style="list-style-type: none"> • Renames this series. • Cancels this classification standard, last revised in December 1979. • Classify work previously covered by this series to the Healthcare Systems Analysis Series, GS-0671.
Prosthetic Representative GS-0672	<ul style="list-style-type: none"> • Renames this series. • Establishes classification criteria for this series. • Classify work previously covered by this series to the Prosthetics Services Series, GS-0672.
Hospital Housekeeping Management GS-0673	<ul style="list-style-type: none"> • Renames this series. • Cancels this classification standard, last revised in November 1978. • Classify work previously covered by this series to the Healthcare Environmental Services Series, GS-0673.
Dental Officer GS-0680	<ul style="list-style-type: none"> • Renames this series. • Cancels this classification standard, last revised in June 1966. • Classify work previously covered by this series to the Dentistry Series, GS-0680.
Public Health Program Specialist GS-0685	<ul style="list-style-type: none"> • Renames this series. • Cancels this classification standard, last revised in June 1966. • Classify work previously covered by this series to the Public Healthcare Programs Series, GS-0685.
Sanitarian GS-0688	<ul style="list-style-type: none"> • Renames this series. • Cancels this classification standard, last revised in October 1969. • Classify work previously covered by this series to the Sanitation Sciences Series, GS-0688.
Industrial Hygiene GS-0690	<ul style="list-style-type: none"> • Cancels this classification standard, last revised in October 1980.
Consumer Safety GS-0696	<ul style="list-style-type: none"> • Cancels this classification standard, last revised in June 1972.

GENERAL SERIES, TITLING, AND OCCUPATIONAL GUIDANCE

This section provides information on series definitions, titling instructions, and occupational guidance for two-grade interval nonsupervisory professional and administrative positions in the Medical Sciences Group, GS-0600. It also provides information on titling instructions for supervisors, leaders, researchers, parenthetical specialties, agency-established parenthetical titles, and organizational titles in this job family.

GENERAL TITLING PROVISIONS

Supervisors and Leaders

- Add the prefix “Supervisory” to the title of positions classified using the [General Schedule Supervisory Guide](#).
- Add the prefix “Lead” to the title of positions classified using the [General Schedule Leader Grade Evaluation Guide](#).

Research Positions

- Add the prefix “Research” to the title of positions classified using the [Research Grade Evaluation Guide](#).

Parenthetical Titles

- Use the basic title without a parenthetical specialty title for positions that have no established specialty or emphasis area that involve work in more than two of the prescribed specialties.
- You may use parenthetical specialty titles with the basic title of the position to further identify the duties and responsibilities performed and the special knowledge and skills needed. This standard recognizes prescribed specialty titles in the occupational information for the following series:
 - Medical Official Series, GS-0602;
 - Dietetics and Nutrition Series, GS-0630;
 - Recreation/Creative Arts Therapy Series, GS-0638;
 - Clinical Laboratory Technology Series, GS-0644;
 - Pharmacology Series, GS-0660;
 - Optometry Series, GS-0662; and
 - Dentistry Series, GS-0680.
- Agencies may supplement the basic titles authorized in this standard with agency-established parenthetical titles if necessary for recruitment or other human resources needs.

Organizational Titles

- Use the official position titles as outlined below for human resources management, budget, and fiscal purposes. This does not preclude continued use of organizational or functional titles for internal management, public convenience, program administration, or similar purposes.

GENERAL SERIES DETERMINATION GUIDELINES

Determining the correct series is usually apparent from reviewing the duties and responsibilities assigned to the position. In most instances, the series definition and the general occupational information that job family standards include will reflect the primary work of the position, the highest level of work performed, and the paramount knowledge required. Normally, users will have little trouble making the decision by comparing the characteristics of the position in question to the series definitions and occupational information in job family standards. However, in other instances determining the correct series may not be as obvious.

Related Series in This Job Family. When the work of a position falls into more than one series within this job family it is sometimes difficult to determine the correct series. Apply the following guidelines to determine the correct series:

- ***If it is clear that no one series predominates*** – classify the work to the General Medical Sciences Series, GS-0601.
- ***If it is unclear whether a particular series predominates*** – use the following guidelines in the order listed to determine the correct series:
 - ***Paramount knowledge required.*** Although there may be several different kinds of work in the position, most positions will have a paramount knowledge requirement. The paramount knowledge is the most important type of subject matter knowledge or experience required to do the work.
 - ***Reason for existence.*** The primary purpose of the position or management's intent in establishing the position is a positive indicator for determining the appropriate series.
 - ***Organizational mission and/or function.*** Positions generally align with the mission and function of the organization to which they are assigned. The organization's function is often mirrored in the organizational title and may influence the appropriate series.
 - ***Recruitment source.*** Supervisors and managers can help by identifying the occupational series that provide the best qualified applicants to do the work. This is closely related to the paramount knowledge required.

Interdisciplinary Professional Positions. Interdisciplinary positions involve work closely related to two or more logically compatible professional disciplines or series. Consequently, an interdisciplinary position is classifiable to two or more professional occupational series in the same or different job families. Agencies may establish interdisciplinary professional positions and advertise such vacancies for applicants qualified in either discipline or another related discipline when the vacant position comprises work that any of these disciplines can perform. Apply these guidelines for classifying interdisciplinary positions:

- When the agency determines that the professional work in question is interdisciplinary, classify the position to the series that matches the qualifications of the employee selected to perform the work.
- For further guidance on the use and classification of interdisciplinary positions, refer to [The Classifier's Handbook](#).

CLASSIFYING PROFESSIONAL SCIENTIFIC WORK

In addition to title and series determinations, the position classification process involves making decisions about the proper grade of the position. To determine the proper grade of the position in question, consider the following:

- the definition of professional work;
- the appropriate professional functional classification code to assign based on the primary type of work performed; and
- the appropriate grading guidance to apply (e.g., either the grading criteria defined in the FLDs and illustrations of this JFS, or the grading concepts in a classification functional guide, such as the Research Grade Evaluation Guide or the Test and Evaluation Grade Evaluation Guide).

Professional Work. Professional work involves exercising discretion, analytical skill, judgment, and personal accountability and responsibility for creating, developing, integrating, applying, and sharing an organized body of knowledge that characteristically is –

- uniquely acquired through an intense education or training regimen at a recognized college or university;
- equivalent to the curriculum requirements for a bachelor's or higher degree with major study in or pertinent to the specialized field; and
- continuously studied to explore, extend, and use additional discoveries, interpretations, and application and to improve data, materials, equipment, applications, and methods.

Functional Classification for Professional Scientific Work. Professional scientific positions perform many different types of functions that are divided into “functional categories.” When agencies establish positions in these and other specific series, they must determine and assign the proper functional code to each position. The National Science Foundation and others use this information to study the composition of the workforce. Each series in this job family covers professional scientific functions and processes. Appendix 2 of the [Introduction to the Position Classification Standards](#) further defines these functions and their related functional codes. Typical functional categories and their respective codes for work in this job family include:

Category	Code
Research	11
Research contract and grant administration	12
Development	13
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CLASSIFYING PROFESSIONAL SCIENTIFIC WORK (continued)

Determining the Applicable Standard or Guide. For most nonsupervisory positions covered by this job family, use the *grading criteria* in this job family standard to evaluate the work. The clearest exceptions to this general rule are for positions that perform research, supervisory, or leader work. To evaluate positions that perform these types of work, use the appropriate functional guide.

- **Research Work.** Work involves systematic, critical, and intensive investigation directed toward discovery of new or more complete knowledge in a scientific discipline. Many positions covered by the series definitions and titling provisions of this job family standard perform research work and would be assigned functional code 11. The [Research Grade Evaluation Guide](#) is a functional classification guide that provides a complete explanation of research work in the Federal Government and provides grading criteria for positions engaged in research work.
- **Research Contract and Grant Administration Work.** Work involves administering and monitoring research contracts and research grants. Some positions covered by the series definitions and titling provisions of this job family standard perform research contract and grant administration work and would be assigned functional code 12. The [Research Grants Grade Evaluation Guide](#) is a functional classification guide that provides a complete explanation of such work in the Federal Government and provides grading criteria for positions engaged in such work.
- **Supervisory Work.** Work involves providing administrative and technical direction to others. The [General Schedule Supervisory Guide](#) is a functional classification guide that provides a complete explanation of supervisory work in the Federal Government and provides grading criteria for positions engaged in such work.
- **Leader Work.** Work involves leading a team of General Schedule employees in accomplishing two-grade interval work. The [General Schedule Leader Grade Evaluation Guide](#) is a functional classification guide that provides a complete explanation of leader work in the Federal Government and provides grading criteria for positions engaged in such work.

INFORMATION BY SERIES IN NUMBER ORDER	
General Medical Sciences, GS-0601	<ul style="list-style-type: none"> • Series Definition • Titling • Occupational Information • Functional Codes
Medical Official, GS-0602	<ul style="list-style-type: none"> • Series Definition • Titling • Occupational Information • Functional Codes
Physician Assistant, GS-0603	<ul style="list-style-type: none"> • Series Definition • Titling • Occupational Information • Functional Codes
Nursing, GS-0610	<ul style="list-style-type: none"> • Series Definition • Titling • Occupational Information • Functional Codes
Dietetics and Nutrition, GS-0630	<ul style="list-style-type: none"> • Series Definition • Titling • Occupational Information • Functional Codes
Occupational Therapy, GS-0631	<ul style="list-style-type: none"> • Series Definition • Titling • Occupational Information • Functional Codes
Physical Therapy, GS-0633	<ul style="list-style-type: none"> • Series Definition • Titling • Occupational Information • Functional Codes
Kinesiotherapy, GS-0635	<ul style="list-style-type: none"> • Series Definition • Titling • Occupational Information • Functional Codes

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Recreation/Creative Arts Therapy, GS-0638	<ul style="list-style-type: none"> • Series Definition • Titling • Occupational Information • Functional Codes
Clinical Laboratory Technology, GS-0644	<ul style="list-style-type: none"> • Series Definition • Titling • Occupational Information • Functional Codes
Pharmacology, GS-0660	<ul style="list-style-type: none"> • Series Definition • Titling • Occupational Information • Functional Codes
Optometry, GS-0662	<ul style="list-style-type: none"> • Series Definition • Titling • Occupational Information • Functional Codes
Speech Pathology and Audiology, GS-0665	<ul style="list-style-type: none"> • Series Definition • Titling • Occupational Information • Functional Codes
Orthotics and Prosthetics, GS-0667	<ul style="list-style-type: none"> • Series Definition • Titling • Occupational Information • Functional Codes
Podiatry, GS-0668	<ul style="list-style-type: none"> • Series Definition • Titling • Occupational Information • Functional Codes
Healthcare Information Administration, GS-0669	<ul style="list-style-type: none"> • Series Definition • Titling • Occupational Information

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INFORMATION BY SERIES IN NUMBER ORDER (continued)	
Healthcare Systems Administration, GS-0670	<ul style="list-style-type: none"> • Series Definition • Titling • Occupational Information
Healthcare Systems Analysis, GS-0671	<ul style="list-style-type: none"> • Series Definition • Titling • Occupational Information
Prosthetics Services, GS-0672	<ul style="list-style-type: none"> • Series Definition • Titling • Occupational Information
Healthcare Environmental Services, GS-0673	<ul style="list-style-type: none"> • Series Definition • Titling • Occupational Information
Dentistry, GS-0680	<ul style="list-style-type: none"> • Series Definition • Titling • Occupational Information • Functional Codes
Public Healthcare Programs, GS-0685	<ul style="list-style-type: none"> • Series Definition • Titling • Occupational Information
Sanitation Services, GS-0688	<ul style="list-style-type: none"> • Series Definition • Titling • Occupational Information
Industrial Hygiene, GS-0690	<ul style="list-style-type: none"> • Series Definition • Titling • Occupational Information • Functional Codes
Consumer Safety, GS-0696	<ul style="list-style-type: none"> • Series Definition • Titling • Occupational Information • Functional Codes

GENERAL MEDICAL SCIENCES, GS-0601		<u>Qualification Standards</u>
Definition	<p>This series covers two-grade interval positions that manage, supervise, lead, or perform professional, research, or scientific work that is not classifiable to another more specific professional series in the Medical Sciences Group, GS-0600. The series also covers positions that involve professional work in several covered disciplines.</p> <p>This series requires a <u>functional classification code</u>.</p>	
Titling	<p>There are no titles specified for this series. Agencies may construct titles that appropriately describe the work. Do not use titles authorized for other series as constructed titles for this series.</p>	
Occupational Information	<p>General Occupational Information</p> <p>This series covers broad categories of work situations. The following discussion provides general occupational information on one such category of work properly classifiable to the GS-0601 series.</p> <p>Cytotechnology Work. Cytology is the examination of cells from any body site with the intent to detect or refute the presence of disease. The primary product of the process is an interpretation or diagnostic assessment (cytopathology report) that healthcare providers use to determine subsequent clinical care for the patient. It is a science in that it requires the individual to have an extensive understanding of human disease of all bodily organs as well as an understanding of the chemical processes necessary for the preparation of human tissues for microscopic examination. However, the interpretation of prepared specimens, the art of cytology, relies upon the complex synthesis of information retrieved from the visual microscopic inspection of the cells along with the knowledge of human disease, the clinical situation of the particular patient, and the likelihood of disease in a particular patient population. This is the primary responsibility of the cytotechnologist – to detect and interpret abnormal cells. Most of the work is cognitive and involves subjectivity (i.e., opinions concerning diagnoses). Because there are a limited number of ways in which cells can respond to disease, the diagnostic criteria for what constitutes "benign" or "cancer" frequently overlap.</p> <p>Cytologic diagnoses play a significant role in patient management. Tissue diagnoses, which constitute the main diagnostic modality in medicine for identifying cancer, benign tumors and other lesions such as infection, may be rendered on single cells (cytology) or tissue fragments (histology). Cytology is the safest, least invasive and least expensive method of collecting tissue for a diagnosis. However, since the specimens obtained are smaller and lack structural support, diagnostic interpretations are often more difficult than those of histologic specimens. The resulting interpretation, the cytopathology report, is a medical consultation upon which the provider acts to plan definitive care involving surgical excision of a lesion, radiation therapy, chemotherapy, and routine follow-up.</p> <p>Cytology was initially employed for the early detection of cervical cancer and is the only diagnostic modality that has been capable of significantly reducing the incidence of cancer by the detection of precursor abnormalities, called "squamous intraepithelial lesions." The use of cytology has expanded beyond the pap test to detect lesions in other body sites, such as breast, thyroid, and lung. Cytology can be used to provide a diagnosis for clinical management of disease, exclude the presence of disease, provide cancer staging information, identify infectious agents, and collect cells for additional tests that may facilitate the cytologic diagnosis or impart prognostic information about the tumor.</p> <p>With medical care increasingly emphasizing the need to reduce patient injury and discomfort, the expansion of cytologic interpretation work includes fine needle aspiration (FNA) for the collection of tissue, the involvement of other body sites, and the use of different diagnostic entities. Cytotechnologists are a critical component in providing a rapid medical diagnosis since they process the tissue on-site and make an immediate assessment.</p> <p style="text-align: center;">(continued)</p>	

GENERAL MEDICAL SCIENCES, GS-0601 (continued)

Cytology is useful in preventing unnecessary surgery, thereby resulting in better utilization of medical resources. For example, a lump in the breast could be breast cancer or normal breast tissue thickening. Ordinarily, surgery would be required to obtain enough tissue to make that distinction, but a cytologic assessment involves collecting a few cells with a "fine" needle to make the same determination. If the lump is determined by cytologic diagnosis to be a lymphoma, a tumor that does not require surgery, the patient can be triaged to the appropriate physician (an oncologist) for chemotherapy, saving unnecessary visits to the wrong physician. Tumors may be detected at an earlier stage, where they are curable, through cytologic assessment. Because it can replace surgery and radiographic imaging as a means of diagnosis, cytology has significant cost savings potential reducing inpatient service requirements, radiographic studies, anesthesia, equipment and procedural costs.

Cytology is uniquely suited to molecular methodologies by virtue of its emphasis on cells, whose components are DNA, RNA, proteins, and other molecules that are the targets of molecular technology. Currently, molecular testing is being implemented in cytology to assist with the diagnosis of "atypical squamous cells" on pap tests by detecting the human papilloma virus (HPV). Many of these technologies are in the developmental stages and the clinicians are looking to the cytology community to develop ways to incorporate them in the laboratory. There is increasing interest in storing and maintaining cells for molecular studies that are not available now but may be in the future (this is referred to as "tissue banking"). Cytotechnologists are likely to be the guardians of the cellular tissue in tissue banks. This will expand their roles in maintaining patient confidentiality, ensuring tissue viability, developing new procedures, and performing and interpreting new tests. Their assistance in FNA will remain critical as it is the best way to collect cells for molecular studies, but the necessity remains to ensure that the proper cells (i.e., tumor cells) were collected.

Diagnostic interpretation of cytologic specimens is increasing in difficulty due to the reclassification of tumors, changes in understanding of disease processes, and discovery of new types of tumors. Initially, FNA collection was limited to the breast, lung or thyroid sites. With the role of FNA expanding to all body sites, existing reference resources do not contain information on the cytological descriptions of the new target lesions areas.

While cytotechnologists provide the full-range of cytology services, their primary role is interpretive. Some cytotechnologists –

- develop procedural manuals that cover all aspects of the cytology laboratory, including specimen collection, specimen processing and staining, quality control and quality assurance activities, safety guidelines, equipment use and maintenance, and implementation of mandatory standards;
- initiate and write or edit procedures and document safety practices for the cytology laboratory;
- assess new technical procedures to identify safety hazards and waste management issues;
- monitor, troubleshoot, and initiate or take corrective action to maintain stain quality, thereby detecting any reagent malfunction and need to replace reagents;
- evaluate new equipment and develop the implementation/validation plan for new equipment and procedures to ensure accuracy and precision;
- review results of medical studies and recommend either further studies to clarify equipment/method performance or acceptance of the study outcomes;
- establish guidelines for the operation of new equipment/procedures (i.e., the quality control program and a program of periodic preventive maintenance/function checks);
- establish specimen and processing guidelines for new procedures taking into account specimen type, storage/preservation requirements, and age/gender considerations that may affect collection guidelines;
- evaluate and/or develop new innovative procedures;
- ensure compliance with Federal laws, regulations, and guidelines (e.g., the Clinical Laboratory Improvement Act of 1988) as well as State and agency requirements);

(continued)

Occupational Information (continued)

GENERAL MEDICAL SCIENCES, GS-0601 (continued)

Occupational Information (continued)

- ensure compliance with accrediting and inspection agency requirements participating in activities associated with the lab accreditation process;
- regularly review bulletins, newsletters, journals, and the Internet for updated requirements modifying procedures to maintain compliance;
- design, implement, maintain, and collect data for a quality assurance program for compliance with established guidelines;
- coordinate laboratory services with healthcare providers, institutions, suppliers, and clients;
- perform quality assessment and quality control (QC) activities;
- develop and write collection procedures for all gynecological and non-gynecological specimens;
- communicate and consult with pertinent medical personnel regarding collection procedures;
- select appropriate cytologic techniques for preparing patient samples according to the quality and quantity of the specimen and patient's clinical information;
- process or direct the processing of all specimens for microscopic examination while controlling physical conditions and responding to time factors to ensure that the physiological state of the specimen is maintained;
- review literature for feasibility of new technology contacting vendors for demonstrations of comparable and contrasting methods;
- perform comparative studies with older technology when implementing new technology;
- modify procedures or technology for laboratory or clinical needs;
- perform or direct special stain techniques of tissue and cytologic material utilizing proper control tissues and stains for demonstrating specific tissue/cellular constituents or pathogens;
- performs microscopic review of slides to verify expected staining results and documents for quality assurance;
- identify and correct problem areas that result in inadequately/improperly stained specimens;
- perform microscopic assessment of specimens for adequacy including fine needle aspirate material at the site of collection;
- identify microscopically the cellular and non-cellular constituents of cytologic specimens;
- quantify cellular and non-cellular elements on cytologic specimens;
- recognize cellular morphology as a result of procurement and preparation techniques (e.g., poor fixation, over staining, smearing errors);
- interpret the stain results;
- detect and mark the significant cellular and non-cellular elements most representative of the pathologic process present;
- develop differential diagnoses based on cytomorphology in conjunction with clinical information;
- provide a diagnosis based on cytomorphology, clinical information, and ancillary techniques;
- participate in training and continuing education;
- teach cytopathology theory, cellular morphology and specimen preparation to peers, new employees, cytotechnology students, pathologists, and residents in the form of lectures, one-on-one microscopic sessions, and demonstrations;
- make preliminary interpretation of the results of special stains and immunocytochemistry and assimilate the results with morphologic findings; and
- perform and/or interpret molecular techniques and integrate results with morphologic findings and clinical implications.

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MEDICAL OFFICIAL, GS-0602		<u>Qualification Standards</u>
Definition	<p>This series covers two-grade interval positions that supervise, lead, or perform professional, research, or scientific work in one or more fields of medicine. Positions are classifiable to this series when the nature of duties and responsibilities is such that the degree of Doctor of Medicine or Doctor of Osteopathy is a fundamental requirement.</p> <p>Most positions in this series require a current license to practice medicine and surgery in a State or territory of the United States or in the District of Columbia.</p> <p>This series requires a functional classification code.</p>	
Titling	<p>The basic title for this occupation is <i>Medical Officer</i>.</p> <p>Refer to Appendix T for specialty parenthetical titling instructions for Medical Officer positions.</p>	
Occupational Information	<p>General Occupational Information</p> <p>The education of physicians typically entails a lengthy process involving undergraduate collegiate education, medical schooling, and graduate medical education (i.e., internship, residency, and/or fellowship training), as described below:</p> <ul style="list-style-type: none"> • undergraduate education at an accredited college or university for earning a baccalaureate degree, usually with a strong emphasis on basic sciences (e.g., biology, chemistry, and physics); • medical school (undergraduate medical education) at one of the accredited medical schools learning preclinical and clinical medical education to earn a doctor of medicine degree (M.D.) or a doctor of osteopathic medicine degree (D.O.) and then completing additional training before practicing on their own as a physician; • residency program (graduate medical education) typically involving a program that is 3 to 7 years or more of professional training under the supervision of senior physician educators and that focuses on a particular medical specialty area (e.g., family practice, internal medicine, and pediatrics) which determines the length of residency training period; and • fellowship training for 1 to 3 years in a subspecialty area for some physicians who want to become highly specialized in a particular field (e.g., gastroenterology, a subspecialty of internal medicine and of pediatrics, or child and adolescent psychiatry, a subspecialty of psychiatry). <p>After completing this training regimen, physicians still must obtain a license to practice medicine from a State or jurisdiction of the United States in which they plan to practice. Issuance of a permanent license occurs after completing a series of exams and completing a minimum number of years of graduate medical education. Graduates of foreign medical schools usually can qualify for licensure after passing an examination and completing a residency regiment.</p> <p>The majority of physicians also get board certification in a specialty or subspecialty area. This is an optional, voluntary process and the certification provides assurance that the physician possesses knowledge, skills, and experience in a specialty or subspecialty field and is able to provide quality patient care in that specialty or subspecialty field. There are 2 levels of certification:</p> <ul style="list-style-type: none"> • The American Board of Medical specialists (ABMS); or • The American Osteopathic Association (AOA). <p style="text-align: center;">(continued)</p>	

MEDICAL OFFICIAL, GS-0602 (continued)

Occupational Information (continued)

There are 24 specialty medical boards for such broad areas as allergy, immunology, and urology. Physicians can be certified in 36 general medical specialties and in an additional 88 subspecialty fields. Most certifications must be renewed after 6 to 10 years, depending on the specialty or subspecialty area.

Learning continues for physicians after completion of their residency or fellowship training. Physicians continue to receive credits for continuing medical education (CME) and some states require a certain number of CME credits per year to ensure the doctor's knowledge and skills remain current. CME requirements vary by state, by professional organizations, and by hospital medical staff organizations.

Physicians serve a fundamental role in our society affecting the overall quality of life in communities and for individuals. They diagnose illnesses and prescribe and administer healthcare treatment for people suffering from injury or disease. Physicians examine patients, obtain medical histories, and order, perform, and interpret diagnostic tests. They counsel patients on diet, hygiene, and preventive healthcare. The two types of physicians – the M.D. (Doctor of Medicine) and the D.O. (Doctor of Osteopathic Medicine) – may use all accepted methods of treatment, including drugs and surgery. However, the training for D.O. focuses more on healthcare of the musculoskeletal system.

Physicians in the Federal service include both M.D.s and D.O.s., who provide primary care and surgical health services in healthcare facilities such as medical centers and clinical offices. Primary care physicians practice general and family medicine, general internal medicine, or general pediatrics and usually are the first health professionals that patients consult. Primary care physicians tend to see the same patients on a regular basis for preventive care and to treat a variety of ailments. General and family practitioners emphasize comprehensive healthcare for patients of all ages and for the family as a group. Those in general internal medicine provide care mainly for adults who may have problems associated with the body's organs. General pediatricians focus on the whole range of children's health issues. When appropriate, primary care physicians refer patients to specialists, who are experts in medical fields (e.g., obstetrics and gynecology, cardiology, psychiatry, or surgery).

Surgeons are physicians who specialize in the treatment of injury, disease, and deformity through operations on patients. With patients under general or local anesthesia, a surgeon operates using a variety of instruments to correct physical deformities, repair bone and tissue after injuries, or perform preventive surgeries to alleviate debilitating diseases or disorders. Surgeons may perform general surgery or choose to specialize in a specific area such as orthopedic surgery (i.e., the treatment of the skeletal system and associated organs), ophthalmology (i.e., the treatment of the eye), neurological surgery (i.e., treatment of the brain and nervous system), and plastic or reconstructive surgery. Surgeons also examine and counsel patients, perform and interpret diagnostic tests, and provide preventive healthcare advice.

Primary care physicians and surgeons in the Federal Government typically work in agencies with medical treatment and healthcare delivery responsibilities that usually include operating a variety of medical facilities (e.g., hospitals and clinical offices). These physicians often work as part of a team coordinating care for a population of patients. Surgeons typically work in well-lighted, sterile environments and their work usually requires standing for long periods. Physicians and surgeons work in hospitals, clinics, or surgical outpatient centers, and their work frequently entails 60 or more hours a week, as well as travel between the office and hospital to provide patient care.

Physicians in Federal agencies may also work in research activities that explore diverse medical conditions or phenomena and/or develop new and improved healthcare treatments, equipment, and application protocols. These physicians work in research facilities such as laboratories and medical research centers dedicated to studying specific diseases or conditions and may or may not deal directly with patients. Frequently, these physicians have board certification in a particular specialty or subspecialty area.

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MEDICAL OFFICIAL, GS-0602 (continued)

Physician positions in the Federal Government may also involve adjudication of medical claims. These positions function as either medical rating board members for a special category or general rating specialists. These positions are typically located in agency field offices that have original adjudicative jurisdiction over medical claim matters. Adjudication positions are also found at an agency headquarters or central office level serving in an appellate or an administrative review role.

Adjudication work involves responsibility for –

- initially examining the claims (involving medical, legal and other medical matters);
- evaluating the merit of the evidence; and
- determining whether a claim should be denied or granted, assessing the degree of disability and taking signatory action as a member of a rating board.

Adjudication functions of medical claim offices and rating boards vary by Federal agency. Some include responsibility for the original examination, as well as the rating decision on all claims. These decisions involve the full-range of medical claim casework.

In other agencies, the medical rating functions for claims adjudication involve either a formally constituted medical rating board or a staff of rating specialists. Physicians and surgeons may serve in either function. This approach involves screening medical claims casework to identify those requiring consideration of particular medical criteria for a specific claim category. Typically, this screening process does not require an analysis of the difficulty of the casework. The screened casework is handled by a formally constituted rating board, while the remaining cases are decided by the rating specialists. This approach involves the following features:

- both the medical claims processed by the rating specialists and those referred to the rating board represent the full-range of cases and involve a much larger volume of claims;
- the cases referred to the formally constituted rating boards require intensive deliberation and documentation;
- the general rating specialist staffs process cases that require less deliberation and documentation; and
- consideration of either kind of medical claims case involves a three-person decision approach.

The role of a physician or surgeon on a medical rating board includes responsibility for all conclusions rendered on a medical claims case. A decision of a board at the local level can be reserved by the agency's central office, higher supervisory levels, or appellate offices. Typically, board decisions are not subject to suit in Federal or State courts, except for insurance contract claims. Examples of medical claims entitlement casework include –

- **Pension (nonservice-connected disabilities).** In issues where pension for disability impairment of nonservice origin is claimed by reason of total disability, appropriate consideration includes such factors as –
 - type and nature of physical or mental impairment;
 - age;
 - educational background;
 - employability; and
 - permanency of condition.
- **Special determinations as precedent to entitlement.** In certain situations before making a final decision as to entitlement, it is necessary to determine such precedent conditions as –
 - factors relating to line-of-duty, or willful misconduct;
 - death claims by widowers of deceased female veterans;
 - claims on behalf of children over 18 years of age of living or dead veterans; and/or
 - permanent incapacity for self-support entitlement which also requires determination as to the physical or mental condition of the widower or the children of the beneficiary.

(continued)

Occupational Information (continued)

MEDICAL OFFICIAL, GS-0602 (continued)

Occupational Information (continued)

- **Special determinations subsequent to basic entitlement.** Special determinations which may be necessary include determining –
 - testamentary capacity to execute designation of beneficiary;
 - permanent incapacity for self-support of children or of husbands of female veterans;
 - incompetence and service-connected disability or injury; and
 - the need for a future physical or mental examination and the time at which such examination is to be conducted, after considering the likelihood of improvement for each disability for which pension or compensation benefits are authorized.
- **Special compensation entitlement.** Where service-connection is being or has been established for a disability or injury, consideration must be given to the claimant's eligibility for a special compensation entitlement authorized by law or regulation. This requires full recognition of the possibility that there may be an entitlement because of disabling impairment, particularly where borderline situations may exist such as in determining –
 - loss of use;
 - need for regular aid or attendance; or
 - housebound entitlement.

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PHYSICIAN ASSISTANT, GS-0603		<u>Qualification Standards</u>
Definition	<p>This series covers two-grade interval positions that manage, supervise, lead, or perform professional healthcare work that involves providing patients with diagnostic, preventive, and therapeutic medical care and services under the guidance of the physician. The work may include prescribing medications but does not include full responsibility for interpretation of medical findings requiring the professional knowledge and skills of the licensed physician.</p> <p>This series requires a <u>functional classification code</u>.</p>	
Titling	<p>The basic title for this occupation is <i>Physician Assistant</i>.</p>	
Occupational Information	<p>General Occupational Information</p> <p>Physician assistants (PAs) work with physicians and surgeons as members of a healthcare team providing patients with diagnostic, preventive, and therapeutic medical care and services. PAs take and assess medical histories, perform physical examinations, order and interpret laboratory tests and x-rays, diagnose and treat medical conditions, and devise and implement treatment plans in consultation with the supervising physician. As part of a treatment plan, PAs may prescribe medication. PAs also provide patient education and counseling in such areas as preventive healthcare and the treatment and management of health problems. PAs perform their duties and responsibilities with the oversight of a supervising physician or surgeon who is available for consultation, when difficult medical conditions or patient concerns necessitate their advice or action.</p> <p>PAs work directly with a physician or surgeon in a team effort to deliver healthcare and medical services. They act as the principal care provider to patients in rural areas, inner city clinics, or small government office locations, where the presence of a physician or surgeon is limited or provided by remote communication facilities. Their work occurs in a variety of settings (e.g., hospitals, health centers, emergency or operating rooms, physician’s offices, nursing homes, and specialty clinics). They also provide hospital care for surgical patients and perform minor surgery activities (e.g., suturing, splinting, and casting). Sometimes they make house calls. In these latter situations, the PA confers with the supervising physician or surgeon and other medical professionals as needed or required by State law.</p> <p>PAs complete an accredited formal collegiate education program in the healthcare field covering such medical and clinical areas as ambulatory medicine, emergency medicine, inpatient medicine, pediatrics, mental health, obstetrics and gynecology, and surgery. Their training and experience develops skills in observing, interpreting, and assessing patients for their behavioral and social actions, as well as their medical conditions. Their work is primarily analytical and evaluative as they respond to, communicate, and provide medical determinations involving patient care and medical services.</p> <p>The PA/physician/surgeon team approach in the healthcare environment normally improves the delivery of effective and efficient medical care activities and achieves high levels of patient satisfaction. In many primary care practices the work of PAs allows patients to be seen promptly, knowing that their routine problems will be handled effectively and that the expertise of the physician is available if needed. Physicians are able to focus on complicated patient problems with appropriate time for their care. In surgical practices, the work of PAs enables surgeons to delegate the performance of preoperative histories and physical examinations, the ordering and compiling of necessary tests, and part of the postoperative care. The familiarity and experience of the PA/physician/surgeon team results in efficiency in the operating room that can reduce operative and anesthesia times. PA/physician/surgeon teams are also effective in medical and surgical subspecialty practices, where PAs perform examinations and procedures, order tests, provide follow-up care, and help with the coordination of care for patients with complex illnesses.</p> <p><u>←BACK</u></p>	

NURSING, GS-0610		<u>Qualification Standards</u>
Definition	<p>This series covers two-grade interval positions that manage, supervise, lead, or perform professional or research work in nursing. The work involves –</p> <ul style="list-style-type: none"> • providing care to patients in hospitals, clinics, occupational health units, homes, schools, and communities; • administering anesthetic agents and supportive treatments to patients undergoing surgery or other medical procedures; • promoting better health practices; • teaching and performing research in one or more phases of the field of nursing; or • consulting and advising nurses who provide direct care to patients. <p>This series requires a <u>functional classification code</u>.</p>	
Titling	<p>The basic titles for this occupation are:</p> <p style="padding-left: 40px;"><i>Nurse</i> – Work that is not more appropriately covered in one of the other basic titles.</p> <p style="padding-left: 40px;"><i>Clinical Nurse</i> – Work that involves performing –</p> <ul style="list-style-type: none"> • direct nursing service (except psychiatric or operating room) to patients in hospitals, clinics, outpatient clinics, and emergency rooms; and • a combination of clinical with psychiatric or operating room nursing service when neither is predominant. <p style="padding-left: 40px;"><i>Community Health Nurse</i> – Work that involves performing direct community health nursing services to patients in homes and schools or the coordination of information and services.</p> <p style="padding-left: 40px;"><i>Occupational Health Nurse</i> – Work that involves providing employees in relation to their occupations and working environments with nursing and health services that include –</p> <ul style="list-style-type: none"> • nursing care and treatment of illnesses and injuries; and • participating in programs of immunization, health screening, and health counseling. <p style="padding-left: 40px;"><i>Psychiatric Nurse</i> – Work that involves providing direct nursing service to patients in psychiatric hospitals, psychiatric units in general medical and surgical hospitals, or mental health clinics.</p> <p style="padding-left: 40px;"><i>Operating Room Nurse</i> – Work that involves providing nursing services during surgical operations and that may include –</p> <ul style="list-style-type: none"> • preparing the operating room and all necessary equipment; • scheduling facilities and personnel; and • providing counseling and continuity of nursing care for the patient from the pre-operative stage to the recovery stage. <p style="padding-left: 40px;"><i>Nurse Anesthetist</i> – Work that involves administering anesthetic agents and supportive treatment of patients undergoing surgery or other medical procedures.</p> <p style="padding-left: 40px;"><i>Nurse Midwife</i> – Work that involves management and care of mothers and babies throughout the maternity cycle when the patient conditions meet medically determined criteria for what is a normal pregnancy.</p> <p style="padding-left: 40px;"><i>Nurse Educator</i> – Work that involves planning, directing, conducting, and evaluating training programs.</p> <p style="text-align: center;">(continued)</p>	

NURSING, GS-0610 (continued)	
Titling (continued)	<p><i>Nurse Practitioner</i> – Work that involves –</p> <ul style="list-style-type: none"> • providing direct comprehensive nursing, preventive, and therapeutic healthcare services to individuals, families, or groups in homes, clinics, offices, schools, hospitals, and community settings; and • combining the services of the professional nurse and physician at an expanded level of responsibility within the framework of mutually established medical guidelines. <p><i>Nurse Specialist</i> – Work that involves providing direct nursing care and services (e.g., quality assurance or development of innovative nursing techniques).</p> <p><i>Nurse Consultant</i> – Work that involves providing entirely or primarily consultative and advisory services with respect to one or more of the facets of the nursing field.</p>
Occupational Information	<p>General Occupational Information</p> <p>Nurses are involved primarily in assisting individuals, whether sick or well, to perform those activities that contribute to their health or its recovery or to a peaceful death. The nurses’ unique contribution is to help individuals to be independent of nursing assistance so that they may carry out the “contributive” activities unaided as soon as possible. To realize this objective, nurses begin with a nursing-care plan for the patient.</p> <p>Planning nursing care for a patient involves observing the patient, making a judgment concerning the observations, and acting or recommending action based on those judgments. Nursing care can be organized and segmented in countless ways. However, the ability to assess in any setting the nursing needs of patients and their families is the hallmark of professional nursing. Very few nurse positions are completely without some element of the nursing-care planning responsibility.</p> <p>Nurses collaborate with physicians and other healthcare professionals to develop the nursing-care patient plan. Plan development calls for the application of independent judgment concerning which professional procedures will best serve the nursing needs of particular patients or groups of patients. This judgment takes into account such matters as –</p> <ul style="list-style-type: none"> • information about the patient as an individual; • the patient’s medical condition; • relevant data on background that is available in medical records and case findings; • evaluation of the kind of physical care needed; • evaluation of dietary needs; • the patient’s exhibited emotional problems; • the patient's abilities in such self-care activities as walking, bathing, dressing, and eating; • the care of dressings and braces and other appliances; • the need of the patient or the patient’s family for social services; • assistance with a medical regimen prescribed by a physician or dentist; • the need for health counseling and instruction on management of health problems; and • notifying a physician of any conditions requiring medical attention other than those under treatment (e.g., vision, hearing or dental problems). <p style="text-align: center;">(continued)</p>

NURSING, GS-0610 (continued)

Nurses evaluate execution of nursing-care plans to determine whether they are effectively meeting their goals. Based on those evaluations, they may recommend to physicians any changes they believe necessary to alleviate patients' problems dealing with personal care, activities of daily living, and other health related needs.

Nurses traditionally are engaged in continual training and development. The aim of this training and development is to give nurses competence in:

- more advanced, difficult, and responsible procedures in the immediate assignment area;
- greater specialized nursing knowledge; and
- new skills in other areas.

Consequently, nurse positions at every level may include training and development activities and assignments.

Nurses may acquire training and development through periods of learning and practice under the supervision and guidance of more experienced nurses. These training and developmental periods, although seldom identified as such by management officials, are basic to the concept underlying the structure of nursing positions described in this standard.

The nature of developmental training varies according to the nature of the assignment and the education, experience, and ability of the nurse. Developmental training is characterized by the type of assignment and greater or more specific supervisory guidance.

The following types of assignments reflect developmental activities:

- studying required specialized nursing care;
- supervised personal contacts with patients and their families; and
- supervised contact with members of other disciplines such as social workers, psychologists, and occupational therapists, and with health and welfare agencies in the public sector.

Additionally, developmental and training periods may be characterized by greater or more specific supervisory guidance consisting of –

- pre-checking patient care plans;
- regular and frequent review of work performed; and
- periodic discussions of the particular nursing procedures and principles.

[⇐BACK](#)

Occupational Information (continued)

DIETETICS AND NUTRITION, GS-0630		<u>Qualification Standards</u>
Definition	<p>This series covers two-grade interval positions that manage, supervise, lead, or perform professional or research work in human nutrition requiring the application of professional knowledge of dietetics or nutrition directed toward the maintenance and improvement of the health of individuals, groups and communities.</p> <p>This series requires a functional classification code.</p>	
Titling	<p>The basic titles for this occupation are <i>Dietitian</i> and <i>Nutritionist</i>.</p> <p>Use the following parenthetical titles for these specialties as defined:</p> <p style="padding-left: 40px;">Clinical – Dietitian work that involves –</p> <ul style="list-style-type: none"> • evaluating nutrition risk; • designing, implementing, monitoring, and evaluating effectiveness of nutrition interventions for specific patients; and • participating as a member of a healthcare team in various settings (e.g., acute care, sub-acute care, long-term care, home care, ambulatory care, and primary care) and in diverse specialty areas (i.e., renal dialysis, diabetes self-management, and nutrition support). <p style="padding-left: 40px;">Educator – Dietitian work that involves planning, directing, conducting, and evaluating training programs that may include an accredited dietetic internship program at the post-baccalaureate or master degree level.</p> <p style="padding-left: 40px;">Public Health – Nutritionist work that involves advising on or administering the nutrition component of public health services that are usually conducted within the community.</p>	
Occupational Information	<p>General Occupational Information</p> <p>The practice of dietetics and/or nutrition is both a science and an art in that it requires technical knowledge plus skill in performance. The work is concerned with health as it is affected by –</p> <ul style="list-style-type: none"> • food and nutrients; • the total bodily processes by which food is ingested, absorbed, metabolized, and eliminated; • the total system for producing, processing, distributing, storing, and preparing food to be eaten; and • the social, economic, cultural, and psychological factors which relate to food and eating habits. <p>Dietitians and nutritionists are frequently involved with individuals and groups requiring special understanding and treatment of their unique problems. Examples of such groups are –</p> <ul style="list-style-type: none"> • low income groups; • the elderly; • infants; • the mentally ill; and • people with special medical problems. <p>For example, the dietitian or nutritionist concerned with Native Americans must consider the socioeconomic differences of reservation life, religions, taboos, language and acceptance barriers, special medical and psychological problems, and diet preferences of various tribes.</p> <p style="text-align: center;">(continued)</p>	

Dietetics and Nutrition, GS-0630 (continued)

Dietetics and nutrition work tends toward healthcare specialization and the healthcare team approach. Dietitians and nutritionists are often members of medical review teams that evaluate healthcare programs as mandated by legislation such as Medicare and Medicaid. In addition, specialization is growing because of the –

- expanding knowledge about these disciplines;
- rapid introduction of new drugs and treatment methods
- increasing identification and understanding of diet-drug interactions;
- proliferation of alternate feeding methods; and
- the overall complexity of medical care.

In the Federal Government, the nutritionist works primarily with community programs whereas the dietitian primarily works in the healthcare delivery system. Dietitian positions are located in hospitals, cafeterias, and food services. Nutritionist positions are usually located in agency headquarters, regional offices, or field activities serving a community, and perform a variety of duties in program direction or management, advisory or consultant roles. The nutritionist may work in welfare and social service agencies, agricultural agencies, food assistance programs, and educational agencies. Typical activities of nutritionists include:

- assessing nutrition needs and target population;
- planning, organizing, directing, coordinating, and evaluating the nutrition component of programs and projects;
- interpreting food and nutrition legislation and research for other professionals and the consumer;
- providing consultation and training in nutrition to other nutritionists and dietitians;
- developing standards and guidelines for nutrition services, identifying research needs;
- developing and conducting dietary studies;
- recommending action or approaches, including legislation to solve nutrition related health problems;
- developing nutrition standards, policy guidelines and criteria for health programs;
- interpreting trends and developments in nutrition and in health technology and research;
- providing professional consultation on nutrition to volunteer agencies, legislators, planners, administrators, health professionals and other staff to establish, extend, improve and maintain quality of nutrition and service;
- conducting and participating in national and regional conferences and workshops; and
- providing education and information to the community by individual and group counseling, through displays and education materials, and through other channels, such as newspaper and radio.

[⇐BACK](#)

Occupational Information (continued)

OCCUPATIONAL THERAPY, GS-0631		<u>Qualification Standards</u>
Definition	<p>This series covers two-grade interval positions that manage, supervise, lead, or perform professional work that involves applying the concepts, principles and practices of occupational therapy. The work requires knowledge of the structure and function of the human body, environmental influences, human development, physical and psychosocial dysfunctions, and skill in developing treatment plans to teach new skills, restore performance, or learn compensating skills.</p> <p>This series requires a <u>functional classification code</u>.</p>	
Titling	<p>The basic title for this occupation is <i>Occupational Therapist</i></p>	
Occupational Information	<p>General Occupational Information</p> <p>Occupational therapists help people of all ages to acquire or regain the skills to live independent, productive lives. In the Federal service, they work in hospitals, research facilities, outpatient clinics, nursing homes, schools, day-care treatment centers, and home-based care projects. They serve in various functional capacities such as staff therapist, specialist, program manager, instructor, and supervisor.</p> <p>Occupational therapy is based on the theory that ability to do functional activities expected at a particular stage of development or in a particular life role is significant to a person's state of health and sense of well-being; e.g., ability to take care of personal needs, to manage money, to use transportation and communication equipment, to develop good work habits, to demonstrate skills as a student, homemaker, employee or retiree, and to develop interest and capability for leisure and social activities.</p> <p>From the standpoint of occupational therapy, ability is influenced by learned and developmental patterns of behavior in the following areas:</p> <ul style="list-style-type: none"> • motor functioning – range of motion, muscle strength, muscle tone, endurance, functional use, and gross and fine motor skills; • sensory-integrative functioning – integration of information from the nervous system (touch, movement, gravity, vision, hearing, body chemical changes, smell, pain, and temperature) in automatic functioning; • cognitive functioning – comprehension of written and verbal communication, concentration, problem solving, time management, conceptualization, and integration of learning; • psychological functioning – emotional state, feelings, coping behaviors, and self-identity; and • social functioning – ability to show trust, respect, and warmth in responding to the needs and feelings of others; ability to share tasks, compete with others, fulfill group membership roles, and exercise leadership skills. <p>Other important factors which influence ability involve the economic and social system, the home environment, and attitudes of people with whom one comes in contact. Occupational therapists actively engage people in activities such as:</p> <ul style="list-style-type: none"> • specific graded tasks to facilitate the development or restoration of normal movement patterns, strength, and posture; • training in activities which simulate daily demands; • instruction in the use of adaptive or coping techniques; <p style="text-align: center;">(continued)</p>	

OCCUPATIONAL THERAPY, GS-0631 (continued)	
Occupational Information (continued)	<ul style="list-style-type: none"> • selection of and instruction in the use of wheelchairs, adaptive devices, prostheses, and orthotics; and • recommended changes in the environment to facilitate the functioning of the individual. <p>Intervention Processes</p> <p>Occupational therapist treatment processes vary dependent upon individual needs and condition. The ages of persons treated range from infant to the elderly. Problems to be treated range from learning and emotional disabilities to the infirmities of age. The intervention process includes evaluating and facilitating functional performance required for daily living. The treatment process includes evaluating the person and determining current levels of functioning, planning treatment objectives and activities to help each person reach maximum potential, and documenting the intervention process.</p> <p>1. Referrals for Intervention</p> <p>Individuals may be referred by a healthcare provider, a multidisciplinary treatment team, or other appropriate source.</p> <p>2. Evaluation of Ability to Function</p> <p>To determine the appropriate intervention, pertinent information must be collected and analyzed. Such information may include: standardized or specialized tests; interviews with the individual, family members, teachers, and healthcare providers; information from conferences, case study results, records; and observation of the individual and the home situation. For each person, the occupational therapist usually considers one or more of the following:</p> <ul style="list-style-type: none"> • muscle strength; • range of motion; • sensory or perceptual ability; • motor control; • cognitive abilities; • personal characteristics such as tolerance levels and interpersonal skills; • current levels of self-care, hygiene, socializing, money management, etc.; and • factors in the person's lifestyle, school, work and home environments, family support, and economic status which pertain to the individual's potential for learning new skills or restoring former skills. <p>3. Intervention Plan</p> <p>The occupational therapist establishes short- and long-term intervention objectives for each person, considering information developed through the evaluation phase. The intervention plan includes problem identification, assets, goals, and treatment methods to accomplish the objectives.</p> <p>4. Intervention Implementation</p> <p>The occupational therapist, in collaboration with the individual and others, selects the specific activities to implement the plan. Activities are adapted by the therapist as appropriate to meet the intended goals. The duration and intensity of the activity are also determined by the therapist.</p> <p style="text-align: center;">(continued)</p>

OCCUPATIONAL THERAPY, GS-0631 (continued)

Occupational Information (continued)	<p>5. Documenting Intervention</p> <p>The occupational therapist documents the evaluation and progress of each person. The initial evaluation documents factors that interfere with ability to function, treatment objectives, and activities planned to meet those objectives. At subsequent intervals or upon occasion of specific incidents, progress notes provide information on –</p> <ul style="list-style-type: none">• each person's progress, symptoms, attitudes, and reactions;• changes in treatment activities;• devices or adaptive equipment introduced and the individual's understanding of and proficiency in using them; and• discharge summaries indicating status at discharge, disposition, and progress made during treatment. <p>6. Reassessment</p> <p>Reassessment is a continuing process. The occupational therapist decides on the person's progress and ability to cope with life tasks and modifies the intervention plan and treatment as needed.</p> <p>⇐BACK</p>
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PHYSICAL THERAPY, GS-0633		<u>Qualification Standards</u>
Definition	<p>This series covers two-grade interval positions that manage, supervise, lead, or perform professional work that involves applying the concepts, principles, and practices of physical therapy for the treatment or prevention of physical disability or disease.</p> <p>This series requires a <u>functional classification code</u>.</p>	
Titling	<p>The basic title for this occupation is <i>Physical Therapist</i>.</p>	
Occupational Information	<p>General Occupational Information</p> <p>Physical therapists engage in an examination process that includes taking the patient history, conducting a systems review, and performing tests and measures to identify potential and existing problems. To establish diagnoses, prognoses, and plans of care, physical therapists perform evaluations, synthesizing the examination data and determining whether the problems to be addressed are within the scope of physical therapist practice. Based on their judgments about diagnoses and prognoses and based on patient/client goals, physical therapists provide interventions (the interactions and procedures used in managing and instructing patients), conduct reexaminations, modify interventions as necessary to achieve anticipated goals and expected outcomes, and develop and implement discharge plans.</p> <p>Physical therapists –</p> <ul style="list-style-type: none"> • provide services to patients who have impairments, functional limitations, disabilities, or changes in physical function and health status resulting from injury, disease, or other causes; • interact and practice in collaboration with a variety of professionals; • identify risk factors and behaviors that may impede optimal functioning; • provide prevention and promote health, wellness, and fitness; • consult, educate, engage in critical inquiry, and administrate; and • direct and supervise the physical therapy service, including support personnel. <p>Tests and measures are their means of gathering information about patients. Depending on the data generated during the history and systems review, the physical therapist may use one or more tests and measures, in whole or in part to –</p> <ul style="list-style-type: none"> • help identify and characterize signs and symptoms of pathology/pathophysiology, impairments functional limitations, and disabilities; • establish the diagnosis and the prognosis, to select interventions, and to document changes in patient/client status; and • indicate achievement of the outcomes that are the end points of care and thereby ensure timely and appropriate discharge. <p style="text-align: center;">(continued)</p>	

PHYSICAL THERAPY, GS-0633 (continued)

Physical therapists may perform more than one test or obtain more than one measurement at a time. They use tests and measures to obtain measurements, which they then interpret to identify –

- signs and symptoms of pathology/pathophysiology (disease, disorder, or condition);
- disabilities;
- device and equipment need and use; and
- barriers.

They use the classification structure of the preferred practice patterns to complete a diagnostic process that begins with the collection of data (examination), proceeds through the organization and interpretation of data (evaluation), and culminates in the application of a label (diagnosis).

Prognosis (Including the Plan of Care) – Determination of the level of optimal improvement that may be attained through intervention and the amount of time required to reach that level. The plan of care specifies the interventions to be used and their timing and frequency.

Intervention – Focused and skilled interaction of the physical therapist with the patient/client and, if appropriate, with other individuals involved in care of the patient, using various physical therapy methods and techniques to produce changes in the condition that are consistent with the diagnosis and prognosis. The physical therapist conducts a reexamination to determine changes in patient/client status and to modify or redirect intervention. The decision to reexamine may be based on new clinical findings or on lack of patient/client progress. The process of reexamination also may identify the need for consultation with or referral to another provider.

Outcomes – Results of patient/client management, which include the impact of physical therapy interventions in the following domains: pathology/pathophysiology (disease, disorder, or conditions); impairments, functional limitations, and disabilities; risk reduction/prevention; health, wellness, and fitness; societal resources; and patient/client satisfaction.

Examination – The process of obtaining a history, performing a systems review, and selecting and administering tests and measures to gather data about the patient. The initial examination is a comprehensive screening and specific testing process that leads to a diagnostic classification. The examination process also may identify possible problems that require consultation with or referral to another provider.

Evaluation – A dynamic process in which the physical therapist makes clinical judgments based on data gathered during the examination. This process also may identify possible problems that require consultation with or referral to another provider.

Diagnosis – Both the process and the end result of evaluating examination data, which the physical therapist organizes into defined clusters, syndromes, or categories to help determine the prognosis (including the plan of care) and the most appropriate intervention strategies. Physical therapists use diagnostic labels that identify the impact of a condition on function at the level of the system (especially the movement system) and at the level of the whole person. The diagnostic label indicates the primary dysfunctions toward which the therapist directs interventions. The objective of the therapist's diagnostic process is the identification of discrepancies that exist between the level of function that is desired by the patient/client and the capacity of the patient/client to achieve that level.

Note – Occupational information reprinted in part with the permission of the American Physical Therapy Association, "Guide to Physical Therapist Practice." 2nd Edition.

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Occupational Information (continued)

KINESIOTHERAPY, GS-0635		<u>Qualification Standards</u>
Definition	<p>This series covers two-grade interval positions that manage, supervise, lead, or perform professional work that involves applying the concepts, principles, and practices of kinesiotherapy for the treatment of the effects of disease, injury and congenital disorders.</p> <p>This series requires a <u>functional classification code</u>.</p>	
Titling	<p>The basic title for this occupation is <i>Kinesiotherapist</i>.</p>	
Occupational Information	<p>To develop an appropriate treatment plan, the kinesiotherapist must collect and analyze a large amount of information. The kinesiotherapist acquires this information by means of –</p> <ul style="list-style-type: none"> • standardized or specialized tests; • interviews with the patient; • interviews with family members, caregivers, and other healthcare providers; • health records; and • observations of the patient. <p>The kinesiotherapist use this information to assess patient characteristics:</p> <ul style="list-style-type: none"> • muscle strength; • range of motion; • sensory or perceptual ability; • motor control; • functional aerobic capability; • cognitive ability; • current level of self-care; • social skills; • potential for learning new skills and restoring former skills. <p>After collecting and analyzing pertinent information, the kinesiotherapist selects specific activities, and determines the duration and intensity of those activities for effecting a patient’s rehabilitation goals. During application of the treatment plan, the kinesiotherapist documents and evaluates the patient’s progress, factors interfering with the ability to function, attainment of treatment objectives, and the patient’s symptoms, attitudes, reactions, and changes in activities. Additionally, the kinesiotherapist may introduce adaptive equipment and evaluate patient progress in understanding and proficiency in its use.</p> <p>Work is done in health-care establishments such as hospitals, out-patient clinics, rehabilitation centers, and multi-specialization clinics. The kinesiotherapist often works as a member of a health provider team.</p> <p><u>⇐BACK</u></p>	

RECREATION/CREATIVE ARTS THERAPY, GS-0638		<u>Qualification Standards</u>
Definition	<p>This series covers two-grade interval positions that manage, supervise, lead, or perform professional work that involves applying either:</p> <ul style="list-style-type: none"> • knowledge of the concepts, principles, and practices of recreation therapy and use of recreational modalities; or • knowledge of the concepts, principles, and practices of a specialized creative arts therapy field such as art, music, dance, and psychodrama <p>to improve or maintain the physical and/or mental health of patients.</p> <p>This series requires a <u>functional classification code</u>.</p>	
Titling	<p>The basic titles for this occupation are <i>Recreation Therapist</i> and <i>Creative Arts Therapist</i>.</p> <p>Use the following parenthetical titles for Creative Arts Therapist specialties as defined:</p> <p style="padding-left: 40px;"><i>Music</i> – Work that involves developing and carrying out music therapy programs.</p> <p style="padding-left: 40px;"><i>Arts</i> – Work that involves developing and carrying out arts therapy programs.</p> <p style="padding-left: 40px;"><i>Drama</i> – Work that involves developing and carrying out drama therapy programs.</p> <p style="padding-left: 40px;"><i>Dance</i> – Work that involves developing and carrying out dance therapy programs.</p>	
Occupational Information	<p>Art Therapist</p> <p>Art therapy is the therapeutic use of art making, within a professional relationship, by people who experience illness, trauma, or challenges in living, and by people who seek personal development. Through creating art and reflecting on the art products and processes, people can increase awareness of self and others, cope with symptoms, stress, and traumatic experiences; enhance cognitive abilities; and enjoy the life-affirming pleasures of making art.</p> <p>Art therapists are professionals trained in both art and therapy. They are knowledgeable about human development, psychological theories, clinical practice, spiritual, multicultural and artistic traditions, and the healing potential of art. They use art in treatment, assessment and research, and provide consultations to allied professionals. Art therapists work with people of all ages: individuals, couples, families groups and communities. They provide services, individually and as part of clinical teams, in settings that include –</p> <ul style="list-style-type: none"> • mental health, rehabilitation, medical, and forensic institutions; • community outreach programs; • wellness centers; • schools; and • nursing homes. <p style="text-align: center;">(continued)</p>	

RECREATION/CREATIVE ARTS THERAPY, GS-0638 (continued)

Occupational Information (continued)

Dance Therapist

Dance/movement therapy is defined by the American Dance Therapy Association as "the psychotherapeutic use of movement as a process which furthers the emotional, cognitive and physical integration of the individual."

Dance/movement therapy effects changes in feelings, cognition, physical functioning, and behavior.

Dance/movement therapy academic programs stress coursework in dance/movement therapy theory and practice, movement observation and analysis, human development, psychopathology, cultural diversity, research skills, and group work. People of all ages and varying conditions receive dance/movement therapy. Examples of these are individuals with eating disorders, adult survivors of violence, sexually and physically abused children, dysfunctional families, the homeless, autistic children, the frail elderly, and substance abusers.

An evolving area of specialization is using dance/movement therapy in disease prevention and health promotion programs and with those who have chronic medical conditions. Many innovative programs provide dance/movement therapy for people with cardiovascular disease, hypertension, chronic pain, or breast cancer.

Research has been undertaken on the effects of dance/movement therapy in special settings (such as prisons and centers for the homeless) and with specific populations including the learning disabled, frail elderly, emotionally disturbed, depressed and suicidal, mentally retarded, substance abusers, visually and hearing impaired, psychotic, and autistic. Those with physical problems (such as amputations, traumatic brain injury, stroke, and chronic pain) and with chronic illnesses (such as anorexia and bulimia, cancer, Alzheimer's disease, cystic fibrosis, heart disease, diabetes, asthma, AIDS, and arthritis) have also been studied.

Drama Therapist

Drama therapy is defined by the National Association for Drama Therapy as "the systematic and intentional use of drama/theater processes, products, and associations to achieve the therapeutic goals of symptom relief, emotional and physical integration and personal growth." Drama therapy is an active approach that helps the client tell his or her story to solve a problem, achieve a catharsis, extend the depth and breadth of inner experience, understand the meaning of images, and strengthen the ability to observe personal roles while increasing flexibility between roles.

Drama therapists are trained in theater arts, psychology, and psychotherapy. Training in theatre arts includes improvisation, puppetry, role-playing, pantomime, mask work, and theatrical production. Training in psychology and psychotherapy includes theories of personality, group process, and supervised clinical experience with a broad range of populations.

Drama therapy benefits many client populations and is used in a variety of settings. These include psychiatric hospitals, mental health facilities, day treatment centers, nursing homes, centers for the physically/developmentally/learning disabled, substance abuse treatment, schools, businesses, and correctional facilities. Some populations served include children with learning and social difficulties, the developmentally delayed, psychiatric patients, the disabled, substance abusers, AIDS patients, and those with disorders associated with aging.

Goals are determined by the needs of each population. Some specific benefits likely to be achieved in drama therapy are reducing feelings of isolation, developing new coping skills and patterns, broadening the range of expression of feelings, experiencing positive interactions, and developing relationships.

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RECREATION/CREATIVE ARTS THERAPY, GS-0638 (continued)**Music Therapist**

Music therapists use music in a focused and concentrated way to prevent illness and disease, alleviate pain and stress, help people express feelings, promote physical rehabilitation, positively affect moods and emotional states, enhance memory recall, develop leisure skills and provide unique opportunities for interaction and emotional intimacy.

Treatment interventions include but are not limited to: music and movement, music relaxation, lyric analysis, songwriting, music appreciation, drumming, Melodic Intonation Therapy, improvisation, singing, instrument playing, music and art, music and movement, and Guided Imagery and Music.

Music therapists must have knowledge of a wide range of theories, concepts, principles, procedures and techniques of music therapy clinical interventions and the influence of music on behavior and quality of life. They must also have knowledge of all musical styles and musical instruments, as well as functional music skills in voice, keyboard, and guitar. They must be able to adapt instruments and traditional techniques and develop new approaches to meet the wide variety of abilities and skills of their clients.*

Recreation Therapist

Recreation therapy is a profession which uses various activities to improve the physical, cognitive, emotional and social functioning of individuals disabled as a result of trauma or disease. And it is meant to increase independence in life activities. Treatment interventions are delivered in inpatient, transitional, and home or community based settings. The activities are structured and target the reduction of specific symptoms that addresses prevention, health promotion, and health risk factors.

Research indicates that recreational therapy services offer a diversity of rehabilitation benefits that addresses the needs of individuals with a range of disabling conditions. Recreational therapy –

- improves physical, cognitive, social and emotional functioning;
- develops skills needed to enhance functional independence for community living and to promote a higher quality of life for the individual and their family;
- provides individuals with disabilities mechanisms to prevent declines in physical, cognitive, and psychosocial functioning and, consequently, reduces the need for healthcare services; and
- reduces secondary disability and associated higher healthcare costs:
 - improves community-living skills and reduce the need for extended inpatient hospitalization;
 - improves independent functioning, thus reducing demands on healthcare providers;
 - improve physical functioning and fitness affecting general health and well-being;
 - reduces secondary medical complications arising from spinal cord injury and other physical disabilities; and
 - promotes the development of social skills for integration into vocational and avocational endeavors among other outcomes.

* - Reprinted with permission of the American Music Therapy Association

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Occupational Information (continued)

CLINICAL LABORATORY TECHNOLOGY, GS-0644		<u>Qualification Standards</u>
Definition	<p>This series covers two-grade interval positions that manage, supervise, lead, or perform professional work in the field of clinical laboratory technology. Work requires professional knowledge and competence in the field of clinical laboratory technology to –</p> <ul style="list-style-type: none"> • perform, advise on, or supervise clinical laboratory testing of human blood, urine, and other body fluids or tissues; • use manual and automated techniques to confirm test results; • develop data that physicians may use to determine the presence and extent of disease in support of medical research; • modify or design laboratory procedures; • establish and monitor quality control systems and measures; and • teach basic theory, technical skills, and application of laboratory test procedures. <p>Clinical laboratory technology includes work in such areas as:</p> <ul style="list-style-type: none"> • hematology; • bacteriology; • mycology; • virology; • parasitology; • immunology; • serology; • immunohematology (blood banking); • clinical chemistry (including endocrinology and toxicology); and • urinalysis. <p>This series requires a <u>functional classification code</u>.</p>	
Titling	<p>The basic title for this occupation is <i>Clinical Laboratory Technologist</i>.</p> <p>Use the following parenthetical titles for specialties as defined:</p> <p style="padding-left: 40px;"><i>Ancillary Testing</i> – Work that involves serving as a technical advisor on testing performed outside of the clinical laboratory and ensuring that ancillary test sites meet accrediting and regulatory agencies’ requirements.</p> <p style="padding-left: 40px;"><i>Network</i> – Work that involves serving as a technical consultant to clinical laboratories within a network.</p> <p style="padding-left: 40px;"><i>Quality Control</i> – Work that involves developing, managing, and maintaining a quality control program.</p> <p style="text-align: center;">(continued)</p>	

Clinical Laboratory Technology, GS-0644 (continued)	
Titling (cont.)	<p>Information Systems – Work that involves developing, managing, and maintaining clinical laboratory information systems when the paramount knowledge is clinical laboratory rather than information technology.</p>
Occupational Information	<p>Clinical laboratory technology is an applied science that involves a number of established disciplines which are universally defined, recognized, and accepted as professions by academic institutions, industry, and government. Most CLTs are generalists because their work requires knowledge of several disciplines. Some CLTs, however, specialize in one or more clinical disciplines, subdisciplines or specialties. Whether they specialize or not, all CLTs must have a knowledge of four major disciplines of laboratory practice, (microbiology, clinical chemistry, hematology, and immunohematology). CLT specialists may work in one or more of the following functional areas:</p> <ul style="list-style-type: none"> • <i>Administration.</i> CLTs play a central role in clinical laboratory management. They carry out a wide range of administrative functions such as: <ul style="list-style-type: none"> – scheduling laboratory personnel; – reviewing/evaluating procedures and instituting remedial action for detected deficiencies/defects; – reviewing and approving new test methodologies; – selecting equipment to purchase; – maintaining quality assurance; – maintaining preventive maintenance and safety procedures – developing data processing applications; – preparing budget and staffing estimates and technical reports; – designing technical manuals and forms; and – developing laboratory guidelines and/or regulations. • <i>Research.</i> CLTs may participate in medical research and development activities directed at expanding scientific knowledge or developing new or improved methods and techniques. They may work as independent investigators, members of research teams, or research assistants. In these capacities, they may author or coauthor technical reports and articles for scientific journals. • <i>Education.</i> CLTs may design, conduct, and evaluate education programs or carry out teaching assignments. The teaching assignment may involve classroom training and/or on-the-job demonstrations and laboratory practices. CLTs may instruct medical technology students, medical technicians, physician residents, and others. <p style="text-align: center;">(continued)</p>

CLINICAL LABORATORY TECHNOLOGY, GS-0644 (continued)

Typically, specialized duties are an integral part of the basic CLT assignment and do not affect the grade level or the qualifications required for the position. CLTs may have education or training work as a primary responsibility. The education and training work may involve matters such as coordinating the laboratory rotation of students from colleges or universities with which the hospital/laboratory is affiliated, or teaching full time in an accredited program. CLTs may be responsible for directing and administering a structured education program or school that provides both didactic and clinical training. These CLTs may be responsible for program admission, curriculum, and academic credit and meeting accreditation requirements.

In some instances, it may be difficult to distinguish between clinical laboratory technologist positions and other closely related laboratory positions. Sometimes the distinction can be made on the basis of the kind of work. When that is not possible, examine the background knowledge required to do the work, the reasons for the position's existence, the sources of recruitment, and lines of career progression where the position is located. Recognizing the distinction between clinical laboratory *technologist* and clinical laboratory *technicians* presents at times a particular area of difficulty.

Distinguishing Between Clinical Laboratory Technology and Clinical Laboratory Technician Positions

Determining whether a position requires the services of a professional clinical laboratory technologist or a technician may be difficult because of the similarity of functions, objectives, and work products. Additionally, some technologists may do some work that does not require the application of professional knowledge.

Clinical laboratory technologist positions require professional knowledge of clinical laboratory technology. Professional knowledge of clinical laboratory technology consists of:

- a thorough knowledge of the principles, theories, and accepted practices of the medical sciences as they relate to the conduct of tests on human blood, urine, and other body fluids and tissues;
- a broad knowledge of laboratory testing methodologies and quality assurance procedures;
- specialized knowledge of clinical correlation which relates laboratory test data to human physiology;
- knowledge of disease states and the clinical significance/application of various tests as aids in diagnosing the causes of disease; and
- an understanding of related disciplines such as microbiology, chemistry, pharmacology, anatomic pathology, and nuclear medicine and their relationships to medical technology.

The requirement for the application of professional knowledge and skill is evidenced by:

- solving testing problems of an advanced or novel nature;
- developing new solutions to testing problems;
- performing the newer/more complex tests and examinations;
- installing/adapting new tests for production use;
- ensuring the adequacy of the scientific knowledge applied in the performance of required tests;
- evaluating guides or possible alternative approaches to standards methods;
- recognizing and defining testing problems and evaluating methods for their solution;
- improving the efficiency and quality of a testing program;
- establishing and monitoring quality control/record keeping systems and measures to assure the accuracy and validity of test results;
- developing instructions for converting from manual to automated testing systems;
- planning and conducting training programs for clinical laboratory technicians and clinical laboratory technologist students;
- establishing standards and writing instructions for calibrating or standardizing instruments and equipment;

(continued)

Occupational Information (continued)

CLINICAL LABORATORY TECHNOLOGY, GS-0644 (continued)

- recommending the addition of new tests to the laboratory's service; and
- training to assume a full professional position.

Generally speaking, clinical laboratory technologists at the full performance level and above perform laboratory tests which, because they have a high level of difficulty and/or are infrequently performed, require a special sensitivity to possible problems. In conjunction with testing, the technologists –

- recognize unexpected test reactions, errors, and discrepancies;
- identify technical, instrumental, or physiologic causes of problems (e.g., test conditions, chemical reactions, instrument function, patient variables, interfering drugs);
- determine solutions based on the theory of reactions on which the procedures are based and other clinical data;
- suggest additional assays that could clarify or amplify the physician's diagnosis;
- design, evaluate, and implement new methods;
- apply professional knowledge of scientific principles and theory to determine the causes or possible significance of abnormalities and departures from the norm when test results do not conform to expectations;
- alter procedures and techniques to correct problems; and
- correlate and interpret test results (within the framework of the discipline) based on an understanding of the underlying physiologic phenomena and relationships among tests.

Clinical laboratory technician positions typically perform the routine tests in the clinical laboratory. In conjunction with the routine testing, they –

- refer abnormal or unusual results to a supervisor or higher-grade technologist according to protocol;
- identify direct causes (technical or instrumental) of problems;
- make corrections by using prescribed criteria which specify alternatives from which decisions may be made;
- check the validity of results using preset interrelations of tests; and
- use and monitor quality control procedures within predetermined parameters.

Clinical laboratory technician positions do not require the application of professional knowledge and skill in that the work assigned can be performed by –

- application and adaptation of established testing and examination procedures as outlined in test manuals; and
- use of practical judgment with only an elementary grasp of basic scientific principles.

Clinical laboratory technicians must recognize unanticipated test reactions and test results that deviate from norms. They are not expected, however, to –

- analyze the results to determine the causes or possible significance of such outcomes;
- apply an understanding of theory and principles to alter test procedures and techniques; or
- confirm and verify results on the basis of theoretical considerations.

Note – Classify positions to the clinical laboratory technology series only when work requires the application of professional knowledge and skill as distinguished from the desirability of, or preference for, such qualifications.

[⇐BACK](#)

Occupational Information (continued)

PHARMACOLOGY, GS-0660		<u>Qualification Standards</u>
Definition	<p>This series covers two-grade interval positions that manage, supervise, lead, or perform professional, research, or scientific work that involves the compounding of prescriptions of physicians, dentists, and other licensed practitioners; the formulation, preparation, bulk compounding, selection, dispensing and preservation of drugs, medicines, and chemicals; research and investigation in developing special vehicles or variations of standard formulas to meet the needs of individual patients and in developing original techniques of compounding and making available for use new investigational drugs; advising on drug therapy and usage; or performing administrative, consultative, or staff advisory work concerning the administration of a pharmacy program for hospital, clinic, or other medical care facility. Some positions involve the evaluation of drug proposals submitted by private industry and the surveillance of marketed drugs for safety and efficacy.</p> <p>This series requires a <u>functional classification code</u>.</p>	
Titling	<p>The basic title for this occupation is <i>Pharmacist</i>.</p> <p>Use the following parenthetical titling for specialties as defined:</p> <p style="padding-left: 40px;"><i>Clinical</i> – Work that involves providing advisory and consulting services to healthcare professionals on pharmaceuticals.</p> <p style="padding-left: 40px;"><i>Investigational Drugs</i> – Work that involves formulating, developing, controlling, dispensing, and monitoring of investigational drugs.</p>	
Occupational Information	<p>General Occupational Information</p> <p>Pharmacists dispense drugs prescribed by physicians and other health practitioners and provide information to patients about medications and their use. They advise physicians and other health practitioners on the selection, dosages, interactions, and side effects of medications. Pharmacists must understand the use, clinical effects, and composition of drugs, including their chemical, biological, and physical properties. Compounding—the actual mixing of ingredients to form powders, tablets, capsules, ointments, and solutions—is only a small part of a pharmacist's practice because most medicines are produced by pharmaceutical companies in a standard dosage and drug delivery form.</p> <p>Pharmacists in hospitals and clinics dispense medications and advise the medical staff on the selection and effects of drugs. They may make sterile solutions and buy medical supplies. They also assess, plan, and monitor drug programs or regimens. They counsel patients on the use of drugs while in the hospital, and on their use at home when the patients are discharged. Pharmacists also may evaluate drug use patterns and outcomes for patients in hospitals or managed care organizations.</p> <p>Most pharmacists keep confidential computerized records of patients' drug therapies to ensure that harmful drug interactions do not occur. They frequently teach pharmacy students serving as interns in preparation for graduation and licensure.</p> <p>Some pharmacists specialize in specific drug therapy areas, such as intravenous nutrition support, oncology (cancer), nuclear pharmacy (used for chemotherapy), and pharmacotherapy (the treatment of mental disorders with drugs).</p> <p>Pharmacists are responsible for the accuracy of every prescription that is filled, but they often rely upon pharmacy technicians and pharmacy aides to assist them. Thus, the pharmacist may delegate prescription-filling and administrative tasks and supervise their completion.</p> <p><u>←BACK</u></p>	

OPTOMETRY, GS-0662		<u>Qualification Standards</u>
Definition	<p>This series covers two-grade interval positions that manage, supervise, lead, or perform professional, research, or scientific work that involves the application of professional optometric knowledge and skills in examining and analyzing the eye for diseases and defects and prescribing correctional lenses or exercises. Positions are classifiable to this series when the nature of duties and responsibilities is such that the degree of Doctor of Optometry is a fundamental requirement.</p> <p>Most positions in this series require a current license to practice optometry in a State or territory of the United States or in the District of Columbia.</p> <p>This series requires a <u>functional classification code</u>.</p>	
Titling	<p>The basic title for this occupation is <i>Optometrist</i>.</p>	
Occupational Information	<p>General Occupational Information</p> <p>Modern optometry is based on the concept of functional vision. This means that in examination and correction the optometrist considers the entire visual process—physical, physiological, and psychological.</p> <p>Optometry provides visual care in the physical sense through the measurement of the refractive powers of the eye. Special instruments and techniques are used to find and determine defects in vision. If deficiencies are found, eye glasses, contact lenses, other types of optical aids, and corrective eye exercises are prescribed to preserve or restore maximum efficiency of vision.</p> <p>When evidence of pathology is present, patients are referred for medical or other treatment. The physiological and psychological processes call for a systematic survey of the patients' environment, classification of the visual tasks to be performed, and definition of standards for each such task. These standards must be integrated into a general formula suited to occupational and visual needs.</p> <p>The optometrist must have a knowledge and understanding of the physiological causes of visual aberrations, ocular physiology and anatomy, geometric and physiological optics as they relate to refraction and binocular vision, neural anatomy and psychology of vision, and the recognition of ocular pathology with reference to both ocular and systemic disease.</p> <p><u>⇐BACK</u></p>	

SPEECH PATHOLOGY AND AUDIOLOGY, GS-0665		<u>Qualification Standards</u>
Definition	<p>This series covers two-grade interval positions that manage, supervise, lead, or perform professional, scientific, or research work that involves the study and/or treatment of human communications disorders, as reflected in voice, language, swallowing, cognition, respiration, or speech. The work requires professional knowledge of –</p> <ul style="list-style-type: none"> • the physiologic and cognitive mechanisms underlying normal communication and swallowing as well as the nature and causes of their disorders and methods of therapeutic treatment; and/or • the nature of normal and abnormal hearing and balance function, causes of disordered function, and methods of prevention, identification, habilitation, rehabilitation, remediation, and treatment. <p>This series requires a <u>functional classification code</u>.</p>	
Titling	<p>The basic titles for this occupation are <i>Speech Pathologist</i> and <i>Audiologist</i>.</p>	
Occupational Information	<p>General Occupational Information</p> <p>Speech pathologists and audiologists perform in a number of settings including hospitals, clinics, rehabilitation centers, and educational institutions. Regardless of the work environment, the essential element is continuing involvement in the study, evaluation, and/or treatment of disorders and impairments to communicative organs or processes that constitute significant physical and social handicaps. Speech pathologists and audiologists study communication abnormalities that present serious problems to social contacts, educational development, and employment opportunities. In providing direct services, they use diagnostic and therapeutic techniques to identify and resolve or minimize these problems. Thus, the training and role of the speech or hearing specialist differentiate from specialists in other areas of speech or hearing improvement which are not concerned with the same scope or depth of problems.</p> <p>Speech pathologists work in a number of settings including acute care hospitals, skilled nursing and long-term care facilities, rehabilitation centers, clinics and educational institutions. Regardless of the work environment, the essential elements are the independent evaluation, diagnosis, treatment and management of disorders and impairments of communication and swallowing, and related processes that result in activity limitations, participation restrictions, and psychological distress. Speech pathologists study communication and swallowing abnormalities that present serious problems socially, educationally, and vocationally. In providing direct services, they utilize diagnostic and therapeutic techniques and instrumentation to identify, manage, and resolve or minimize these problems.</p> <p>Speech pathologists are responsible for the study, identification, evaluation, diagnosis, prevention, management, and treatment of disorders in the comprehension and production of speech, language, voice, and swallowing disorders. These disorders may result from developmental, neurogenic, psychogenic, structural-mass, iatrogenic, and idiopathic etiologies and may vary from acute and static to chronic and progressive in nature. Conditions may result from organic causes such as birth defects, illness, surgery or accident or may be functional in nature and related to mental or emotional problems, learning deficits or social deprivation. Speech pathologists are responsible for assessing both the degree and the nature of the complex communication or swallowing disorders, for deciding whether remedial measures, such as specific treatment will be effective, and for selecting the nature and course of intervention. Impairments or disorders include any and all conditions, whether of organic or non-organic origin, that impede the normal process of human communication.</p> <p style="text-align: center;">(continued)</p>	

SPEECH PATHOLOGY AND AUDIOLOGY, GS-0665 (continued)

Examples of disorders and impairments that Speech pathologists and audiologists treat include:

- fluency (stuttering);
- articulation (substitution, distortion, or omission of speech sounds, such as is found in dysarthria, glossectomee speech, foreign dialect);
- phonology;
- voice (defects in phonation, such as defects in phonation, or voice quality, pitch and intensity);
- dialectical variations;
- language processing and production (process of associating thoughts with language and linguistic symbols);
- non-verbal forms of language;
- respiration;
- cognition; and
- swallowing (mastication, deglutition, and other oral, pharyngeal, and laryngeal sensorimotor competencies).

Some individuals manifest only one type of disorder. Others have multiple speech and language impairments. Still others have other physical or mental handicaps in addition to speech and language impairments that complicate assessment and treatment. Speech pathologists identify the communication difficulties confronting a patient and the barriers to treatment, and then provide intervention designed to precipitate and enhance the recovery process. Since speech pathologists often have the most direct rapport with these patients, they frequently become the primary advocates for the patient’s needs, communicating the patient's feelings and describing the patient’s progress to other members of the rehabilitation team. Speech pathologists function as consultants and resource specialists to physicians, other healthcare providers, educators, and others by defining the limits of effective communication and recommending corrective action. In cases where the communication or swallowing disorder is caused by pathology, such as damage to the central nervous system or specifically, the brain, speech pathologists assist medical specialists by conducting specialized tests for purposes of differential diagnosis.

Speech pathologists are responsible for using, maintaining, and calibrating instruments used for measurement of voice, respiration, and swallowing. These instruments include fiber optic endoscopes, computerized speech labs, videostroboscopes, and aerophones. In conjunction with radiologists, speech pathologists conduct modified barium swallow examinations to study, identify, evaluate, diagnose, manage, and treat individuals with dysphagia. Speech pathologists are also specialists in the selection and training in augmentative and assistive communication devices. Devices include both low- and high-tech systems ranging from word/picture boards and sound generating instruments for severely speech impaired or laryngectomized to symbol-based systems that generate verbal output for aphasia or cognitively-based communication disorders. Speech pathologists determine the need for these devices, select the appropriate device based on the type, nature, and severity of communication disorder, instruct the new user in the proper use and maintenance of the device, and explain the limitations of the device.

Management of communication disorders also includes educating and counseling communicatively and swallowing disordered persons, their families, and others in their environment about the causes and ramifications of the communication disorders. This includes educating and counseling individuals and their families on methods to cope with stress related to the disorder and dispelling the misunderstandings that often accompany communication and swallowing disorders. Speech pathologists also work with family members to recognize and change behaviors and behavior patterns that impede communication and treatment and show family members communication enhancing techniques and strategies to use in the patient’s daily unique communication environment. Treatment may be conducted in a group or individual setting.

(continued)

Occupational Information (continued)

SPEECH PATHOLOGY AND AUDIOLOGY, GS-0665 (continued)

Occupational Information (continued)

In working with children, speech pathologists plan therapy sessions designed to promote normal educational and social development through teaching maximum use of the communication and swallowing mechanism. Courses of treatment and management for adults are designed to help them return whenever possible to their pre-morbid vocational, social, and independent living status.

Because of the interrelated nature of speech, language, and swallowing disorders and of the communication process itself, speech pathologists work collaboratively and cooperatively with audiologists and other medical and educational professionals to determine the full extent of the communicative loss and to coordinate treatment and management procedures to minimize handicaps. In a medical setting, these professionals customarily collaborate with physicians and other healthcare professionals in the management of patients with complex and often multi-faceted disease. Speech pathologists have full professional responsibility for their evaluations and recommendations in the area of communication and swallowing impairments.

Speech pathologists are professional specialists in the study, evaluation, diagnosis, treatment, and prevention of communication and swallowing disorders. Speech pathologists maintain awareness of the emergence of innovations in instrumentation, knowledge and practice engendered through research and make application of innovations by developing necessary competencies. They also provide counseling and education to other healthcare providers on the nature of communication and swallowing disorders and training in communication and swallowing disorders to graduate students.

Speech pathologists are producers of research. They conceptualize, design, implement, monitor, analyze, interpret, and report the findings of descriptive and experimental research studies for the purposes of contributing to the knowledge base regarding normal processes of communication, disorders of communication, efficacy of interventions, and program evaluation. Speech pathologists compete for intra- and extramural research funding and publish the results of investigations in peer-reviewed, archival professional journals.

The scope of practice of the speech pathologist is affected by the development of new treatments modalities and equipment as well as by improvements in existing treatment modalities and instrumentation. Speech pathologists ensure competence in provision of new services through appropriate education and training.

Audiologists function independently in a wide variety of settings including, but not limited to, government agencies, acute medical centers, community clinics, long term care and rehabilitation centers, physician offices, academic institutions, private practices, research settings, and industry. They function in roles such as independent healthcare practitioners, researchers, consultants, educators, and program managers. Regardless of the work environment, the essential elements are the independent evaluation, diagnosis, treatment, and management of hearing and balance disorders.

In any of these roles or settings, audiologists' education and training qualify them for their essential role as subject matter experts in the prevention, identification, assessment, diagnosis, and treatment of hearing, balance, auditory processing, and tinnitus disorders. Audiologists use a variety of behavioral, electrophysiologic, and sophisticated instrumental techniques to identify and evaluate hearing and balance disorders. Audiologists are distinct from other professionals who assess and treat ear disease. In those instances where medical and/or surgical intervention is both possible and desirable, audiologists collaborate with other medical specialists in the diagnostic assessment of the condition, quantifying the level of impairment, planning, managing and implementing a habilitative or rehabilitative plan of care, and quantifying the benefits of such care.

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SPEECH PATHOLOGY AND AUDIOLOGY, GS-0665 (continued)

Occupational Information (continued)

Audiologists treat the vast majority of hearing-impaired individuals whose disorders are not medically or surgically treatable. Audiologists also provide treatment for balance and tinnitus conditions that are not medically treatable.

Audiologists provide patients with a variety of highly complex, technical solutions to treating hearing loss including such devices as hearing aids, assistive listening devices, and devices that are surgically implanted (e.g., cochlear implants).

Audiologists plan, manage, and implement programs to identify hearing loss in newborns and children, to provide educational programs designed to maximize residual hearing in classroom situations, and to counsel patients and families of patients on the treatment options. Audiologists plan, manage, and implement programs designed to prevent hearing loss, assess occupational risks of hearing loss, and manage hearing conservation programs that protect workers and military personnel against disabling injuries. Audiologists perform disability examinations, give medical-legal opinions on the causes of hearing loss, and assess disability resulting from auditory injuries.

Audiologists conceptualize, design, implement, monitor, analyze, interpret, and report the findings of descriptive and experimental research studies for the purpose of contributing to the knowledge base regarding communication, audition, and balance disorders and the efficacy of treatment for such conditions.

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ORTHOTICS AND PROSTHETICS, GS-0667		<u>Qualification Standards</u>
Definition	<p>This series covers two-grade interval positions that manage, supervise, lead, or perform professional work that involves designing, fabricating, or fitting orthotic or prosthetic devices to preserve or enhance function to patients with disabling conditions of the extremities and body or with the partial or total absence of an extremity. The work requires –</p> <ul style="list-style-type: none"> • knowledge of anatomy, physiology, body mechanics, and the application and function of orthoses (braces and orthopedic shoes) and prostheses (artificial limbs) and the materials available for the fabrication of such devices; • skill in the use of tools and specialized equipment; and • the ability to deal effectively with patients and their problems, and to work with other members of the medical team. <p>This series requires a <u>functional classification code</u>.</p>	
Titling	<p>The basic titles for this occupation are:</p> <p><i>Orthotist-Prosthetist</i> – Work that involves providing, or managing the provision of, custom designed, fabricated, modified, and fitted orthoses and prostheses based upon an independent or consultative clinical assessment of each patient’s needs, desires, and expectations and pursuant to a physician’s prescription.</p> <p><i>Orthotist</i> – Work that involves providing, or managing the provision of, a custom designed, fabricated, modified, and fitted orthosis based upon an independent or consultative clinical assessment of the patient’s needs, desires, and expectations and pursuant to a physician’s prescription.</p> <p><i>Prosthetist</i> – Work that involves providing, or managing the provision of, a custom designed, fabricated, modified, and fitted prosthesis based upon an independent or consultative clinical assessment of the patient’s needs, desires, and expectations and pursuant to a physician’s prescription.</p>	
Occupational Information	<p>General Occupational Information</p> <p>Orthotists and prosthetists work directly with physicians and representatives of allied health fields in the rehabilitation of the disabled, by providing suitable orthotic and prosthetic devices (braces, special shoes, and artificial limbs). Orthotists and prosthetists perform as members of clinic teams or as individual workers. They treat each patient as unique, and consider the "whole person." The patients not only vary by height, weight, age, sex, and in the exact nature of their physical deformities, but also in their personality traits, vocation, and lifestyle. Their psychological problems must be considered along with their anatomical and physiological needs.</p> <p>The work includes:</p> <ul style="list-style-type: none"> • fitting patients with braces. Braces are worn for a long or short period of time, and serve as rigid immobilizing devices, or as light flexible supporting or correcting devices designed to permit a fixed range of movement and function; • fitting patients having deformed or malfunctioning feet with orthopedic shoes. These shoes are modified to incorporate features designed to replace missing portions of feet, relieve pressure, shift weight, or permit desired movement of the ankle. The shoes enhance the balance, mobility, and appearance of the patients; and <p style="text-align: center;">(continued)</p>	

ORTHOTICS AND PROSTHETICS, GS-0667 (continued)

- fitting patients with prostheses (artificial limbs). These prostheses are designed to restore the maximum possible function with minimum energy consumption, to provide optimum appearance, and static and dynamic alignment. The parts of the prostheses must have a proper relationship and fit one to another and to the patients' body in order to ensure equilibrium in gait and stance required for function and comfort.

In this work orthotists and prosthetists:

- consult with physicians;
- examine, assess, and test patients to determine their condition and need for orthotic or prosthetic treatment;
- recognize and interpret abnormal physical characteristics, abnormal neuromuscular dysfunction, musculo-skeletal dysfunction, and gait deviations with or without orthotic or prosthetic devices;
- utilize mechanical or electrical measuring devices during patient assessments;
- design, fabricate, fit, and align static and dynamic devices;
- evaluate devices for function, cosmesis, and workmanship;
- provide patients with written and verbal instructions on the proper use and maintenance of devices; and
- may participate in research and testing of new devices, techniques, methods, and components.

Orthotists and prosthetists use technological and craft knowledge and skills together with applied knowledge of human anatomy, physiology, body mechanics, and clinical practices and problems related to orthotic and prosthetic devices. Practitioners in this field must know the –

- properties of materials and the part these properties play in the functioning of a particular device;
- function and range of motion of various anatomical and mechanical components;
- location of important anatomical landmarks, pressure points, and the action and reaction of the muscles; and
- relationship of design to the application and function of the devices.

In addition to their technical and scientific background, orthotists and prosthetists must acquire or possess the ability to –

- deal with their patient's physical problems, while recognizing their emotional and mental attitudes;
- accept responsibility as participating members of the healthcare team, aware of the ethical considerations present and the need to adhere to medical ethical practices in all their relationships; and
- work with others in attaining the objectives of the treatment plan prescribed by a physician or developed by a clinical team.

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Occupational Information (continued)

PODIATRY, GS-0668		<u>Qualification Standards</u>
Definition	<p>This series covers two-grade interval positions that manage, supervise, lead, or perform professional, research, or scientific work that involves diagnosing and treating disorders, diseases, and injuries of the foot, and of the lower leg to keep the foot working properly. They treat corns, calluses, ingrown toenails, bunions, heel spurs, and arch problems; ankle and foot injuries, deformities, and infections; and foot complaints associated with diseases such as diabetes. Positions are classifiable to this series when the nature of the duties and responsibilities is such that the degree of Doctor of Podiatric Medicine is a fundamental requirement.</p> <p>Most positions in this series require a current license to practice podiatric medicine in a State or territory of the United States or in the District of Columbia.</p> <p>This series requires a <u>functional classification code</u>.</p>	
Titling	<p>The basic title for this occupation is <i>Podiatrist</i>.</p>	
Occupational Information	<p>General Occupational Information</p> <p>To treat diseases of the foot, podiatrists prescribe drugs, order physical therapy, set fractures, and perform surgery. They also fit corrective inserts called orthotics, design plaster casts and strappings to correct deformities, and design custom-made shoes. Podiatrists may use a force plate to help design the orthotics. Patients walk across a plate connected to a computer that "reads" the patients' feet, picking up pressure points and weight distribution. From the computer readout, podiatrists order the correct design or recommend treatment.</p> <p>To diagnose a foot problem, podiatrists also order x-rays and laboratory tests. The foot may be the first area to show signs of serious conditions such as arthritis, diabetes, and heart disease. For example, diabetics are prone to foot ulcers and infections due to poor circulation. Podiatrists consult with and refer patients to other health practitioners when they detect symptoms of these disorders.</p> <p>Podiatrist must have knowledge of the basic sciences including anatomy, chemistry, pathology, and pharmacology. They must be able to take general and podiatric histories, perform routine physical examinations, interpret tests and findings, make diagnoses, and perform therapeutic procedures. Some podiatrists provide services that require knowledge and skill in anesthesiology, internal medicine, pathology, radiology, emergency medicine, and orthopedic and general surgery. A partial list of the conditions a podiatrist may treat is as follows:</p> <ul style="list-style-type: none"> • Achilles tendinitis; • Anterior shin pain; • Ganglia of the feet; • Calcaneal apophysitis • Anterior shin pain; • Ganglia of the feet; • Calcaneal apophysitis • Common bacterial infections of the foot; • Complex regional pain syndrome type 1; • Diabetic neuropathy; • Foot ulcers; • Ganglia of the fee • Gout; • Kohler's disease • Patellofemoral pain syndrome • Rheumatoid arthritis; • Sesamoiditis; • Stress fractures; • Tinea pedis; • Venous leg boil; and • Viral infections affecting the skin <p><u>←BACK</u></p>	

HEALTHCARE INFORMATION ADMINISTRATION, GS-0669		<u>Qualification Standards</u>
Definition	<p>This series covers two-grade interval positions that manage, supervise, lead, or perform administrative, or research work that involves the use of diagnostic and therapeutic health records. Healthcare information administration personnel develop health records policies and procedures and provide advice on the use of health records. The work requires knowledge of health records administration and management skills and abilities..</p>	
Titling	<p>The basic title for this occupation is <i>Healthcare Information Administrator</i>.</p>	
Occupational Information	<p>General Occupational Information</p> <p>Healthcare information administration is an allied health occupation concerned with the management of health records administration programs to meet statutory and regulatory requirements. Employees in this occupation carry out health records administration program goals by performing work requiring specialized knowledge of the concepts, principles, and practices of health records administration. The work requires the application of analytical methods to health records system issues, reviews, and studies. The employees must have an understanding and apply basic principles of other sciences such as anatomy and physiology. The administrative aspects of the work require an understanding of statistics, data processing, budgeting, contracting, procurement, personnel, and property management.</p> <p>In a health records system, records document the history and progress of a patient's illness or injury. They preserve information of medical, clinical, scientific, legal, financial, and planning value. The medical record is a compilation of observations and findings recorded by the patient's physician and other clinical staff. Entries and reports become part of the patient's medical record. Surgery, pathology, and nursing service reports, diagnostic test results, progress reports, and nutrition orders are examples of data included in the record.</p> <p>Information contained within a system of health records is essential for:</p> <ul style="list-style-type: none"> • patient management and services – to diagnose and treat illnesses and document medical care services provided the patient; • financial reimbursement – to substantiate insurance claims of health facilities and patients and to ensure reimbursement under Federal and State medical programs; • management planning – to help administrative and medical staff in planning services and determining resources; • utilization review and quality assurance – to evaluate the quality, adequacy, and appropriateness of medical care services; • research – to provide data to expand the body of medical knowledge. The record allows medical researchers to formulate new methods of treatment and to compare the effectiveness and efficiency of different treatments and medications; • legal affairs – to provide data to help in protecting the legal interest of the patient, the physician, and the facility; • education – to provide actual case studies for the education of health professionals; • accreditation – to provide the factual data necessary for accreditation and licensure; and • public health – to identify disease incidence to formulate plans to improve the overall health of the nation or world. <p style="text-align: center;">(continued)</p>	

HEALTHCARE INFORMATION ADMINISTRATION, GS-0669 (continued)

The functions of the health records department and specific demands for services vary according to the type of institution. The knowledge and skills required to perform work in this occupation will differ in depth and intensity in different facilities and at different grade levels.

Differences depend on a combination of factors: the complexity of the care provided patients, the size and type of facility, the level of advice provided, and the scope of the program directed. The number of patients, health records, and personnel is greater in a large teaching, research or regional facility which has an impact upon workload and management needs of the health records department. Such facilities treat more critically ill patients and provide more comprehensive care, using the latest treatment methods. Employees in these facilities constantly face new terms, new drugs, new treatments, and new procedures or therapies listed in the records, requiring health records personnel who can exercise ingenuity in solving complex problems. Health records administration personnel in these facilities participate significantly in research projects. They must keep up with the newest techniques and advances in health records administration. Smaller facilities tend not to use health records for teaching or research purposes, or use them very minimally for these purposes, and maintain fewer secondary records. Medical care at such facilities is less complex and less varied. In smaller facilities, the health records employee may function as a subject matter expert in a broad range of health records functions, including quality assurance, utilization review, risk management, and requirements of other regulatory bodies. In very large facilities some employees specialize in one of these areas.

Healthcare information administration personnel report to an administrative officer, a medical director, a director of administrative services, or a hospital administrator or assistant. The work frequently involves negotiations with professional people in high-level positions within the agency. Healthcare information administration employees prepare many technical reports and budget and staffing projections. They also design technical manuals and develop standards and guidelines for controlling health records.

With implementation of Federal legislation aimed at slowing the rising cost of medical care, the health records department has become a revenue and resource generating department. The legislation requires hospitals to keep detailed and complex documentation of the diagnosis and treatment of patients under the prospective payment plan. Under this plan, the Government assigns a flat rate for treatment of a certain disease or procedure. Health records personnel develop and implement coding procedures to get the most reimbursement for services provided patients.

Health records administration personnel conduct quality assurance reviews, evaluate documents in the record, and identify unrecorded diagnoses, inadequate coding, over or under use of services or resources, inadequate documentation, and other procedural problems. For the risk management component of quality assurance, employees identify patient complaints, other patient incidents, equipment failures, deficiencies in informed consent agreements, inappropriate record alteration, or other problems which may increase liability.

Staff level employees develop policies and procedures and integrate them into organizational goals, or act as a consultant at agency headquarters level on health records programs and problems. Consultation and specialization may occur in any aspect of health records; one example would be an expert in classifying and coding of diseases who contributes to the current edition of the International Classification of Diseases. Another example would be surveying facilities to ensure compliance with health records standards for participation in Medicare and Medicaid programs. Others include drafting and reviewing proposed legislation, notices of proposed rule making, and implementing regulations. Recommendations or decisions made by staff level health records administration personnel frequently involve legislative changes, amendments, organization initiatives, and recurring problems with far-reaching impact.

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Occupational Information (continued)

HEALTHCARE SYSTEMS ADMINISTRATION, GS-0670		<u>Qualification Standards</u>
Definition	<p>This series covers two-grade interval positions that manage, supervise, lead, or perform work that involves the management of a healthcare delivery system which may range from a nationwide network including many hospitals to a major sub-division of an individual hospital. The fundamental responsibility of health system administrators is to effectively use all available resources to provide the best possible patient care. This requires an understanding of the critical balance between the administrative and clinical functions in the healthcare delivery system, and ability to coordinate and control programs and resources to achieve this balance. These positions require the ability to apply the specialized principles and practices of healthcare management in directing a healthcare delivery system. They do not require the services of a qualified physician.</p> <p>Note: Refer to Appendix S for evaluation criteria.</p>	
Titling	<p>The basic title for this position is <i>Healthcare Systems Administrator</i>.</p>	
Occupational Information	<p>General Occupational Information</p> <p>The fundamental challenge of any health system administrator is to provide the best possible healthcare. To do this, the health system administrator must adapt the principles, practices, processes and techniques common to any general administrative situation to the specialized requirements of the healthcare delivery system. In addition to a solid grounding in basic administrative management principles and practices, this requires considerable practical knowledge of general clinical systems, programs, and practices, and of how these general clinical principles and practices relate to the unique characteristics and needs of the particular healthcare delivery system served.</p> <p>Most positions in this series manage or participate in the management of a healthcare delivery system whose hub is a hospital. Although patient care is the primary mission of all hospitals, many also have two secondary missions: teaching and research. For example, the teaching mission may include teaching interns and residents, pharmacists, dietitians, social workers, nurses, therapists, and psychologists. The research mission may include both clinical research, which involves the participation of patients, and laboratory and other research which does not involve the participation of patients.</p> <p>The activities of most hospitals can be grouped into three broad categories: clinical services, administrative services, and allied health services. Clinical services include direct patient care activities such as medicine, surgery, psychiatry, and nursing. Administrative services include engineering, acquisition and materiel, healthcare information administration, healthcare environmental services programs, fiscal, and human resources. Allied health services include dietetics, pharmacology, social work, voluntary service, audiology and speech pathology, and prosthetics and sensory aids.</p> <p>At the top executive level of a hospital, the administrator, associate administrator, and chief of staff typically operate as a team in the management and direction of the hospital. The physician chief of staff has line authority for all clinical services and the associate administrator has line authority for all administrative services. Line authority for allied health services can be assigned to either the chief of staff or associate administrator at the discretion of the administrator. In addition to their line management responsibilities, the chief of staff and associate administrator are also actively involved in the overall management of the hospital. This includes full participation on a day-to-day basis in top management discussions, decisions and policymaking, and sharing accordingly in the responsibility for top management actions.</p> <p style="text-align: center;">(continued)</p>	

HEALTHCARE SYSTEMS ADMINISTRATION, GS-0670 (continued)

Unlike the central focus of the hospital oriented healthcare delivery system, the focus of the community oriented healthcare delivery system is diffused. Although both the hospital and the community oriented systems must provide for the treatment of individual patient's ailments, the community oriented system (e.g., the Indian Health Service) is also directly concerned with the total healthcare of the entire population served.

For example, if a nutritional deficiency were identified as the cause of a particular health problem in an Indian Health Service Unit, it would be necessary to develop a program to correct this deficiency. This effort might involve educating the tribal population to overcome cultural prejudices regarding certain foods, and finding acceptable food substitutes should the most desirable foods not be available. Thus, in addition to providing clinical services to patients, the health system administrator in the community oriented system may also direct a broad range of non-hospital activities such as health education, nutrition, sanitary facility construction, social services, and communicable disease control.

No matter what the mission of the healthcare delivery system and no matter what the organizational level of the health system administrator, there are four functional areas to which all positions in this series devote continuing attention. They are:

Budget and Fiscal Management -- Health System Administrators must devote considerable time and attention to budget and fiscal management activities to provide the best possible patient care without exceeding their allotted budget. In addition to knowledge of basic fiscal management principles, this requires an understanding of government and agency budget systems and an acute awareness of the cost of medical equipment, supplies, and services. Lower echelon health system administrators work with fiscal advisors in preparing formal budget submissions for the approval of higher echelon management officials and in monitoring the approved budget. This involves close coordination with the program managers of the clinical areas to –

- prepare budget proposals which reflect past expenditures and changing program priorities;
- advise program managers of fund shortages and of program adjustments which should be made to ease the shortage (e.g., elimination of noncritical laboratory tests); and
- promote cost-consciousness. At the top management levels, health system administrators have full authority for establishing priorities for needed human resources, services, supplies and equipment, and allocating available funds accordingly.

Human Resources Management -- The healthcare delivery system's primary resource is the people it employs, and the health system administrator must give daily attention to human resources management. This requires –

- a working knowledge of governmentwide and agency human resources management requirements as they relate to various employee groups (e.g., General Schedule, Federal Wage System, and special groups such as physicians and nurses in the Department of Veterans Affairs's Veterans Health Administration, and the U.S. Public Health Service Commissioned Corps); and
- recognition of the unique contributions and needs of different individuals and groups. The health system administrator leads in developing internal policies and programs concerning such matters as equal employment opportunity, merit promotion, labor management relations, and position management; and in fostering a commitment to these programs from subordinate managers and from program managers in the clinical areas served.

(continued)

Occupational Information (continued)

HEALTHCARE SYSTEMS ADMINISTRATION, GS-0670 (continued)

Other human resources management responsibilities of the health system administrator which affect employees in both the clinical and administrative areas include –

- approving, rejecting, or recommending action on such matters as promotions, selections, awards, and disciplinary actions;
- investigating and/or hearing group grievances or serious employee complaints and implementing or recommending appropriate action; and
- establishing or recommending on-the-job training, career development and professional enrichment programs appropriate to various employees.

In addition to these human resources management functions, the health system administrator makes a positive effort to gain a commitment from all employees to the mission of the healthcare delivery system and to foster appreciation for the mutual interdependence of all employees in achieving this goal.

Occupational Information (continued)

Public Relations -- A healthcare delivery system must establish and maintain good relations with various groups and organizations such as:

- other hospitals;
- medical societies;
- medical schools;
- colleges and universities;
- accrediting agencies;
- public health officials and organizations;
- volunteer worker groups;
- news media; and
- the community at large.

Formal speaking engagements, meetings and public relations events are one facet of the health system administrator's public relations responsibilities, but even more important are the day-to-day efforts to promote understanding of the healthcare delivery system's mission and create an atmosphere conducive to quality patient care. This might involve soothing a patient angered over a long wait in the facility's outpatient clinic or responding to an impromptu visit from the local television station investigating a charge of patient abuse.

Systematic Internal Review -- One measure of the quality of care provided in a healthcare delivery system is the degree to which it meets the standards issued by various accrediting and regulatory groups, and higher agency authorities. The health system administrator plays a central role in developing and coordinating internal review systems to assure that both clinical and administrative activities are in compliance with these standards. This may range from gathering information and preparing reports to respond to the various regulatory groups or higher agency authorities, to recommending or initiating action to correct deficiencies.

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HEALTHCARE SYSTEMS ANALYSIS, GS-0671		<u>Qualification Standards</u>
Definition	<p>This series covers two-grade interval positions that manage, supervise, lead, or perform administrative, or research work that involves providing support to healthcare management officials by analyzing, evaluating, advising on and/or coordinating healthcare delivery systems and operations. Such positions may be located within an operating healthcare facility or at a higher organizational echelon. In addition to a high degree of analytical ability, positions in this series require specialized knowledge of the basic principles and practices related to the management of healthcare delivery systems. These positions do not have line authority.</p>	
Titling	<p>The basic title for this position is <i>Healthcare System Specialist</i>.</p>	
Occupational Information	<p>General Occupational Information</p> <p>Managing a healthcare delivery system involves adapting general administrative principles, practices, processes, and techniques to meet the specialized requirements of the healthcare delivery system. It is the health system administrator, typically classified in the GS-0670 Health System Administration Series, who has ultimate responsibility for managing the healthcare delivery system. Often, however, the complexity of the system makes it necessary to establish support positions to advise on and/or coordinate administrative policies, programs and operations. The duties and responsibilities of these support positions vary widely. Some are predominantly analytical and others are much more directly oriented toward operations. In any case, they require specialized knowledge of the basic principles and practices related to the management of a healthcare delivery system and the ability to apply this knowledge to solve the unique problems arising in the particular healthcare delivery system in which they serve.</p> <p><u>⇐BACK</u></p>	

PROSTHETICS REPRESENTATIVE, GS-0672		<u>Qualification Standards</u>
Definition	<p>This series covers two-grade interval positions that manage, supervise, lead, or perform administrative work that involves providing prosthetic and sensory aids services to disabled patients. Work involves –</p> <ul style="list-style-type: none"> • serving as an advisor to physicians regarding the prescription, selection, and acquisition of prosthetic appliances; and • providing counseling and advisory services to patients and their families on eligibility requirements for and the use of prosthetic and sensory aids and programs. 	
Titling	<p>The basic titles for this occupation is <i>Prosthetics Representative</i>.</p>	
Occupational Information	<p>General Occupational Information</p> <p>The prosthetics representative is responsible for planning, developing, and directing a Prosthetic and Sensory Aids Program Federal hospitals and medical facilities at the national or local level. They ensure that –</p> <ul style="list-style-type: none"> • legal requirements governing such matters as eligibility and entitlement are met, and that the proper prosthetic device is issued; • prosthetic resources are established, maintained, and controlled in ways that ensure proper and effective distribution and utilization by the medical staff and eligible patients; • patients are kept informed of essential information such as the proper use of prosthetic devices and eligibility for benefits; and • medical care is fully supported by sound administration which is well integrated with clinical services. <p>They must have an understanding of the basic principles of sciences such as anatomy, physiology, and kinesiology. The work also require an understanding of statistics, budgeting, contracting, procurement, human resources, the National Prosthetics Patient Database (NPPD), inventory management, and a comprehensive knowledge of the Prosthetics national software package.</p> <p>The functions of a prosthetic operation and specific demands for services vary according to the type of medical facility. The knowledge and skills required to perform work in this occupation will differ in depth and intensity at some locations. Differences depend on a combination of factors which usually have an impact upon workload and management needs: the complexity of care provided to patients, the size and type of facility, the level of advice provided, and the scope of the program directed.</p> <p>Prosthetic representatives –</p> <ul style="list-style-type: none"> • determine the eligibility and entitlement of patients receiving prosthetic appliances and services based upon a highly complex array of factors; • counsel beneficiaries (including home visits to severely disabled patients who are unable to travel to the facility) concerning their eligibility to receive prosthetic appliances, devices, accessories, repairs, replacements, spares, and related training; • provide assistance to clinicians with prescription, acquisition, use, care, and replacement of various types of prosthetic and orthotic appliances, sensory aids, and prosthetic implants required in affecting the disabled patients rehabilitation; • ensure that each patient for whom a prosthesis is authorized is evaluated and the prosthesis issued is appropriate for that individual; • arrange for follow-up examinations for patients who have received prosthetic and orthotic appliances; • assist in the evaluation of experimental or test devices used by patients; <p style="text-align: center;">(continued)</p>	

PROSTHETICS REPRESENTATIVE, GS-0672 (continued)

Occupational Information (continued)

- authorize replacement of non-custom fitted appliances;
- administer the prosthetic repair program;
- inspect and evaluates artificial limbs and other custom-fitted devices for which replacements have been requested, and authorizing replacement of identical appliances when no medical problem is evident as a member of a clinic team;
- authorize the issuance of spare appliances when indicated and when no medical problem is evident;
- critically evaluate custom-fitted appliances prior to delivery to patients and recommend acceptance or rejection of such items to prescribing physician's clinic teams, or special committees;
- develop contract terms and perform contract oversight for prosthetic operations;
- supervise and inspect work performed by contract personnel as an appointed Contracting Officer Technical Representative (COTR);
- coordinate with the facility acquisition and materiel management officer the establishment of local blanket purchase arrangements to expedite delivery of prosthetic appliances/services;
- provide liaison support and assistance to other facilities within their region, which do not have a prosthetics representative regarding eligibility, entitlement, procurement, and all prosthetic programs;
- serve as coordinators and technical advisors to local and VISN orthopedic and prosthetic clinic teams, wheelchair clinic teams, shoe clinic teams, amputee clinic teams, Home Improvement Structural Alteration (HISA) Committees, and major medical equipment committees, rendering technical and administrative assistance with the examination and prescription of prosthetic and orthotic appliances for patients;
- attend clinical and administrative staff conferences to provide information on all matters relating to the prosthetics program, to discuss problems of mutual interest, with a view towards improving services to patients, and to resolve problems related to the prosthetics program;
- administer, monitor and interpret guidelines for the Veterans Benefits Administration programs such as Automobile Adaptive and Clothing Allowance;
- participate as a technical coordinator for the (HISA) and Home Oxygen Program;
- participate as members of the Performance Improvement Team in implementing performance improvement monitors to achieve Joint Commission on Accreditation of Healthcare Organizations (JCAHO) compliance with all required standards, as well as, with all other accrediting organizations;
- implement national and local prosthetic initiatives;
- actively participate on national or local committees or workgroups;
- determine program goals and develop or recommend plans for prosthetic services, including plans for organizational changes;
- monitor the progress of the program toward established goals and, periodically evaluating and making appropriate adjustments;
- administer general personnel management rules, regulations, and procedures;
- plan and estimate budgetary requirements, and monitor established spending plans for each fiscal year;
- communicate with national or local management on prosthetic matters, and coordinating administrative details with appropriate authorities; and
- respond to written and verbal communication from stakeholders, which include Congressional Representatives, Veterans Service Officers, National Service Organizations, etc.

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HEALTHCARE ENVIRONMENTAL SERVICES, GS-0673		<u>Qualification Standards</u>
Definition	This series covers two-grade interval positions that manage, supervise, lead, or perform administrative work that involves planning, developing, and coordinating healthcare environmental services.	
Titling	The basic title for this occupation is <i>Healthcare Environmental Services Administrator</i> .	
Occupational Information	<p>General Occupational Information</p> <p>Most healthcare environmental services administrators have full responsibility for the following programs:</p> <ul style="list-style-type: none"> • environmental sanitation; • waste management; • integrated pest management; • recycling; • textile care management; and • interior design. <p>They are responsible for planning, organizing, staffing, directing, controlling, and evaluating these programs at their healthcare facility. Healthcare environmental services administrators –</p> <ul style="list-style-type: none"> • coordinate activities with other programs in the hospital; • initiate, shape, and set policy, procedures, standards, and goals; • develop and apply an internal program of management review, appraisal, and improvement; • determine and develop budgetary plans by reviewing historical records, conducting utilization studies, analyzing current workload, reviewing inflation trends and other market factors; • provide for formal and on-the-job training and instruction; • assume an active role in the overall management responsibility for a healthcare facility through participation and service in the committee structure; • formulate, implement, coordinate, and control comprehensive healthcare environmental services; and • respond to the myriad components of the healthcare environment and use discretion in effecting needed change for the benefit of patients, staff, and visitors. <p>The technical aspects of the healthcare environmental services administrator position involve –</p> <ul style="list-style-type: none"> • developing and maintaining standards of cleanliness and sanitation in a healthcare setting; • developing an infection control policy; • ensuring the application of standard infection control procedures; • maintaining infection control and visual cleanliness standards of the facility; • determining the most efficient and cost effective way to maintain aseptic sanitation standards; • developing collection methodologies, storage requirements, treatment methods and disposal requirements for all general, infectious, radioactive and hazardous waste and recyclables; • administering a safe and effective waste program for the disposal and removal of all forms of waste; • developing alternative waste treatment techniques and equipment to ensure the effective and proper disposal of specialized waste; <p style="text-align: center;">(continued)</p>	

HEALTHCARE ENVIRONMENTAL PROGRAMS, GS-0673 (continued)

Occupational Information (continued)

- ensuring mandatory training and regulatory compliance pertaining to disposition of hazardous materials;
- establishing and maintaining a recycling program that reduces overall operating costs and disposal fees in addition to generating indirect revenue and is environmentally sound;
- developing a safe and effective integrated pest management program for a healthcare environment;
- developing requirements for the selection, purchase, processing, storage, and distribution of linens and uniforms;
- developing, implementing, and evaluating quality assurance methods, surveillance techniques, and procedures to use in evaluating work for contract compliance;
- evaluating the effectiveness of the laundry operation; and
- developing and implementing operational plans for furnishings, interior surfaces, finishes and fixtures that meet color harmony and basic interior design standards for a healing environment.

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DENTISTRY, GS-0680		<u>Qualification Standards</u>
Definition	<p>This series includes positions which involve advising on, administering, supervising, or performing professional, scientific, or research work in the field of dentistry. Dentistry is concerned with the prevention, diagnosis, and treatment of diseases, injuries, and deformities of the teeth, jaws, organs of the mouth, and other structures and connective tissues associated with the oral cavity and the masticatory system. The work of this series requires the degree of Doctor of Dental Surgery or Doctor of Dental Medicine.</p> <p>This series requires a <u>functional classification code</u>.</p>	
Titling	<p>The basic title for this occupation is <i>Dental Officer</i>.</p> <p>Use the following parenthetical titles for specialties as defined:</p> <p style="padding-left: 40px;">Public Health – Work that involves preventing and controlling dental diseases and promoting dental health through organized community dental community efforts.</p> <p style="padding-left: 40px;">Endodontics – Work that –</p> <ul style="list-style-type: none"> • involves the morphology, physiology, and pathology of the human dental pulp and periradicular tissues; and • encompasses the basic and clinical sciences including biology of the normal pulp; the etiology, diagnosis, prevention, and treatment of diseases and injuries of the pulp; and the associated periradicular conditions. <p style="padding-left: 40px;">Oral and Maxillofacial Pathology – Work that –</p> <ul style="list-style-type: none"> • involves the nature, identification, and management of diseases affecting the oral and maxillofacial regions; • investigates the causes, processes, and effects of those diseases; and • includes the practice of oral pathology such as research and diagnosis of diseases using clinical, radiographic, microscopic, biochemical, or other examinations. <p style="padding-left: 40px;">Oral and Maxillofacial Radiology – Work that involves the production and interpretation of images and data produced by all modalities of radiant energy that are used for the diagnosis and management of diseases, disorders, and conditions of the oral and maxillofacial region.</p> <p style="padding-left: 40px;">Oral and Maxillofacial Surgery – Work that involves the diagnosis, surgical, and adjunctive treatment of diseases, injuries, and defects involving both the functional and aesthetic aspects of the hard and soft tissues of the oral and maxillofacial region.</p> <p style="padding-left: 40px;">Orthodontics and Dentofacial Orthopedics – Work that involves the guidance and correction of the growing or mature dentofacial structures, including –</p> <ul style="list-style-type: none"> • those conditions that require movement of teeth or correction of malrelationships and malformations of their related structures; and • the adjustment of relationships between and among teeth and facial bones by the application or forces and/or the stimulation and redirection of functional forces within the craniofacial complex. <p style="text-align: center;">(continued)</p>	

DENTISTRY, GS-0680 (continued)	
Titling (continued)	<p style="text-align: center;"><i>Periodontics</i> – Work that involves the prevention, diagnosis, and treatment of diseases of the supporting and surrounding tissues of the teeth or their substitutes and the maintenance of the health, function, and aesthetics of these structures and tissues.</p> <p style="text-align: center;"><i>Prosthodontics</i> – Work that involves the restoration and maintenance of oral functions, comfort, appearance, and health of the patient by the restoration of natural teeth and or the replacement of missing teeth and contiguous oral and maxillofacial tissues with artificial substitutes.</p>
Occupational Information	<p>General Occupational Information</p> <p>Dentists diagnose, prevent, and treat teeth and tissue problems. They remove decay, fill cavities, examine x-rays, place protective plastic sealants on children's teeth, straighten teeth, and repair fractured teeth. They also perform corrective surgery on gums and supporting bones to treat gum diseases. Dentists extract teeth and make models and measurements for dentures to replace missing teeth. They provide instruction on diet, brushing, flossing, use of fluorides, and other aspects of dental care. They administer anesthetics and write prescriptions for antibiotics and other medications.</p> <p>Dentists use a variety of equipment, including x-ray machines, drills, and instruments such as mouth mirrors, probes, forceps, brushes, and scalpels. They wear masks, gloves, and safety glasses to protect themselves and their patients from infectious diseases.</p> <p>The American Dental Association ¹ has approved the following dental specialties:</p> <ul style="list-style-type: none"> • Dental Public Health; • Endodontics; • Oral and Maxillofacial Pathology; • Oral and Maxillofacial Radiology; • Oral and Maxillofacial Surgery; • Orthodontics and Dentofacial Orthopedics; • Pediatric Dentistry; • Periodontics; • Periodontics; and • Prosthodontics. <p>¹ Reprinted with permission from the American Dental Association website, www.ada.org.</p> <p>⇐BACK</p>

PUBLIC HEALTH PROGRAMS, GS-0685		<u>Qualification Standards</u>
Definition	<p>This series covers two-grade interval positions that manage, supervise, lead, or perform administrative work that involves providing advice and assistance to State and local governments and to various public, nonprofit, and private entities on program and administrative matters relating to the development, implementation, operation, administration, evaluation, and funding of public health activities which may be financed in whole or in part by Federal funds; or conducting studies and performing other analytical work related to the planning, development, organization, administration, evaluation, and delivery of public health programs; or other similar public health program work. Positions in this series require specialized knowledge of the principles, practices, methods, and techniques of administering public health programs, but do not require full professional education and training in medical, social, or other disciplines.</p>	
Titling	<p>The basic titles for this occupation are:</p> <p>Public Health Advisor – Work that involves performing analytical work that contributes to the improvement of Federal public health programs.</p> <p>Public Health Analyst – Work that involves providing advice and assistance to State and local governments, various public, nonprofit, and private agencies, and organizations on matters relating to the improvement of their public health activities.</p>	
Occupational Information	<p>General Occupational Information</p> <p>Public health advisors typically serve as representatives for one or more public health programs in dealings with State and local governments, and with public, private, and nonprofit agencies, organizations, and institutions which, directly or indirectly, provide for the public health of the Nation. These programs provide Federal assistance for health and health-related activities, and the public health advisor provides program expertise, guidance, and leadership in this partnership by –</p> <ul style="list-style-type: none"> • serving as a link between the Federal and non-Federal public health community through which Federal program motivation, technical assistance, and funds are channeled; • matching public health resources with State and local needs and performing other functions to transform Federal goals and objectives into healthcare realities; and • coordinating and catalyzing the efforts of others toward improving the quality of life and well-being of people. <p>Most of the programs represented by public health advisors have a legislative base, a separate budget, and a headquarters administration which is responsible for nationwide allocation of resources, program integrity, policies, and priorities. Congress sets the overall requirements and funding for these programs and establishes the scope and extent of Federal participation. Federal departments and agencies determine policy for administrative application and develop regulatory and other program specifications that may include:</p> <ul style="list-style-type: none"> • policy statements; • background and other descriptive information; • operating procedures; • functional guides; • staffing patterns; • cost and accounting models; • other illustrative criteria; and • research and design findings. <p style="text-align: center;">(continued)</p>	

PUBLIC HEALTHCARE PROGRAMS, GS-0685 (continued)

Occupational Information (continued)

Public healthcare advisors interpret these programs to interested public, nonprofit, and private entities by advising and assisting them in matters which protect and advance the Nation's health. Federal departments and agencies depend heavily on their field staffs assigned to regional offices and State and local governments to identify health needs, set priorities, implement programs, and to assure that the activities they support are well organized, managed, and consistent with National goals and objectives. Significant authority is frequently delegated to the field, including the authority to award grant funds, and the conclusions, recommendations, and determinations of public health advisors typically form the basis for awarding funds.

Although the technical aspects of grants, contracts, and other funding mechanisms are handled by other appropriate subject-matter specialists, public healthcare advisors bear considerable responsibility for assuring that Federal funds are used in the manner intended and that operating programs, projects, and activities meet Federal requirements. When they are not met, the department or agency may withdraw assistance; but compliance is usually sought through informal methods of motivation and persuasion, and recipients are counseled on corrective measures.

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SANITATION SERVICES, GS-0688		<u>Qualification Standards</u>
Definition	<p>This series covers two-grade interval positions that manage, supervise, lead, or perform administrative work that involves planning, developing, administering, evaluating, and promoting programs concerned with the elimination and prevention of environmental health hazards. Also included are positions which involve developing and revising health laws, rules, and regulations. These positions require a broad knowledge of any one or a combination of the health, agricultural, physical or biological sciences sufficient to understand the basic concepts, principles, methods, and techniques of environmental health; and a practical knowledge of health laws, rules, and regulations.</p>	
Titling	<p>The basic title for this occupation is <i>Sanitarian</i>.</p>	
Occupational Information	<p>General Occupational Information</p> <p>The nation's population growth, increasing urbanization, and industrial expansion have resulted in new and highly complex problems in the physical environment. To attack such problems requires a wide variety of professional and technical skills or expertise in such areas as air pollution, food protection, occupational health, radiological health, water supply and pollution, and other health hazards in the environment.</p> <p>Sanitarians are primarily concerned with the overall elimination and prevention of environmental health hazards of whatever kind. Other specialists are concerned with a particular aspect of environmental health or the elimination and prevention of certain hazards within a particular environment.</p> <p>Sanitarians may perform work in such fields as industrial hygiene, community air pollution, and radiological health. However, when such work is included in a sanitarian's position, it is but a part of his overall job and not the primary concern.</p> <p>Environmental sanitation includes the study, control, and eradication of factors in the environment that adversely affect man's health. These factors include such hazards as contaminated food supplies, air and water pollutants, unidentified viral agents, inadequate or untreated waste, shellfish contaminants, and other environmental hazards that pose a threat to man's health. The job of the sanitarian is to –</p> <ul style="list-style-type: none"> • plan and administer projects or programs concerned with eliminating and preventing environmental health hazards. This may also include responsibility for planning or conducting an environmental health education or staff development program; • develop new (and revise existing) standards, methods, and procedures to aid in developing, improving, and maintaining environmental health programs; or • evaluate and advise on the operation of environmental health programs administered by representatives of public and private agencies or establishments. <p>These functions are typically performed in one or a combination of the following or other comparable environmental health areas:</p> <ul style="list-style-type: none"> • milk and other dairy products; • food sanitation; • water supply; • refuse and other waste control; • insect and rodent; • shellfish; and • recreation, housing, care facilities, or other facilities or institutions. <p><u>⇐BACK</u></p>	

INDUSTRIAL HYGIENE, GS-0690		<u>Qualification Standards</u>
Definition	<p>This series covers two-grade interval positions that manage, supervise, lead, or perform professional work that involves recognizing, identifying, and evaluating conditions in the workplace, which may adversely affect the health and safety of workers, visitors, and the environment; formulating and recommending measures to eliminating or controlling potential occupational and environmental health hazards; and developing environmental compliance programs to meet applicable Federal, State, and local requirements.</p> <p>This series requires a <u>functional classification code</u>.</p>	
Titling	<p>The basic titles for this occupation are <i>Industrial Hygienist</i>.</p> <p>Use the following parenthetical titles for specialties as defined:</p> <p style="padding-left: 40px;"><i>Healthcare</i> – Work that involves performing industrial hygiene work in a medical treatment facility or clinical setting.</p> <p style="padding-left: 40px;"><i>Healthcare and Environmental Programs</i> – Work that involves responsibility for planning, administering, and evaluating environmental health and healthcare industrial hygiene programs.</p>	
Occupational Information	<p>General Occupational Information</p> <p>Industrial hygiene is the profession within the broad field of occupational health and safety which is concerned with the recognition, evaluation, and control of those environmental conditions or stresses arising in or from the workplace which may cause sickness, impaired health, significant discomfort, or inefficiency.</p> <p>Industrial hygienists –</p> <ul style="list-style-type: none"> • anticipate health hazards and recommend preventive measures; • identify existing health hazards and prescribe controls; • evaluate, study, and report findings to establish new standards and increase professional knowledge; • cooperate with safety and health consultants in providing a safe working environment; and • comply with Federal, State, and local environmental regulations. <p>After predicting or finding a threat to the well-being of people, and/or the environment the industrial hygienist has the challenging task of recommending corrective measures. They may include –</p> <ul style="list-style-type: none"> • isolation of a process or operation to limit the number of persons exposed; • enclosure of harmful material to reduce or eliminate its escape to other areas; • substitution of less harmful materials or processes; • alteration of the process to reduce or eliminate human exposure; • ventilation and air cleaning to improve the atmosphere; • barrier creams for personal protection; • protective clothing and respiratory equipment; • sanitary safeguards to prevent the spread of disease; • engineering controls; • pollution prevention initiatives; • workplace evaluation for ergonomic correction; and • identifying personnel for medical surveillance in accordance with applicable regulatory standards. <p style="text-align: center;">(continued)</p>	

INDUSTRIAL HYGIENE, GS-0690 (continued)

Occupational Information (continued)

The recognition of occupational health hazards requires knowledge of and experience with a wide variety of industrial operations and processes, materials, and equipment, energy used in the processes, intermediates, products and by-products. The stressors commonly encountered by workers can be broken into four broad categories:

- Chemical agents encountered by workers include a great variety of liquids, dusts, fumes, mists, vapors, and gases. The majority of occupational health hazards to which workers are exposed result from inhalation, ingestion, or skin contact of excessive amounts of toxic or irritant chemicals. It has been estimated that there are well over six million known chemical compounds of which many thousands are in use and production. While many of these are not toxic in their present use, many thousands of other widely used compounds are known to be harmful in varying dosages, except under controlled use. An ever growing number are suspected cancer-causing substances, adding to the relatively small number of currently known carcinogenic, mutagenic, and teratogenic materials. In addition, many new substances are developed each year, including hundreds which eventually are produced commercially.
- Physical agents encountered by workers include extremes of temperature, pressure, noise, lighting and radiation. While excessive exposure to some of these stressors may produce only minor discomfort or illness, others can be extremely dangerous. Ionizing radiation, such as x-ray and gamma radiation, is highly penetrating and may produce damage to any body tissue if the exposure time is of long enough duration. Repeated exposure to high noise levels can lead to permanent hearing loss and or speech interference. Other results of harmful physical stresses include heat exhaustion, and eye damage from welding arcs or laser beams.
- Biological agents found in the work place include pathogenic and nonpathogenic organisms, such as fungi, bacteria, viruses and associated diseases.
- Ergonomic factors include body positions in relation to work, monotony, mechanical vibration, repetitious motion, and comfort conditions related to air temperature, humidity, motion, illumination. All of these stressors can adversely affect the well-being and efficiency of the worker.

Evaluation of occupational health hazards involves the use of experienced judgment and quantitative measurement techniques to assess the magnitude of environmental stressors in relation to their potential to impair human health and well-being. Employing a wide variety of instrumentation and sampling techniques, and having an appreciation of the types and limitations of analytical methods used in interpreting sample results, the industrial hygienist determines the degree of hazard to which workers are exposed.

The need for control measures is indicated when test results demonstrate exposure levels to harmful substances or stressors at or above accepted safe limits. Criteria have been established for many chemical substances and physical agents including but not limited to: Threshold Limit Values (TLVs), Permissible Exposure Limits (PELs), Recommended Exposure Limits (RELs), and Biological Exposure Indices (BEIs). These values represent conditions to which nearly all workers may be repeatedly exposed without adverse effect. When these levels are approached or exceeded, control measures are indicated. (It is important to note that TLVs are basically health guidelines and their use must be tempered by sound professional judgment.) Measures to reduce or eliminate hazardous exposure conditions are formulated through the use of engineering controls, administrative controls, or personal protective devices. Engineering controls, which are generally the preferred method, include isolation or alteration of work processes, substitution of less harmful materials, and the use of local exhaust and general ventilation systems. Administrative controls are also employed, such as limiting exposure time of the workers, restricting the number of people working in a particular area, or posting and labeling hazardous materials and areas. Personal protective devices may be recommended as a temporary control measure or may be employed as the method of last resort.

(continued)

INDUSTRIAL HYGIENE, GS-0690 (continued)

Industrial hygienists in the Federal service perform a variety of functions related to the identification, evaluation, and control of occupational health hazards and to the promotion of healthful and safe working conditions including environmental issues. Major functions performed include:

- Development of contracts – Federal industrial hygienists may provide technical input and expertise for the development of contracts for activities such as waste disposal, industrial hygiene monitoring, and environmental monitoring.
- Managing and administering – Industrial hygienists may organize and direct the industrial hygiene program for the agency or for the local facility. They formulate instructions and specific control procedures relative to the program, such as guides to control the handling of hazardous materials or disposal of hazardous wastes; instructions to control the issuance, labeling, and storage of such materials; and standards and procedures to protect employees and materials from ionizing radiation. They analyze progress reports, determine exposure trends, and evaluate program accomplishments in order to coordinate the program properly and to be in a position to plan for training, special studies, surveys, or indicated corrective action. They participate in the collection of data for employee health records and prepare and submit reports. They maintain close liaison and cooperation with all parts of the organization to assure a complete integration of the industrial hygiene program.
- Educating and training – Industrial hygienists may develop and present training courses and programs in environmental and occupational health and industrial hygiene. This may involve determining the nature and extent of training and guidance required, preparing manuals and other literature on subject matters, and participating in conferences and safety meetings to inform professional and supervisory personnel about industrial hygiene concerns.
- Surveys and evaluations – The majority of Federal industrial hygienists perform inspections or surveys of worksites to identify and evaluate conditions which may be hazardous to workers health and to recommend measures to eliminate or control those hazards identified. Some conduct inspections to assess compliance with published health standards, cite violations, and recommend abatement action for hazardous conditions. Others evaluate the potential toxicity of materials in response to requests from employers or employee representatives. These industrial hygienists search the literature for information on the toxic substance identified and participate in environmental medical evaluations of the worksite. When appropriate, the industrial hygienist then recommends measures for control of the observed hazards.
- Investigating occupational diseases – Industrial hygienists may participate with medical and nursing staff in identifying causative agents for occupational illnesses.
- Personal protective equipment – Industrial hygienists may provide guidance on required protective equipment for chemical, physical and biological hazards.
- Studies - Industrial hygienists may conduct agency-wide studies and surveys to determine environmental exposures and hazards to which workers are exposed. They may prepare instructions and guides on occupational health matters for use by agency personnel.
- Consulting and advising – Because of their broad knowledge of technical work processes and equipment, industrial hygienists often serve as an advisor to top management in matters concerning modification to or evaluation of new work processes, equipment, or facilities related to the health of the workforce. As experts, they also advise technical program administrators and supervisors, medical officers, private employers, State and local health officials, employee groups, and other health and safety specialists. They recommend to management the establishment and maintenance of an effective environmental and industrial hygiene program. They maintain contacts with health representatives of other Federal agencies, State and local governments, and colleges and universities.

Occupational Information (continued)

(continued)

INDUSTRIAL HYGIENE, GS-0690 (continued)

Occupational Information (continued)

- Environmental issues – Industrial hygienists may develop environmental compliance programs to meet applicable Federal, State, and local requirements.
- Plan review - Industrial hygienists may review plans for new or modified processes and facilities, which involve potential health hazards. Hazard control criteria may have to be justified based on long term, intangible health benefits, or may be unjustifiable from cost effectiveness analysis alone. Industrial hygienists also review design modifications to specific systems, such as ventilation, to control health hazards resulting from existing work processes or from new equipment and materials. In some cases they conduct limited research and development on work methods, techniques, instrumentation, and personal protective devices.

Industrial hygienists may also survey Federal worksites. Some are assigned responsibility for a particular installation, while others are located in a centralized environmental health organization and perform industrial hygiene services at a variety of installations throughout a region or nationwide. These evaluations include comprehensive industrial hygiene surveys carried out on a recurring basis, environmental compliance surveys, special investigations of specific problems, and in-depth surveys of specific installations.

Industrial hygienists may be responsible for initiating, implementing, and maintaining environmental compliance, which includes review and evaluation of multi-media programs and mandated reports to various Federal, State, and local agencies. Based on technical knowledge and results of surveys, they determine abatement plans and implement corrective actions. Programs for compliance review include Clean Air Act, Clean Water Act, Resource Conservation and Recovery Act, Comprehensive Environmental Response, Compensation, and Liability Act, Spill Prevention Control and Countermeasure Plan, Emergency Planning and Community Right to Know Act, Toxic Substance Control Act, Federal Insecticide, Fungicide, and Rodenticide Act, and Pollution Prevention. Applicable directives covering additional environmental programs may be issued for development by the facility Industrial Hygienist. The industrial hygienist is responsible for communication of environmental program issues to higher-level management and interaction with various local, state, and Federal compliance inspectors.

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CONSUMER SAFETY, GS-0696		<u>Qualification Standards</u>
Definition	<p>This series covers two-grade interval positions that manage, supervise, lead, or perform professional work concerned with enforcing the laws and regulations protecting consumers from foods, drugs, cosmetics, fabrics, toys, and household products and equipment that are impure, unwholesome, ineffective, improperly or deceptively labeled or packaged, or in some other way dangerous or defective. These positions require knowledge of various scientific fields such as chemistry, biology, pharmacology, and food technology. Consumer safety officers identify substances and sources of adulteration and contamination and evaluate manufacturing practices, production processes, quality control systems, laboratory analyses, and clinical investigation programs.</p> <p>This series requires a functional classification code.</p>	
Titling	<p>The basic title for this occupation is <i>Consumer Safety Administrator</i>.</p>	
Occupational Information	<p>General Occupational Information</p> <p>Consumer safety administrators are concerned with enforcing and obtaining voluntary compliance with laws and regulations protecting consumers from products that are impure, harmful, unwholesome, ineffective, improperly labeled, or in some other way dangerous, defective, or deceptive. The products that come under their jurisdiction include foods, drugs, therapeutic devices, cosmetics, toys and equipment used by children, flammable fabrics, and hazardous substances (a broad category that includes such things as household cleaning products, pottery, foodware, and household appliances).</p> <p>Regulations and programs relating to these products primarily concern:</p> <ul style="list-style-type: none"> • Ingredients in food and drug products – Standards of identity are set for many common food products and tolerances are set for the use of certain chemical substances, food additives, preservatives, color additives, and artificial ingredients. Packaging and other materials coming in direct contact with foods and drugs are monitored for possible reactions with and adulteration of products. • Sanitation and contamination of products – This includes microorganisms; insect infestation; contamination by rodent, bird, insect, or other animal excreta; foreign materials; decay; and deterioration that render products unfit for human consumption. • Labeling and packaging – Labels must include specific information on the ingredients, weights, and directions for use. Packaging must be appropriate for the nature and quantity of the contents. • Safety – Products must meet certain standards for safety under normal or prescribed use. Labels must warn consumers about possible hazards. • Effectiveness of drug products – Firms that produce drugs and therapeutic devices must have sufficient scientific evidence to prove that their products are effective for the purpose intended; and • Good manufacturing practices – This primarily relates to manufacturing processes, equipment, facilities, quality control systems, and work performance standards that are conducive to producing commodities that meet prescribed standards of identity, purity, quality, and strength. <p>The primary means of obtaining information about products is by periodically inspecting establishments that manufacture, process, store, distribute, or sell them. In addition, consumer safety administrators receive information about products that are volatile or hazardous from consumers, manufacturers, distributors, retail outlets, physicians, hospitals, and advertisements in medical journals and other media. If violations or poor manufacturing practices are encountered, depending on the seriousness of the problem and cooperativeness of the establishment management, a variety of actions may be taken, such as verbal requests for correction, warning letters, recalls, seizures, injunctions, or criminal prosecutions</p> <p style="text-align: center;">(continued)</p>	

CONSUMER SAFETY, GS-0696 (continued)

Consumer safety administrators come from a variety of academic backgrounds, generally with substantial course work in the biological or physical sciences. They may, but do not necessarily, work with commodities closely related to their academic backgrounds – such as food technology majors with foods or pharmacology majors with drugs. However, employees generally develop a basic ability throughout the full-range of commodities before they begin to specialize in a particular area.

Employees use their scientific backgrounds, supplemented by additional scientific training on the job, to –

- identify foods, drugs, cosmetics, and related substances from their chemical makeup and physical properties;
- evaluate the safety of ingredients and additives for human consumption;
- evaluate conditions in food and drug production operations affecting the growth of microorganisms;
- evaluate chemical formulations and processes, laboratory analytical methods, and scientific research or investigational programs; and
- relate the scientific evaluations of laboratory analysts (e.g., chemists, microbiologists, and food technologists) and medical officers to the provisions of the laws, regulations, and programs of the agency.

Consumer safety administrators engage in the types of functions discussed below:

Inspection and Investigation

Some consumer safety administrators primarily inspect establishments that manufacture, process, store, distribute, or sell regulated products. These inspections may be required by law, may be part of an enforcement program, may be in response to specific complaints, suspected violations, or a need for information regarding a broad industry or commodity-wide problem. Consumer safety administrators performing inspection work evaluate raw materials, manufacturing methods and processes, laboratory analyses, packaging and distribution methods, labeling, storage conditions, and quality control techniques in terms of their effects on safety, purity, and effectiveness of the products and the accuracy and adequacy of labels, instructions, and warning statements. In conducting investigations of consumer illnesses, injuries, or deaths, consumer safety administrators are concerned primarily with collecting evidence necessary to determine whether the illness, injury, or death may be attributed to violations of laws enforced by the agency. They may present in court evidence obtained during an inspection or investigation.

Other Functions

The following are illustrative of the numerous other functions in which consumer safety administrators may engage. They –

- coordinate programs with State and local governments and advise them on programs that are primarily State and local responsibilities;
- develop, coordinate, and participate in programs intended to improve voluntary compliance, such as industry education seminars and workshops;
- coordinate programs with State and local governments and advise them on programs that are primarily State and local responsibilities;
- develop, coordinate, and participate in programs intended to improve voluntary compliance, such as industry education seminars and workshops;
- ensure that application forms include adequate information for evaluation by scientific and medical personnel and that consumer safety officers recommendations are consistent with the laws, regulations and policies of the agency;
- in conjunction with laboratory analysts, develop standards for foods and tolerances for food and color additives; and
- develop regulations, enforcement programs, guidelines, and policies.

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Occupational Information (continued)

IMPACT OF AUTOMATION

Automation greatly affects the way services and products typical of this job family are delivered today. Because of automation, administrators, supervisors, and employees can quickly initiate and track medical data, obtain up-to-date scientific data, generate computations, create and receive reports from their desks, laboratories, and ancillary testing sites. Today's world of medical, scientific, and technological discoveries and use of these discoveries dictates the use of advanced automated systems.

Although practitioners in the GS-0600 professional job family use computers to perform work processes knowledge of the respective occupation remains the paramount knowledge requirement. The kind of automation tools involved, and the skill required to use them, generally replace or supplement work methods and techniques previously performed manually, or by outdated machine-enhanced processes. Although computers are used to facilitate work in the respective occupations, the use of automation does not change the primary purpose of the work. Positions in these occupations are classified based on the relevant knowledge and skills required to perform the primary duties – in these instances, the professional and administrative duties – of the positions.

DISTINGUISHING BETWEEN MANAGEMENT WORK AND MANAGERIAL WORK

Within organizations, particularly in the human resources (HR) arena, it is common to use the terms “management” and “managerial” to describe work and job duties and responsibilities. For example, “management” used as a collective noun often denotes, as a group, those employees whose roles and responsibilities distinguish them from the general rank-and-file workforce, as in “labor-management relations.” As discussed below, this and other job family classification standards more typically use the term “managerial” in this context, particularly to describe high-level supervisory roles and responsibilities. These standards do not commonly use the term “management” to describe high-level supervision, and when they do, that meaning is generally clear from its context.

Program Management Work

The term “management” can also describe a kind of work that may or may not include supervisory responsibilities. Many positions include such “management” responsibilities. In this situation, the meaning derives more from the task “to manage” than the role of “manager.” Managing, and hence “management,” involves activities like planning, monitoring, budgeting, reporting, reviewing, overseeing, allocating, adjusting, controlling, preserving, and evaluating with respect to the area of responsibility. For example, some of the occupations in this job family may have responsibility for overseeing services and projects, and we describe such work informally as “management or program management.” For example, incumbents performing environmental health or industrial hygiene program management work do not necessarily have high-level “managerial” responsibility, as discussed below. Rather, they are responsible for applying subject-matter knowledge of the respective discipline to assure the program or project operates within approved guidelines.

Managerial Work

As noted above, the term “managerial” is generally used within the HR arena in the context of high-level supervisory situations. Practitioners generally use “managerial” to describe at least second-level supervisory duties and responsibilities, and the work generally involves a combination of both administrative and technical, subject-matter related oversight of work.

In that context, we have established, as a general threshold guideline, that a position must meet *Level 3-3b* of Factor 3 of the General Schedule Supervisory Guide to be considered a “managerial” position. Accordingly, to meet this “managerial” threshold, a position must include at least eight of the following duties and responsibilities:

- using subordinate supervisors, leaders, team chiefs, group coordinators, committee chairs, or comparable personnel to direct, coordinate, or oversee work;
- exercising significant responsibilities in dealing with officials of other units or organizations, or in advising management officials of higher rank;
- assuring reasonable equity (among subordinate units, groups, teams, projects, etc.) of performance standards and rating techniques developed by subordinates or assuring comparable equity in the assessment of subordinates of the adequacy of contractor capabilities or of contractor completed work;
- direction of a program or major program segment with significant resources (e.g., one at a multimillion dollar level of annual resources);
- making decisions on work problems presented by subordinate supervisors, team leaders, or similar personnel, or by contractors;
- evaluating subordinate supervisors or leaders and serving as the reviewing official on evaluations of nonsupervisory employees rated by subordinate supervisors;
- making or approving selections for subordinate nonsupervisory positions;

(continued)

Distinguishing Between Management Work and Managerial Work (continued)

- recommending selections for subordinate supervisory positions and for work leader, group leader, or project director positions responsible for coordinating the work of others;
- hearing and resolving group grievances or serious employee complaints;
- reviewing and approving serious disciplinary actions (e.g., suspensions) involving nonsupervisory subordinates;
- making decisions on nonroutine, costly, or controversial training needs and training requests related to employees of the of the unit;
- determining whether contractor performed work meets standards of adequacy necessary for authorization of payment;
- approving expenses comparable to within-grade increases, extensive overtime, and employee travel;
- recommending awards or bonuses for nonsupervisory personnel and changes in position classification, subject to approval by higher level officials, supervisors, or others; and/or
- finding and implementing ways to eliminate or reduce significant bottlenecks and barriers to production, promote team building, or improve business practices.

Further, to meet those 3–3b requirements, a position must first exceed Level 3–2c requirements as outlined in the General Schedule Supervisory Guide. Essentially, to be considered “managerial”, a position must supervise positions that carry out at least three of the first four, and a total of six of the following Level 3–2c authorities and responsibilities:

- planning work to be accomplished by subordinates, setting and adjusting short-term priorities, and preparing schedules for completion of work;
- assigning work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees;
- evaluating work performance of subordinates;
- giving advice, counsel, or instruction to employees on both work and administrative matters;
- interviewing candidates for positions in the unit; recommending appointment, promotion, or reassignment to such positions;
- hearing and resolving complaints from employees, referring group grievances and more serious unresolved complaints to a higher level supervisor or administrator;
- effecting minor disciplinary actions such as warnings and reprimands, and recommending other action in more serious cases;
- identifying developmental and training needs of employees, and providing or arranging for needed development and training;
- finding ways to improve production or increase the quality of the work directed; and/or developing performance standards.

CROSSWALK TO THE STANDARD OCCUPATIONAL CLASSIFICATION

The Office of Management and Budget requires all Federal agencies that collect occupational data to use the Standard Occupational Classification (SOC) system for statistical data reporting purposes. The Bureau of Labor Statistics will use SOC codes for National Compensation Survey and other statistical reporting. The Office of Personnel Management (OPM) and agencies will develop and maintain the “crosswalk” between the Federal occupational series and the SOC codes to serve this need. These SOC codes and this requirement have no effect on the administration of any Federal human resources management systems. The information contained in this table is for information only and has no direct impact on the classification of positions covered by this job family standard. The SOC codes shown here generally apply only to nonsupervisory positions in these occupations. As changes occur to the SOC codes, OPM will update this table. More information about the SOC is available at <http://stats.bls.gov/soc>.

Federal Occupational Series and Position Titles and Their Related Standard Occupational Classification System Codes

Occupational Series	Standard Occupational Classification Code Based on Occupational Series		Position Title	Standard Occupational Classification Code Based on Position Title	
No Specified Title GS-0601	29-1199	Health Diagnosing and Treating Practitioners, All Other	No Specified Title	29-1199	Health Diagnosing and Treating Practitioners, All Other
Medical Official GS-0602	29-1069	Physicians and Surgeons, All Other	Medical Officer	29-1069	Physicians and Surgeons, All Other
Physician Assistant, GS-0603	29-1071	Physician Assistants	Physician Assistant	29-1071	Physician Assistants
Nursing, GS-0610	29-1111	Registered Nurses	Nurse	29-1111	Registered Nurses
Dietetics and Nutrition, GS-0630	29-1031	Dietitian and Nutritionist	Dietitian and Nutritionist	29-1031	Dietitian and Nutritionist
Occupational Therapy, GS-0631	29-1122	Occupational Therapist	Occupational Therapist	29-1122	Occupational Therapist
Physical Therapy, GS-0633	29-1123	Physical Therapists	Physical Therapist	29-1123	Physical Therapists
Kinesiotherapy, GS-0635	29-1129	Therapists, All Other	Corrective Therapist	29-1129	Therapists, All Other
Recreation/Creative Arts Therapy, GS-0638	29-1129	Therapists, All Other	Recreation/ Creative Arts Therapist	29-1129	Therapists, All Other
Clinical Laboratory Technology, GS-0644	29-2011	Medical and Clinical Laboratory Technicians	Medical Technologist	29-2011	Medical and Clinical Laboratory Technicians

(continued)

CROSSWALK TO THE STANDARD OCCUPATIONAL CLASSIFICATION (continued)					
Occupational Series	Standard Occupational Classification Code Based on Occupational Series		Position Title	Standard Occupational Classification Code Based on Position Title	
Pharmacology, GS-0660	29-1051	Pharmacists	Pharmacist	29-1051	Pharmacists
Optometry, GS-0662	29-1041	Optometrists	Optometrist	29-1041	Optometrists
Speech Pathology and Audiology, GS-0665	29-1121	Audiologists	Speech Pathologist Audiologist	29-1121	Speech Language Pathologists Audiologists
Orthotics and Prosthetics, GS-0667	29-2091	Orthotists and Prosthetists	Orthotist- Prosthetist Orthotist Prosthetist	29-2091	Orthotists and Prosthetists
Podiatry Series, GS-0668	29-1081	Podiatrists	Podiatrist	29-1081	Podiatrists
Healthcare Information Administration, GS-0669	29-2071	Health Records and Health Information Technicians	Healthcare Information Administrator	29-2071	Health records and Health Information Technicians
Healthcare Systems Administration, GS-0670	11-9111	Medical and Health Services Managers	Healthcare Systems Administrator	11-9111	Medical and Health Services Managers
Healthcare Systems Analysis, GS-0671	13-1111	Management Analysts	Healthcare Systems Specialist	13-1111	Management Analysts
Prosthetics Representative, GS-0672	29-2091	Orthotists and Prosthetists	Prosthetics Representative	29-2091	Orthotists and Prosthetists
Healthcare Environmental Services, GS-0673	37-1011	Healthcare Environment Programs	Healthcare Environment Services Administrator	37-1011	First line supervisors Managers of House-Keeping and Janitorial Workers
Dentistry, GS-0680	29-1021	Dentists	Dentist	29-1021	Dentists
Public Healthcare Programs, GS-0685	29-9099	Healthcare Practitioner and Technical Workers, All Others	Public Healthcare Program Specialist	29-9099	Healthcare Practitioner and Technical Workers
Sanitation Services, GS-0688	29-9011	Sanitarian	Sanitarian	29-9011	Occupational Health And Safety Specialists
Industrial Hygiene, GS-0690	29-9011	Occupational Health And Safety Specialists	Industrial Hygiene and Safety Manager	29-9011	Occupational Health And Safety Specialists
Consumer Safety, GS-0696	29-9099	Healthcare Practitioner and Technical Workers, All Others	Consumer Safety Administator	29-9099	Healthcare Practitioner and Technical workers

EXCLUSIONS

Although some positions may include professional work requiring some knowledge and skills typical of the Medical Sciences Group, GS-0600, classification to a series in this job family may not be appropriate. To select the appropriate series, you must determine the paramount knowledge; i.e., the most important subject-matter knowledge required for performing the primary duties of the position. To determine the paramount knowledge, you must also consider the primary purpose for the position's existence, the most important qualification(s) required, recruitment sources, career progression, and the background knowledge required. The following table provides examples of situations where the work may involve the application of related knowledge and skills, but not to the extent that it may warrant classification to a series in this job family.

Note: In the table below, job family standard is abbreviated as JFS.

If work involves....	See This Standard or Series Definition:
1. Applying knowledge of a practical knowledge of nursing care procedures and techniques which do not require – <ul style="list-style-type: none"> • knowledge and skills represented by the licensure of practical and vocational nurses by a state, territory, or the District of Columbia; or • professional nurse education. 	<u>GS-0621, Nursing Assistant Series</u>
2. Managing the operation and maintenance of buildings, grounds, and other facilities such as posts, camps, depots, power plants, parks, forests, and roadways.	<u>GS-1640, Facility Management Series</u>
3. Primarily developing and conducting inspections, investigations, and related sampling and data collections activities in support of the laws and regulations protecting consumers from foods, drugs, therapeutic devices, cosmetics, fabrics, toys, and household products that are impute, unsanitary, unwholesome, ineffective, improperly labeled, or dangerous.	<u>GS-1862, Consumer Safety Inspection Series</u>
4. Managing, administering, or operating a safety and occupational health program or performance of administrative work concerned with safety and occupational health activities and includes the development, implementation, and evaluation of related program functions.	<u>GS-0018, Safety and Occupational Health Management Series</u>
6. Applying professional knowledge of the theories, principles, and techniques of education and training to instructional and educational administration work in education programs operated by Federal agencies	<u>GS-1710, Education and Vocational Training Series</u>

(continued)

EXCLUSIONS (continued)

If work involves....	See This Standard or Series Definition:
7. Investigating, analyzing, and interpreting the composition, molecular structure, and properties of substances, the transformations which they undergo, and the amounts of matter and energy included in these transformations.	<u>GS-1320, Chemistry Series</u>
8. Managing or directing or assisting in a line capacity in managing or directing, one or more programs, including appropriate supporting service organizations, when the paramount qualification requirement of the positions is management and executive knowledge and ability. The work does not require competence in a specialized subject-matter or functional area.	<u>GS-0340, Program Management Series</u>
9. Serving as analysts and advisors to management on the evaluation of the effectiveness of government programs and operations or the productivity and efficiency of the management of Federal agencies or both.	<u>GS-0343, Management and Program Analysis Series</u>
10. Performing scientific and professional work in the field of microbiology.	<u>GS-0403, Microbiology</u>
11. Performing tests and examinations in one or more areas of a clinical laboratory such as hematology, blood banking, or microbiology.	<u>GS-0645, Medical Technician</u>
12. Applying a practical knowledge of the techniques of anatomical laboratory practice in one or both areas of the laboratory (histopathology or cytology) and of the chemistry, biology, and anatomy involved.	<u>GS-0646, Pathology Technician</u>

HOW TO USE THESE GRADING CRITERIA

Evaluate positions on a factor-by-factor basis using the factor level descriptions (FLDs) provided in this standard. Compare each factor in the position description to the appropriate FLDs and illustrations in the standard. If the factor information in the position description fully matches an FLD for the series in the standard, you may assign the level without reviewing the illustrations. FLDs are progressive or cumulative in nature. For example, each FLD for Factor 1 – Knowledge Required by the Position encompasses the knowledge and skills identified at the previous level. Use only designated point values. Record the results of your analysis on the Position Evaluation Summary form on the next page. Convert total points for all factors to grade levels using the grade conversion table that follows the FLDs.

This standard provides occupation-specific illustrations as a frame of reference for applying factor level concepts. Do not rely solely on the illustrations in evaluating positions, because they reflect a limited range of actual work examples. Use the illustrations to gain insights into the meaning of the grading criteria in the FLDs. Consider each illustration in its entirety and in conjunction with the FLDs in your analysis, and do not merely use a selected portion of an illustration taken out of context as evidence of a match. The level of work described in some illustrations may be higher than the threshold for a particular factor level. If the factor information in the position description you are evaluating fails to fully match a relevant illustration, but does fully match the FLD, you may still assign the level.

The FLDs in this standard cover nonsupervisory positions at grades GS-5 through GS-15. Evaluate supervisory, leader, and research positions by applying the appropriate guide.

You will find more complete instructions for evaluating positions in the following OPM publications: [Introduction to the Position Classification Standards](#) and [The Classifier's Handbook](#).

POSITION EVALUATION SUMMARY

Organization _____

Position # _____

Evaluation Factors Standards Used	Factor Level Used (FL#)	Points Assigned	Comments
1. Knowledge Required by the Position			
2. Supervisory Controls			
3. Guidelines			
4. Complexity			
5. Scope and Effect			
6/7. Personal Contacts and Purpose of Contacts			
8. Physical Demands			
9. Work Environment			
S U M M A R Y	Total Points		
	Grade Conversion		

Additional Remarks:

Title, Series, and Grade Assigned:

Date: _____

Agencies may copy for local use.

FACTOR LEVEL DESCRIPTIONS

FACTOR 1 – KNOWLEDGE REQUIRED BY THE POSITION

Factor 1 measures the nature and extent of information or facts that an employee must understand to do acceptable work (e.g., steps, procedures, practices, rules, policies, theories, principles, and concepts) and the nature and extent of the skills necessary to apply that knowledge. You should only select a factor level under this factor when the knowledge described is required and applied.

NOTE: In the tables below, factor level description is abbreviated as FLD.

Factor 1 illustrations are located in Appendix F1.

Level 1-5		750 Points
Series	General Medical Sciences GS-0601	Clinical Laboratory Technology GS-0644
	Medical Official GS-0602	Pharmacology GS-0660
	Physician Assistant GS-0603	Optometry GS-0662
	Nursing GS-0610	Speech Pathology and Audiology GS-0665
	Dietetics and Nutrition GS-0630	Podiatry GS-0668
	Occupational Therapy GS-0631	Orthotics and Prosthetics GS-0667
	Physical Therapy GS-0633	Dentistry GS-0680
	Kinesiotherapy GS-0635	Industrial Hygiene GS-0690
	Recreation/Creative Arts Therapy GS-0638	Consumer Safety GS-0696
	FLD Knowledge of, and skill in applying, a basic foundation of the professional concepts, principles, and methodology of the field sufficient to – <ul style="list-style-type: none"> • perform limited tasks; and • complete training assignments that familiarize the employee with program requirements, techniques, and procedures. 	(continued)

Level 1-5 (continued)		750 Points	
Series	Healthcare Information Administration	GS-0669	Healthcare Environmental Programs GS-0673
	Healthcare Systems Administration	GS-0670	Public Healthcare Programs GS-0685
	Healthcare Systems Analysis	GS-0671	Sanitation Services GS-0688
	Prosthetics Representative	GS-0672	
FLD	Knowledge of, and skill in applying, a basic foundation of the basic concepts, principles, and methods of the field sufficient to –		
	<ul style="list-style-type: none"> • perform limited tasks; and • complete training assignments that familiarize the employee with program requirements, techniques, and procedures of the office. 		

Level 1-6		950 Points	
Series	Medical Official GS-0602		Optometry GS-0662
	Physician Assistant GS-0603		Podiatry GS-0668
	Nursing GS-0610 <u>Illustration(s)</u>		Dentistry GS-0680
FLD	Professional knowledge of, and skill in applying, established concepts, principles, and methodology of the field sufficient to perform assignments of moderate difficulty such as assessing the condition of patients, providing care, and advising on healthcare needs.		
Series	Dietetics and Nutrition GS-0630 <u>Illustration(s)</u>		Speech Pathology and Audiology GS-0665
	Pharmacology GS-0660		Orthotics and Prosthetics GS-0667 <u>Illustration(s)</u>
FLD	Professional knowledge of, and skill in applying, established concepts, principles, and methodology of the allied health field sufficient to perform recurring assignments.		
Series	Occupational Therapy GS-0631		Kinesiotherapy GS-0635
	Physical Therapy GS-0633		Recreation/ Creative Arts Therapy GS-0638
FLD	Professional knowledge of, and skill in applying, the concepts, principles, and methodology of the field sufficient to –		
	<ul style="list-style-type: none"> • develop treatment plans using standard procedures; and • modify or adapt intervention plans according to changing conditions or reactions of patients. 		
	(continued)		

Level 1-6 (continued)		950 Points	
Series	<p>General Medical Science GS-0601 <u>Illustration(s)</u></p> <p>Clinical Laboratory Technology GS-0644 <u>Illustration(s)</u></p>		
FLD	<p>Professional knowledge of, and skill in applying, established concepts, principles, and methodology of clinical or anatomic laboratory technology; and knowledge of –</p> <ul style="list-style-type: none"> laboratory mathematics and statistics; related disciplines; and significance of certain clinical or anatomic and physiologic conditions <p>sufficient to –</p> <ul style="list-style-type: none"> perform/monitor the full-range of specialized tests and nonroutine procedures for which there are standard methods and techniques in one or more areas of the clinical laboratory; establish quality controls; troubleshoot procedures and equipment; calculate and correlate test results; set up and implement new procedures; assess and correlate data; and verify results. 		
Series	<p>Industrial Hygiene GS-0690 <u>Illustration(s)</u></p> <p>Consumer Safety GS-0696</p>		
FLD	<p>Professional knowledge of, and skill in applying, the concepts, principles, and methodology of industrial hygiene or various scientific fields sufficient to perform assignments related to the identification, evaluation, and control of industrial health hazards or perform routine inspections or investigations of manufacturing processes or operations.</p>		
Series	<p>Healthcare Information Administration GS-0669 <u>Illustration(s)</u></p> <p>Healthcare Systems Administration GS-0670</p> <p>Healthcare Systems Analysis GS-0671 <u>Illustration(s)</u></p> <p>Prosthetics Representative GS-0672 <u>Illustration(s)</u></p>	<p>Healthcare Environmental Programs GS-0673</p> <p>Public Healthcare Programs GS-0685 <u>Illustration(s)</u></p> <p>Sanitation Services GS-0688 <u>Illustration(s)</u></p>	
FLD	<p>Knowledge of, and skill in applying, the principles, practices, and methods of –</p> <ul style="list-style-type: none"> laws and regulations governing the organization’s programs; analytical and evaluative techniques; and medical, legal, and regulatory requirements and administrative practices <p>sufficient to –</p> <ul style="list-style-type: none"> independently perform recurring, moderately complex assignments; provide advice and assistance to program participants; identify and resolve problems; assess and correlate data; and prepare reports and make presentations. 		

Level 1-7		1250 Points			
Series	Medical Official GS-0602		Optometry GS-0662	<u>Illustration(s)</u>	
	Physician Assistant GS-0603	<u>Illustration(s)</u>	Podiatry GS-0668		
	Nursing GS-0610	<u>Illustration(s)</u>	Dentistry GS-0680	<u>Illustration(s)</u>	
FLD	Professional knowledge of, and skill in applying, a wide range of concepts, principles, and methodology of the field sufficient to perform highly specialized assignments of advanced nature and considerable difficulty.				
Series	Dietetics and Nutrition GS-0630	<u>Illustration(s)</u>	Speech Pathology and Audiology GS-0665	<u>Illustration(s)</u>	
	Pharmacology GS-0660	<u>Illustration(s)</u>	Orthotics and Prosthetics GS-0667	<u>Illustration(s)</u>	
	Professional knowledge of, and skill in applying, a wide range of the concepts, principles, and methodology of the allied health field sufficient to –				
FLD	<ul style="list-style-type: none"> perform assignments of considerable difficulty in a specialty area; analyze programs or service operations of considerable breadth and complexity; and develop new standards and guidelines. 				
Series	Occupational Therapy GS-0631	<u>Illustration(s)</u>	Kinesiotherapy GS-0635	<u>Illustration(s)</u>	
	Physical Therapy GS-0633	<u>Illustration(s)</u>	Recreation/Creative Arts Therapy GS-0638	<u>Illustration(s)</u>	
	Professional knowledge of, and skill in applying, a wide range of concepts, principles, and methodology of the field sufficient to –				
FLD	<ul style="list-style-type: none"> perform advanced techniques; or modify or adapt established methods, procedures, or techniques to resolve difficult or complex problems. 				
(continued)					

Level 1-7(continued)		1250 Points	
Series	<p>General Medical Sciences GS-0601 Illustration(s)</p> <p>Clinical Laboratory Technology GS-0644 Illustration(s)</p>		
FLD	<p>Professional knowledge of, and skill in applying, a wide range of concepts, principles, and methodology of clinical or anatomic laboratory technology and knowledge of –</p> <ul style="list-style-type: none"> • regulatory, licensing, and accrediting agency requirements, medicolegal responsibilities, and statutes governing clinical or anatomic laboratory operations; and • management, administrative, or coordinative skill <p>sufficient to –</p> <ul style="list-style-type: none"> • conduct a variety of complex specialized tests in an area of the laboratory or discipline; • modify or adapt established methods and procedures or make significant departures from previous approaches to solve similar problems; • revise standard methods to improve or extend test systems; and • evaluate, modify, or adapt new methods to meet the requirements of particular testing situations; <p>or</p> <ul style="list-style-type: none"> • plan, implement, or monitor laboratory programs/services; <p>or</p> <ul style="list-style-type: none"> • provide advisory, reviewing, inspecting, education and training, or problem-solving services (as a “troubleshooter,” specialist, or coordinator) on specific problems, projects, programs, or functions. 		
Series	<p>Industrial Hygiene GS-0690 Illustration(s)</p> <p>Consumer Safety GS-0696</p>		
FLD	<p>Professional knowledge of, and skill in applying, a wide range of concepts, principles, and methodology of industrial hygiene or various scientific fields sufficient to perform work related to a wide range of industrial settings or involve an intensive knowledge of a specialty area of industrial hygiene or involve intensive inspections or investigations of complex manufacturing processes or operations.</p>		
(continued)			

Level 1-7 (continued)				1250 Points	
Series	Healthcare Information Administration	GS-0669	<u>Illustration(s)</u>	Healthcare Environmental Programs	GS-0673 <u>Illustration(s)</u>
	Healthcare Systems Administration	GS-0670		Public Healthcare Programs	GS-0685 <u>Illustration(s)</u>
	Healthcare Systems Analysis	GS-0671	<u>Illustration(s)</u>	Sanitation Services	GS-0688
	Prosthetics Representative	GS-0672	<u>Illustration(s)</u>		
FLD	Knowledge of, and skill in applying, a wide range of concepts, principles, practices, and methods of the field and				
	<ul style="list-style-type: none"> • comprehensive knowledge of – <ul style="list-style-type: none"> – agency policies and procedures; – applicable Federal statutes and legislation governing the program; • knowledge of – <ul style="list-style-type: none"> – qualitative and quantitative techniques; – data collection, display, and manipulation; and • skill in applying oral and written communication techniques 				
sufficient to –					
<ul style="list-style-type: none"> • develop and implement programs; • formulate policy; • develop procedural guidance; • solve complex problems covering diverse program issues; • modify or adapt methods to meet new regulatory requirements; • conduct analysis and recommend resolution of complex issues; • develop solutions to complex operational problems; • provide advisory or consultant services; and • interpret considerable data. 					

Level 1-8		1550 Points	
Series	<p>Medical Official GS-0602 Illustration(s)</p> <p>Physician Assistant GS-0603</p> <p>Optometry GS-0662</p>	<p>Podiatry GS-0668 Illustration(s)</p> <p>Dentistry GS-0680</p> <p>Nursing GS-0610</p>	
FLD	<p>Mastery of, and skill in applying, concepts, principles, and methodology of the field sufficient to –</p> <ul style="list-style-type: none"> • apply experimental theories and new developments to the solution of complex healthcare problems not susceptible to treatment by accepted methods; or • make decisions or recommendations significantly changing, or developing, important public policies or programs. 		
Series	<p>Dietetics and Nutrition GS-0630 Illustration(s)</p> <p>Pharmacology GS-0660</p>	<p>Speech Pathology and Audiology GS-0665</p> <p>Orthotics and Prosthetics GS-0667</p>	
FLD	<p>Mastery of, and skill in applying, concepts, principles, and methodology of the allied health field sufficient to –</p> <ul style="list-style-type: none"> • serve as a recognized agency expert and program authority; • develop new policies and regulations for administering programs or services; • apply experimental theories and new developments to the solution of problems that require new approaches and have not been susceptible to treatment by accepted methods; or • make decisions or recommendations significantly changing, interpreting, or developing important programs in their field. 		
Series	<p>Occupational Therapy GS-0631</p> <p>Physical Therapy GS-0633</p>	<p>Kinesiotherapy GS-0635</p> <p>Recreation/Creative Arts Therapy GS-0638</p>	
FLD	<p>Mastery of, and skill in applying, concepts, principles, and methodology of the field sufficient to –</p> <ul style="list-style-type: none"> • apply new scientific/technological procedures in the treatment of major problems not susceptible to treatment by accepted methods; or • take actions or make recommendations which have significant impact on existing agency/national policies and programs. 		
Series	<p>General Medical Sciences GS-0601</p>	<p>Clinical Laboratory Technology GS-0644</p>	
FLD	<p>Mastery of, and skill in applying, concepts, principles, and methodology of clinical or anatomic laboratory technology sufficient to –</p> <ul style="list-style-type: none"> • apply new scientific/technological developments and theories to major problems not susceptible to treatment by accepted methods; and • take actions or make recommendations which have significant impact on existing agency/national policies and programs; or • function as a recognized technical authority in a particular discipline or function. 		
(continued)			

Level 1-8 (continued)		1550 Points	
Series	<p>Industrial Hygiene GS-0690 Illustration(s)</p> <p>Consumer Safety GS-0696 Illustration(s)</p>		
FLD	<p>Mastery of, and skill in applying, concepts, principles, and methodology of industrial hygiene or various scientific fields sufficient to –</p> <ul style="list-style-type: none"> • apply new developments to solve novel or obscure problems; • extend and modify existing techniques; • develop new approaches; and • serve as a recognized technical authority. 		
Series	<p>Healthcare Information Administration GS-0669 Illustration(s)</p> <p>Healthcare Systems Administration GS-0670</p> <p>Healthcare Systems Analysis GS-0671 Illustration(s)</p> <p>Prosthetics Representative GS-0672</p>	<p>Healthcare Environmental Programs GS-0673 Illustration(s)</p> <p>Public Healthcare Programs GS-0685 Illustration(s)</p> <p>Sanitation Services GS-0688</p>	
FLD	<p>Mastery of, and skill in applying, advanced principles, practices, and methods of the field sufficient to –</p> <ul style="list-style-type: none"> • complete assignments that involve initiating, formulating, planning, executing, and controlling major studies or continuing specialized projects; • accomplish projects that represent an important segment of an agency’s operating programs; • serve as consultant and technical advisor to high-level subject-matter specialists and/or agency officials responsible for broad program operations; • serve as a recognized authority in a particular field; • provide significant and innovative recommendations for advancing programs and/or methods; and • use findings of specialized studies, new analytical developments, and modified processes to resolve novel or obscure problems that affect broad program operations. 		

Level 1-9		1850 Points
Series	General Medical Sciences GS-0601	Medical Official GS-0602
FLD	<p style="text-align: right;"><u>Illustration(s)</u></p> <p>Mastery of, and skill in applying, concepts, principles, and methodology of clinical laboratory technology sufficient to perform one of the following –</p> <ul style="list-style-type: none"> • develop new theories, concepts, principles, standards, and methods to advance the state-of-the-art beyond current parameters; or • plan and execute long-range programs and projects of national significance; and • serve as a nationally recognized expert and consultant in a broad resource or subject-matter program that impacts on a number of resources. 	

FACTOR 2 – SUPERVISORY CONTROLS

This factor covers the nature and extent of direct or indirect controls exercised by the supervisor or another individual over the work performed, the employee's responsibility, and the review of completed work. The supervisor determines what information the employee needs to perform the assignments; e.g., instructions, priorities, deadlines, objectives, and boundaries. The employee's responsibility depends on the extent to which the supervisor expects the employee to develop the sequence and timing of the various aspects of the work, to modify or recommend modification of instructions, and to participate in establishing priorities and defining objectives. The degree of review of completed work depends upon the nature and extent of the review (e.g., close and detailed review of each phase of the assignment; detailed review of the completed assignment; spot check of finished work for accuracy; or review only for adherence to policy). The primary components of this factor are: **How Work Is Assigned, Employee Responsibility, and How Work Is Reviewed.**

NOTE: In the tables below, factor level description is abbreviated as FLD.

Level 2–2		125 Points		
Series	General Medical Sciences	GS-0601	Orthotics and Prosthetics	GS-0667
	Medical Official	GS-0602	Podiatry	GS-0668
	Physician Assistant	GS-0603	Healthcare Information Administration	GS-0669
	Nursing	GS-0610	Healthcare Systems Administration	GS-0670
	Dietetics and Nutrition	GS-0630	Healthcare Systems Analyst	GS-0671
	Occupational Therapy	GS-0631	Prosthetics Representative	GS-0672
	Physical Therapy	GS-0633	Healthcare Environmental Programs	GS-0673
	Kinesiotherapy	GS-0635	Dentistry	GS-0680
	Recreation/Creative Arts Therapy	GS-0638	Public Healthcare Programs	GS-0685
	Clinical Laboratory Technology	GS-0644	Sanitation Services	GS-0688
	Pharmacology	GS-0660	Industrial Hygiene	GS-0690
	Optometry	GS-0662	Consumer Safety	GS-0696
	Speech Pathology and Audiology	GS-0665		
	FLD	<p>How Work Is Assigned – The supervisor or designated employee instructs the employee on the objectives of the assignment and its scope, limitations, expected deadlines, and priorities. The supervisor provides specific instructions on new assignments.</p>		
<p>Employee Responsibility – The employee –</p> <ul style="list-style-type: none"> • works independently, but within the framework the supervisor established and in conformance with established practices and prescribed procedures; and • refers problems not covered by instructions or guides to the supervisor for help or a decision. 				
<p>How Work Is Reviewed – The supervisor or designated employee –</p> <ul style="list-style-type: none"> • reviews completed work closely to verify accuracy and conformance to required procedures and any special instructions; • reviews findings and conclusions to ensure they are supported by facts; and • typically reviews in detail the more difficult work of a type the employee has not previously done. 				

Level 2–3		275 Points		
Series	General Medical Sciences	GS-0601	Orthotics and Prosthetics	GS-0667
	Medical Official	GS-0602	Podiatry	GS-0668
	Physician Assistant	GS-0603	Healthcare Information Administration	GS-0669
	Nursing	GS-0610	Healthcare Systems Administration	GS-0670
	Dietetics and Nutrition	GS-0630	Healthcare Systems Analyst	GS-0671
	Occupational Therapy	GS-0631	Prosthetics Representative	GS-0672
	Physical Therapy	GS-0633	Healthcare Environmental Programs	GS-0673
	Kinesiotherapy	GS-0635	Dentistry	GS-0680
	Recreation/Creative Arts Therapy	GS-0638	Public Healthcare Programs	GS-0685
	Clinical Laboratory Technology	GS-0644	Sanitation Services	GS-0688
	Pharmacology	GS-0660	Industrial Hygiene	GS-0690
	Optometry	GS-0662	Consumer Safety	GS-0696
	Speech Pathology and Audiology	GS-0665		
	FLD	<p>How Work Is Assigned – The supervisor or designated employee outlines or discusses possible problem areas and defines objectives, plans, priorities, and deadlines. Assignments have clear precedents requiring successive steps in planning and execution.</p>		
<p>Employee Responsibility – The employee –</p> <ul style="list-style-type: none"> independently plans and carries out the assignments in conformance with accepted policies and practices; adheres to instructions, policies, and guidelines in exercising judgment to resolve commonly encountered work problems and deviations; and brings controversial information or findings to the supervisor’s attention for direction. 				
<p>How Work Is Reviewed – The supervisor or designated employee –</p> <ul style="list-style-type: none"> provides assistance on controversial or unusual situations that do not have clear precedents; reviews completed work for conformity with policy, the effectiveness of the employee’s approach to the problem, technical soundness, adherence to deadlines, accomplishment of objectives; and does not usually review in detail the methods used to complete the assignment. 				

Level 2–4		450 Points			
Series	General Medical Sciences	GS-0601	Orthotics and Prosthetics	GS-0667	
	Medical Official	GS-0602	Podiatry	GS-0668	
	Physician Assistant	GS-0603	Healthcare Information Administration	GS-0669	
	Nursing	GS-0610	Healthcare Systems Administration	GS-0670	
	Dietetics and Nutrition	GS-0630	Healthcare Systems Analyst	GS-0671	
	Occupational Therapy	GS-0631	Prosthetics Representative	GS-0672	
	Physical Therapy	GS-0633	Healthcare Environmental Programs	GS-0673	
	Kinesiotherapy	GS-0635	Dentistry	GS-0680	
	Recreation/Creative Arts Therapy	GS-0638	Public Healthcare Programs	GS-0685	
	Clinical Laboratory Technology	GS-0644	Sanitation Services	GS-0688	
	Pharmacology	GS-0660	Industrial Hygiene	GS-0690	
	Optometry	GS-0662	Consumer Safety	GS-0696	
	Speech Pathology and Audiology	GS-0665			
	FLD	<p>How Work Is Assigned – The supervisor outlines overall objectives and available resources. The employee and supervisor, in consultation, discuss timeframes and scope of the assignment, including possible stages and possible approaches.</p>			
		<p>Employee Responsibility – The employee –</p> <ul style="list-style-type: none"> • plans and carries out the assignment; • resolves most of the conflicts that arise; • coordinates the work with others as necessary; • interprets policy and regulatory requirements; • keeps the supervisor informed of progress and potentially controversial problems, concerns, issues, or other matters; • develops changes to plans and/or methodology; and • provides recommendations for improvements in order to meet program objectives. 			
<p>How Work Is Reviewed – The supervisor reviews completed work for soundness of overall approach, effectiveness in meeting requirements or producing expected results, the feasibility of recommendations, and adherence to requirements. The supervisor does not usually review methods used.</p>					

Level 2-5		650 Points			
Series	General Medical Sciences	GS-0601	Orthotics and Prosthetics	GS-0667	
	Medical Official	GS-0602	Podiatry	GS-0668	
	Physician Assistant	GS-0603	Healthcare Information Administration	GS-0669	
	Nursing	GS-0610	Healthcare Systems Administration	GS-0670	
	Dietetics and Nutrition	GS-0630	Healthcare Systems Analyst	GS-0671	
	Occupational Therapy	GS-0631	Prosthetics Representative	GS-0672	
	Physical Therapy	GS-0633	Healthcare Environmental Programs	GS-0673	
	Kinesiotherapy	GS-0635	Dentistry	GS-0680	
	Recreation/Creative Arts Therapy	GS-0638	Public Healthcare Programs	GS-0685	
	Clinical Laboratory Technology	GS-0644	Sanitation Services	GS-0688	
	Pharmacology	GS-0660	Industrial Hygiene	GS-0690	
	Optometry	GS-0662	Consumer Safety	GS-0696	
	Speech Pathology and Audiology	GS-0665			
	FLD	How Work Is Assigned – The supervisor provides administrative and policy direction in terms of broadly defined missions or functions of the agency.			
		Employee Responsibility – The employee –			
<ul style="list-style-type: none"> • defines objectives; • interprets policies promulgated by authorities senior to the immediate supervisor and determines their effect on program needs; • independently plans, designs, and carries out the work to be done; and • serves as a technical authority. 					
How Work Is Reviewed – The supervisor –					
<ul style="list-style-type: none"> • reviews work for potential impact on broad agency policy objectives and program goals; • normally accepts work as being technically authoritative; and • normally accepts work without significant change. 					

FACTOR 3 – GUIDELINES

This factor covers the nature of guidelines and the judgment employees need to apply them. Individual assignments may vary in the specificity, applicability, and availability of guidelines; thus, the judgment employees use similarly varies. The existence of detailed plans and other instructions may make innovation in planning and conducting work unnecessary or undesirable. However, in the absence of guidance provided by prior agency experience with the task at hand or when objectives are broadly stated, the employee may use considerable judgment in developing an approach or planning the work. Here are examples of guidelines used in professional and scientific work in the Medical Sciences Group, GS-0600.

- Federal and State statutes and regulations
- Accrediting agency standards
- Regulatory agency standards
- County and local government ordinances and codes
- Agency program manuals
- Medical center directives
- Physicians' Desk Reference
- Coding manuals
- Agency policies and procedures
- Other agencies' policies, regulations, and procedures
- Accepted professional standards and ethics
- Freedom of Information and Privacy Act of 1974
- Contract healthcare regulations
- Textbooks
- Professional and scientific journals
- Research reports
- Technical reports
- Agency budgetary policies, practices, and procedures
- Scientific literature
- Court decisions

Do not confuse guidelines with the knowledge described under Factor 1 – Knowledge Required by the Position. Guidelines either provide reference data or impose certain constraints on applications. For example, in some of the functional areas covered by this standard, there may be several generally accepted methods of accomplishing work, perhaps set forth in an agency operating manual. However, in a particular facility, the policy may be to use only one of those methods; or the policy may state specifically under what conditions the facility may use each method. The primary components of this factor are: **Guidelines Used** and **Judgment Needed**.

NOTE: In the tables below, factor level description is abbreviated as FLD.

Level 3-2		125 Points			
Series	General Medical Sciences	GS-0601	Orthotics and Prosthetics	GS-0667	
	Medical Official	GS-0602	Podiatry	GS-0668	
	Physician Assistant	GS-0603	Healthcare Information Administration	GS-0669	
	Nursing	GS-0610	Healthcare Systems Administration	GS-0670	
	Dietetics and Nutrition	GS-0630	Healthcare Systems Analyst	GS-0671	
	Occupational Therapy	GS-0631	Prosthetics Representative	GS-0672	
	Physical Therapy	GS-0633	Healthcare Environmental Programs	GS-0673	
	Kinesiotherapy	GS-0635	Dentistry	GS-0680	
	Recreation/Creative Arts Therapy	GS-0638	Public Healthcare Programs	GS-0685	
	Clinical Laboratory Technology	GS-0644	Sanitation Services	GS-0688	
	Pharmacology	GS-0660	Industrial Hygiene	GS-0690	
	Optometry	GS-0662	Consumer Safety	GS-0696	
	Speech Pathology and Audiology	GS-0665			
	FLD	<p>Guidelines Used – The employee uses a number of guidelines that are directly applicable to the assignment. Guidelines prescribe established procedures and techniques and provide clear precedents.</p>			
		<p>Judgment Needed – The employee –</p> <ul style="list-style-type: none"> • uses judgment in selecting and applying the most appropriate guidelines; • determines the appropriateness and applicability of any minor deviations within existing guidelines; and • refers to the supervisor situations to which the existing guidelines cannot be applied or require significant deviations. 			

Level 3-3		275 Points			
Series	General Medical Sciences	GS-0601	Orthotics and Prosthetics	GS-0667	
	Medical Official	GS-0602	Podiatry	GS-0668	
	Physician Assistant	GS-0603	Healthcare Information Administration	GS-0669	
	Nursing	GS-0610	Healthcare Systems Administration	GS-0670	
	Dietetics and Nutrition	GS-0630	Healthcare Systems Analyst	GS-0671	
	Occupational Therapy	GS-0631	Prosthetics Representative	GS-0672	
	Physical Therapy	GS-0633	Healthcare Environmental Programs	GS-0673	
	Kinesiotherapy	GS-0635	Dentistry	GS-0680	
	Recreation/Creative Arts Therapy	GS-0638	Public Healthcare Programs	GS-0685	
	Clinical Laboratory Technology	GS-0644	Sanitation Services	GS-0688	
	Pharmacology	GS-0660	Industrial Hygiene	GS-0690	
	Optometry	GS-0662	Consumer Safety	GS-0696	
	Speech Pathology and Audiology	GS-0665			
	FLD	<p>Guidelines Used – The employee uses a wide variety of reference materials and manuals; however, they are not always directly applicable to the work or have gaps in specificity. Precedents are available outlining the preferred approach to more general problems or issues.</p>			
		<p>Judgment Needed – The employee uses judgment in selecting, interpreting, modifying, and applying available guidelines for adaptation to specific problems or issues.</p>			

Level 3-4		450 Points		
Series	General Medical Sciences	GS-0601	Orthotics and Prosthetics	GS-0667
	Medical Official	GS-0602	Podiatry	GS-0668
	Physician Assistant	GS-0603	Healthcare Information Administration	GS-0669
	Nursing	GS-0610	Healthcare Systems Administration	GS-0670
	Dietetics and Nutrition	GS-0630	Healthcare Systems Analyst	GS-0671
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	Clinical Laboratory Technology	GS-0644	Sanitation Services	GS-0688
	Pharmacology	GS-0660	Industrial Hygiene	GS-0690
	Optometry	GS-0662	Consumer Safety	GS-0696
	Speech Pathology and Audiology	GS-0665		
	FLD	<p>Guidelines Used – The employee uses guidelines and precedents that are very general regarding agency policy statements and objectives. Guidelines specific to assignments are often scarce, not applicable, or have gaps in specificity that require considerable interpretation and/or adaptation for application to issues and problems.</p>		
<p>Judgment Needed – The employee uses judgment, initiative, and resourcefulness in deviating from established methods to –</p> <ul style="list-style-type: none"> • modify, adapt, and/or refine broader guidelines to resolve specific complex and/or intricate issues and problems; • deal with specific issues or problems; • research trends and patterns; • develop new methods and criteria; and/or • propose new policies and practices. 				

Level 3-5		650 Points		
Series	General Medical Sciences	GS-0601	Orthotics and Prosthetics GS-0667	
	Medical Official	GS-0602	Podiatry GS-0668	
	Physician Assistant	GS-0603	Healthcare Information Administration GS-0669	
	Nursing	GS-0610	Healthcare Systems Administration GS-0670	
	Dietetics and Nutrition	GS-0630	Healthcare Systems Analyst GS-0671	
	Occupational Therapy	GS-0631	Prosthetics Representative GS-0672	
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	Recreation/Creative Arts Therapy	GS-0638	Public Healthcare Programs GS-0685	
	Clinical Laboratory Technology	GS-0644	Sanitation Services GS-0688	
	Pharmacology	GS-0660	Industrial Hygiene GS-0690	
	Optometry	GS-0662	Consumer Safety GS-0696	
	Speech Pathology and Audiology	GS-0665		
	FLD	<p>Guidelines Used – The employee uses guidelines such as broad policy statements, basic legislation, recent scientific findings, or reports that are often ambiguous and require extensive interpretation.</p>		
		<p>Judgment Needed – The employee uses judgment and ingenuity and exercises broad latitude to –</p> <ul style="list-style-type: none"> • determine the intent of applicable guidelines; • develop policy and guidelines for specific areas of work; and • formulate interpretations that may take the form of policy statements, regulations, and guidelines. <p>Top agency management officials and senior staff recognize the employee as a technical expert.</p>		

FACTOR 4 – COMPLEXITY

This factor covers the nature, number, variety, and intricacy of tasks, steps, processes, or methods in the work performed; the difficulty in identifying what needs to be done; and the difficulty and originality involved in performing the work. The primary components of this factor are: **Nature of Assignment, What Needs To Be Done, and Difficulty and Originality Involved.**

NOTE: In the tables below, factor level description is abbreviated as FLD.
 Factor 4 illustrations are located in Appendix F4.

Level 4-2		75 Points
Series	General Medical Sciences GS-0601	Clinical Laboratory Technology GS-0644
	Medical Official GS-0602	Pharmacology GS-0660
	Physician Assistant GS-0603	Optometry GS-0662
	Nursing GS-0610	Speech Pathology and Audiology GS-0665
	Dietetics and Nutrition GS-0630	Orthotics and Prosthetics GS-0667
	Occupational Therapy GS-0631	Podiatry GS-0668
	Physical Therapy GS-0633	Dentistry GS-0680
	Kinesiotherapy GS-0635	Industrial Hygiene GS-0690
	Recreation/Creative Arts Therapy GS-0638	Consumer Safety GS-0696
	FLD	Nature of Assignment – Work consists of specific, unrelated tasks that provide experience in the methods, practices, and procedures of the field.
What Needs To Be Done – The employee decides what needs to be done by choosing from various alternatives and recognizing differences among a few easily distinguishable situations.		
Difficulty and Originality Involved – The employee uses judgment regarding the most appropriate approach that is in accordance with established procedures and practices.		
(continued)		

Level 4-2 (continued)		75 Points	
Series	Healthcare Information Administration	GS-0669	Healthcare Environmental Programs
	Healthcare Systems Administration	GS-0670	Public Healthcare Programs
	Healthcare Systems Analysis	GS-0671	Sanitation Services
	Prosthetics Representative	GS-0672	GS-0688
FLD	Nature of Assignment – Work consists of specific, unrelated tasks that provide experience in the methods, practices, and procedures of the field.		
	What Needs To Be Done – The employee decides what needs to be done by choosing from various alternatives and recognizing differences among a few easily distinguishable situations.		
	Difficulty and Originality Involved – The employee uses judgment regarding the most appropriate approach that is in accordance with established procedures and practices.		

Level 4-3				150 Points		
Series	General Medical Sciences	GS-0601	<u>Illustration(s)</u>	Clinical Laboratory Technology	GS-0644	
	Medical Official	GS-0602		Pharmacology	GS-0660	
	Physician Assistant	GS-0603		Optometry	GS-0662	
	Nursing	GS-0610		Speech Pathology and Audiology	GS-0665	
	Dietetics and Nutrition	GS-0630		Orthotics and Prosthetics	GS-0667	<u>Illustration(s)</u>
	Occupational Therapy	GS-0631		Podiatry	GS-0668	
	Physical Therapy	GS-0633		Dentistry	GS-0680	
	Kinesiotherapy	GS-0635		Industrial Hygiene	GS-0690	<u>Illustration(s)</u>
	Recreation/Creative Arts Therapy	GS-0638	<u>Illustration(s)</u>	Consumer Safety	GS-0696	
	FLD	Nature of Assignment – Work consists of various duties that involve a series of different, and unrelated processes and methods.				
What Needs To Be Done – The employee decides what needs to be done by –						
<ul style="list-style-type: none"> • analyzing and evaluating environmental conditions, characteristics, values, and the interrelationship of resources; or • considering issues such as: <ul style="list-style-type: none"> – biological or other scientific properties of the substance or item in question; – condition of the sample; – test instrument performance; – acceptability of control samples; and – results of quality control procedures; and • selecting the appropriate course of action from many acceptable alternatives. 						
Difficulty and Originality Involved – The employee identifies, interprets, and analyzes a variety of conditions and factors in order to recognize and apply a range of established approaches and solutions to tests, problems, or issues.						
(continued)						

Level 4-3 (continued)		150 Points			
Series	Healthcare Information Administration	GS-0669	Healthcare Environmental Programs	GS-0673	
	Healthcare Systems Administration	GS-0670	Public Healthcare Programs	GS-0685	
	Healthcare Systems Analysis	GS-0671	Sanitation Services	GS-0688	<u>Illustration(s)</u>
	Prosthetics Representative	GS-0672			
FLD	Nature of Assignment – Work consists of various duties that involve a series of different, unrelated processes and methods.				
	What Needs To Be Done – The employee decides what needs to be done by –				
	<ul style="list-style-type: none"> • analyzing and evaluating the subject or issues involved in each assignment; and • selecting the appropriate course of action from many acceptable alternatives. 				
Difficulty and Originality Involved – The employee uses judgment to –					
<ul style="list-style-type: none"> • discern factual interrelationships; • assess a variety of issues involved in the assignment; and • identify and analyze the applicability of existing policies, regulations, and procedures. 					

Level 4-4				225 Points	
Series	General Medical Sciences	GS-0601	<u>Illustration(s)</u>	Clinical Laboratory Technology	GS-0644 <u>Illustration(s)</u>
	Medical Official	GS-0602		Pharmacology	GS-0660 <u>Illustration(s)</u>
	Physician Assistant	GS-0603	<u>Illustration(s)</u>	Optometry	GS-0662 <u>Illustration(s)</u>
	Nursing	GS-0610		Speech Pathology and Audiology	GS-0665 <u>Illustration(s)</u>
	Dietetics and Nutrition	GS-0630	<u>Illustration(s)</u>	Orthotics and Prosthetics	GS-0667 <u>Illustration(s)</u>
	Occupational Therapy	GS-0631	<u>Illustration(s)</u>	Podiatry	GS-0668
	Physical Therapy	GS-0633	<u>Illustration(s)</u>	Dentistry	GS-0680
	Kinesiotherapy	GS-0635	<u>Illustration(s)</u>	Industrial Hygiene	GS-0690 <u>Illustration(s)</u>
	Recreation/Creative Arts Therapy	GS-0638	<u>Illustration(s)</u>	Consumer Safety	GS-0696
	FLD	Nature of Assignment – Work consists of a variety of duties that involve many different, unrelated processes and methods pertinent to the field.			
What Needs To Be Done – The employee decides what needs to be done by –					
<ul style="list-style-type: none"> • conducting special studies; • reconciling policies and facts; • evaluating unusual circumstances; • considering different approaches; • considering incomplete and conflicting data; and • considering problems with conflicting requirements when solutions may have serious implications. 					
Difficulty and Originality Involved – The employee uses judgment and originality in –					
<ul style="list-style-type: none"> • planning the work; • interpreting considerable data; • refining the methods and techniques being used; and • modifying standard practices, existing guides, or techniques. 					
(continued)					

Level 4-4 (continued)		225 Points	
Series	Healthcare Information Administration	GS-0669	Healthcare Environmental Programs
	Healthcare Systems Administration	GS-0670	Public Healthcare Programs
	Healthcare Systems Analysis	GS-0671	Sanitation Services
	Prosthetics Representative	GS-0672	GS-0673
FLD	<p>Nature of Assignment – Work consists of a variety of duties that involve many different and unrelated processes and methods pertinent to the field.</p>		
	<p>What Needs To Be Done – The employee decides what needs to be done by –</p> <ul style="list-style-type: none"> • assessing unusual circumstances; • considering different approaches; and • considering incomplete and conflicting data. 		
	<p>Difficulty and Originality Involved – The employee uses judgment and originality in –</p> <ul style="list-style-type: none"> • resolving complex and controversial problems; • interpreting considerable data; • refining the methods and techniques being used; and • modifying conventional practices or existing guides. 		

Level 4-5		325 Points	
Series	General Medical Sciences	GS-0601	Clinical Laboratory Technology GS-0644
	Medical Official	GS-0602 <u>Illustration(s)</u>	Pharmacology GS-0660 <u>Illustration(s)</u>
	Physician Assistant	GS-0603	Optometry GS-0662
	Nursing	GS-0610 <u>Illustration(s)</u>	Speech Pathology and Audiology GS-0665
	Dietetics and Nutrition	GS-0630	Orthotics and Prosthetics GS-0667
	Occupational Therapy	GS-0631	Podiatry GS-0668 <u>Illustration(s)</u>
	Physical Therapy	GS-0633	Dentistry GS-0680 <u>Illustration(s)</u>
	Kinesiotherapy	GS-0635	Industrial Hygiene GS-0690 <u>Illustration(s)</u>
	Recreation/Creative Arts Therapy	GS-0638	Consumer Safety GS-0696
	FLD	<p>Nature of Assignment – Work consists of a variety of duties requiring the application of many different, unrelated processes and methods to a broad range of activities or to the in-depth analysis of issues.</p> <p>What Needs To Be Done – The employee makes decisions that involve major uncertainties with regard to the most effective approach or methodology to apply, which typically result from –</p> <ul style="list-style-type: none"> • the abstract nature of the concepts or the existence of serious conflicts among scientific requirements, program direction, and administrative requirements; • continuing changes in program or work requirements; or • technological developments <p>or the employee –</p> <ul style="list-style-type: none"> • analyzes and resolves novel and obscure problems, complicating factors, and requirements; and • makes deductions from intricate and slightly related items of information and assumptions from inconclusive or variable data. <p>Difficulty and Originality Involved – The employee –</p> <ul style="list-style-type: none"> • develops new standards, methods, and techniques or extends existing methodology; • evaluates the impact of technological developments; • developing new information for use by others; • formulates solutions to unyielding or controversial problems; and • anticipates future trends and requirements. 	
(continued)			

Level 4-5 (continued)				325 Points	
Series	Healthcare Information Administration	GS-0669	<u>Illustration(s)</u>	Healthcare Environmental Programs	GS-0673 <u>Illustration(s)</u>
	Healthcare Systems Administration	GS-0670		Public Healthcare Programs	GS-0685
	Healthcare Systems Analysis	GS-0671		Sanitation Services	GS-0688
	Prosthetics Representative	GS-0672			
FLD	Nature of Assignment – Work consists of a variety of duties requiring the application of many different, unrelated processes and methods to a broad range of activities or to the in-depth analysis of issues.				
	What Needs To Be Done – The employee makes decisions that involve major areas of uncertainty in approach, methodology, or interpretation and evaluation process that result from such elements as:				
	<ul style="list-style-type: none"> • continuing changes in program or work requirements; or • conflicting requirements. 				
Difficulty and Originality Involved – The employee –					
<ul style="list-style-type: none"> • develops new standards, methods, and techniques or extends existing methodology; • formulates solutions to unyielding or controversial problems; and • anticipates future trends and requirements. 					

Level 4-6		450 Points			
Series	General Medical Sciences	GS-0601		Public Healthcare Programs	GS-0685
	Medical Official	GS-0602	<u>Illustration(s)</u>	Industrial Hygiene	GS-0690 <u>Illustration(s)</u>
	Podiatry	GS-0668		Consumer Safety	GS-0696
	Dentistry	GS-0680			
FLD	<p>Nature of Assignment – Work consists of broad functions and processes such as:</p> <ul style="list-style-type: none"> • planning and leading efforts to address issues in areas where precedents do not exist; and • establishing new concepts and approaches. 				
	<p>What Needs To Be Done – The employee decides what needs to be done by conducting extensive investigation and analysis of largely undefined factors and conditions to determine the nature and scope of problems and to devise solutions.</p>				
	<p>Difficulty and Originality Involved – The employee makes continuing efforts to develop new concepts, theories, or programs, or to solve problems that have previously resisted resolution.</p>				

FACTOR 5 – SCOPE AND EFFECT

This factor covers the relationships between the nature of work; i.e., the purpose, breadth and depth of the assignment, and the effect of work products or services both within and outside the organization. Effect measures such things as whether the work output facilitates the work of others, provides timely services of a personal nature, or impacts on the adequacy of research conclusions. The concept of effect alone does not provide sufficient information to properly understand and evaluate the impact of the position. The scope of the work completes the picture allowing consistent evaluations. Only consider the effect of properly performed work. The primary components of this factor are: **Scope of the Work** and **Effect of the Work**.

NOTE: In the tables below, factor level description is abbreviated as FLD.
Factor 5 illustrations are located in Appendix F5.

Level 5-2		75 Points																																					
Series	<table style="width: 100%; border: none;"> <tr> <td style="width: 30%; padding: 5px;">General Medical Sciences</td> <td style="width: 30%; padding: 5px;">GS-0601</td> <td style="width: 30%; padding: 5px;">Clinical Laboratory Technology</td> <td style="width: 10%; padding: 5px;">GS-0644</td> </tr> <tr> <td style="padding: 5px;">Medical Official</td> <td style="padding: 5px;">GS-0602</td> <td style="padding: 5px;">Pharmacology</td> <td style="padding: 5px;">GS-0660</td> </tr> <tr> <td style="padding: 5px;">Physician Assistant</td> <td style="padding: 5px;">GS-0603</td> <td style="padding: 5px;">Optometry</td> <td style="padding: 5px;">GS-0662</td> </tr> <tr> <td style="padding: 5px;">Nursing</td> <td style="padding: 5px;">GS-0610</td> <td style="padding: 5px;">Speech Pathology and Audiology</td> <td style="padding: 5px;">GS-0665</td> </tr> <tr> <td style="padding: 5px;">Dietetics and Nutrition</td> <td style="padding: 5px;">GS-0630</td> <td style="padding: 5px;">Orthotics and Prosthetics</td> <td style="padding: 5px;">GS-0667</td> </tr> <tr> <td style="padding: 5px;">Occupational Therapy</td> <td style="padding: 5px;">GS-0631</td> <td style="padding: 5px;">Podiatry</td> <td style="padding: 5px;">GS-0668</td> </tr> <tr> <td style="padding: 5px;">Physical Therapy</td> <td style="padding: 5px;">GS-0633</td> <td style="padding: 5px;">Dentistry</td> <td style="padding: 5px;">GS-0680</td> </tr> <tr> <td style="padding: 5px;">Kinesiotherapy</td> <td style="padding: 5px;">GS-0635</td> <td style="padding: 5px;">Industrial Hygiene</td> <td style="padding: 5px;">GS-0690</td> </tr> <tr> <td style="padding: 5px;">Recreation/Creative Arts Therapy</td> <td style="padding: 5px;">GS-0638</td> <td style="padding: 5px;">Consumer Safety</td> <td style="padding: 5px;">GS-0696</td> </tr> </table>	General Medical Sciences	GS-0601	Clinical Laboratory Technology	GS-0644	Medical Official	GS-0602	Pharmacology	GS-0660	Physician Assistant	GS-0603	Optometry	GS-0662	Nursing	GS-0610	Speech Pathology and Audiology	GS-0665	Dietetics and Nutrition	GS-0630	Orthotics and Prosthetics	GS-0667	Occupational Therapy	GS-0631	Podiatry	GS-0668	Physical Therapy	GS-0633	Dentistry	GS-0680	Kinesiotherapy	GS-0635	Industrial Hygiene	GS-0690	Recreation/Creative Arts Therapy	GS-0638	Consumer Safety	GS-0696		
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	Kinesiotherapy	GS-0635	Industrial Hygiene	GS-0690																																			
	Recreation/Creative Arts Therapy	GS-0638	Consumer Safety	GS-0696																																			
FLD	<p>Scope of the Work – Work involves –</p> <ul style="list-style-type: none"> • providing care for patients according to established and specific procedures; • performing specific duties under established rules, regulations, and procedures; • performing specific procedures that include well-defined, individualized tasks or a segment of an assignment of broader scope; • providing assistance to higher-level workers by performing routine work or portions of complete assignments; • increasing the awareness of individuals to their surroundings; • promoting a sense of self-worth and introducing new interests; or • preventing regression and boredom using a limited variety of therapeutic activities. 																																						
	<p>Effect of the Work – Work affects –</p> <ul style="list-style-type: none"> • the comfort and attitudes of patients, and or program participants, making them more receptive to treatment; or • the accuracy and reliability, as well as the timeliness, of procedures performed by higher-graded coworkers. 																																						
<p>(continued)</p>																																							

Level 5-2 (continued)		75 Points	
Series	Healthcare Information Administration	GS-0669	Healthcare Environmental Programs
	Healthcare Systems Administration	GS-0670	Public Healthcare Programs
	Healthcare Systems Analysis	GS-0671	Sanitation Services
	Prosthetics Representative	GS-0672	GS-0673
FLD	<p>Scope of the Work – Work involves performing routine tasks that require the application of specific regulations and procedures and comprise a complete segment of an assignment or project of broader scope.</p>		
	<p>Effect of the Work – Work affects the overall accuracy, quality, and timeliness of the work of higher-grade co-workers.</p>		

Level 5-3		150 Points			
Series	Medical Official GS-0602		Optometry GS-0662	<u>Illustration(s)</u>	
	Physician Assistant GS-0603	<u>Illustration(s)</u>	Podiatry GS-0668		
	Nursing GS-0610	<u>Illustration(s)</u>	Dentistry GS-0680		
FLD	Scope of the Work – Work involves planning and providing for the care of patients.				
	Effect of the Work – Work affects the physical and psychosocial well-being of the patients and their families.				
Series	Dietetics and Nutrition GS-0630	<u>Illustration(s)</u>	Speech Pathology and Audiology GS-0665		
	Pharmacology GS-0660		Orthotics and Prosthetics GS-0667	<u>Illustration(s)</u>	
	Scope of the Work – Work involves planning and providing care or guidance using established criteria to include investigating and analyzing a variety of problems or conditions, and providing or recommending ways of dealing with them.				
FLD	Effect of the Work – Work affects –				
	<ul style="list-style-type: none"> • the physical and psychosocial well-being of patients, their families, and program participants; or • the adequacy of studies or research conclusions. 				
Series	General Medical Sciences GS-0601	<u>Illustration(s)</u>	Clinical Laboratory Technology GS-0644	<u>Illustration(s)</u>	
	Scope of the Work – Work involves –				
	<ul style="list-style-type: none"> • performing/monitoring the full-range of specialized and nonroutine tests according to established methods; • reviewing and analyzing conventional testing problems and recommending or implementing solutions to overcome them; and • setting up and developing protocols for new procedures. 				
FLD	Effect of the Work – Work affects the –				
	<ul style="list-style-type: none"> • adequacy of clinical laboratory services or research conclusions (and consequently the correct diagnosis and treatment of patients); • efficient operation of laboratory system and programs; and • effective management of laboratory resources. 				
(continued)					

Level 5-3 (continued)		150 Points	
Series	Occupational Therapy GS-0631 <u>Illustration(s)</u>	Kinesiotherapy GS-0635 <u>Illustration(s)</u>	
	Physical Therapy GS-0633 <u>Illustration(s)</u>	Recreation/Creative Arts Therapy GS-0638 <u>Illustration(s)</u>	
FLD	Scope of the Work – Work involves helping each person reach the ultimate potential for independent living using a wide variety of conventional therapeutic approaches.		
	Effect of the Work – Work affects the person’s psychosocial, physical, economic, and functional well-being.		
Series	Industrial Hygiene GS-0690 <u>Illustration(s)</u>	Consumer Safety GS-0696	
	Scope of the Work – Work involves investigating and analyzing a variety of problems or conditions which may adversely affect the health/safety of workers or consumers and providing or recommending ways to eliminate problems.		
FLD	Effect of the Work – Work affects the –		
	<ul style="list-style-type: none"> • design and operation of equipment, work processes, or systems; • adequacy of inspections or surveys; and • health and well-being of the workers or consumers. 		
Series	Healthcare Information Administration GS-0669 <u>Illustration(s)</u>	Healthcare Environmental Programs GS-0673	
	Healthcare Systems Administration GS-0670	Public Healthcare Programs GS-0685 <u>Illustration(s)</u>	
	Healthcare Systems Analysis GS-0671 <u>Illustration(s)</u>	Sanitation Services GS-0688 <u>Illustration(s)</u>	
	Prosthetics Representative GS-0672 <u>Illustration(s)</u>		
	Scope of the Work – Work involves –		
FLD	<ul style="list-style-type: none"> • analyzing, interpreting, and making recommendations in areas such as healthcare delivery, public health programs, environmental health, and health management practices; and/or • investigating and analyzing a variety of problems or issues and recommending solutions. 		
	Effect of the Work – Work affects the –		
<ul style="list-style-type: none"> • physical and psychosocial well-being of patients, their families, community groups or program participants; • adequacy of studies and/or research conclusions; or • design or operation of healthcare systems, programs, or studies. 			

Level 5-4		225 Points	
Series	<p>Medical Official GS-0602</p> <p>Physician Assistant GS-0603</p> <p>Nursing GS-0610</p>	<p>Optometry GS-0662</p> <p>Podiatry GS-0668</p> <p>Dentistry GS-0680</p>	
	<p>Scope of the Work – Work involves –</p> <ul style="list-style-type: none"> establishing criteria for agency programs; and assessing effectiveness of patient treatment and programs. <p>Effect of the Work – Work affects –</p> <ul style="list-style-type: none"> a wide range of agency programs/activities; and how the agency is perceived or regarded by the community or population served. 		
Series	<p>Dietetics and Nutrition GS-0630 <u>Illustration(s)</u></p> <p>Pharmacology GS-0660 <u>Illustration(s)</u></p>	<p>Speech Pathology and Audiology GS-0665 <u>Illustration(s)</u></p> <p>Orthotics and Prosthetics GS-0667</p>	
	<p>Scope of the Work – Work involves –</p> <ul style="list-style-type: none"> providing expertise in a particular specialty by furnishing advisory, planning, reviewing, or investigatory services for specific problems, projects, programs, and functions; establishing criteria; assessing the effectiveness of programs; formulating projects; and investigating and analyzing a variety of unusual conditions or problems. <p>Effect of the Work – Work affects –</p> <ul style="list-style-type: none"> a wide range of agency programs/activities; and how effective the programs/activities are in meeting the needs of the community or population served. 		
Series	<p>Occupational Therapy GS-0631</p> <p>Physical Therapy GS-0633</p>	<p>Kinesiotherapy GS-0635</p> <p>Recreation/Creative Arts Therapy GS-0638</p>	
	<p>Scope of the Work – Work involves –</p> <ul style="list-style-type: none"> establishing program criteria; evaluating unusual approaches; and developing therapy guidelines or technical manuals. <p>Effect of the Work – Work affects the –</p> <ul style="list-style-type: none"> quality of the professional therapy program within the agency and the effectiveness of the organization in the community; and quality of published literature which impacts upon other therapy programs inside and outside of the Federal Government. 		

(continued)

Level 5-4 (continued)		225 Points	
SERIES	General Medical Sciences	GS-0601	Clinical Laboratory Technology
			GS-0644
FLD	<p>Scope of the Work – Work involves –</p> <ul style="list-style-type: none"> devising new or improved techniques or solutions to complex technical problems in one or more disciplines or functional areas; assessing the effectiveness of various laboratory programs; providing advisory, planning, or surveillance services to clinicians, laboratory directors, and supervisors on specific functions programs that are particularly difficult, widespread, or persistent; developing procedural manuals or guidelines for major agency activities; designing and conducting training courses on the availability of newer and more reliable diagnostic and quality control techniques; resolving problems that occur at a number of laboratories within a broad geographic area or at a reference laboratory that provides unique supplemental services to other laboratories in a geographic area; or resolving problems that are systemic in nature involving major testing or quality assurance systems and processes. <p>Effect of the Work – Work affects the –</p> <ul style="list-style-type: none"> quality of the professional therapy program of the agency and the reputation of the organization in the community; or contributions to published professional literature which affects other therapy programs inside and outside of the Federal Government. 		
	<hr style="border-top: 1px dashed black;"/> <p style="text-align: center;">Industrial Hygiene GS-0690 <u>Illustration(s)</u> Consumer Safety GS-0696</p> <p>Scope of the Work – Work involves –</p> <ul style="list-style-type: none"> providing expertise as a specialist; providing advisory, planning, or reviewing services on specific problems, projects, or programs; or investigating, analyzing, and evaluating complex problems and situations. <p>Effect of the Work – Work affects –</p> <ul style="list-style-type: none"> a wide range of the agency’s health and safety programs; or major activities of industrial concern. <p style="text-align: right;">(continued)</p>		

Level 5-4 (continued)			225 Points		
Series	Healthcare Information Administration	GS-0669	<u>Illustration(s)</u>	Healthcare Environmental Programs	GS-0673 <u>Illustration(s)</u>
	Healthcare Systems Administration	GS-0670		Public Healthcare Programs	GS-0685 <u>Illustration(s)</u>
	Healthcare Systems Analysis	GS-0671	<u>Illustration(s)</u>	Sanitation Services	GS-0688
	Prosthetics Representative	GS-0672	<u>Illustration(s)</u>		
FLD	Scope of the Work – Work involves –				
	<ul style="list-style-type: none"> • providing expertise as a specialist or consultant in a particular area or field; • evaluating program effectiveness; • developing criteria, procedures, or instructions; and/or • analyzing complex problems, issues, or conditions. 				
Effect of the Work – Work affects –					
<ul style="list-style-type: none"> • the formulation of programs and a wide range of activities within the agency and subordinate echelons; and • the agency’s operation of services and programs within the community or population served; or • the operation of programs in other governmental agencies at the Federal, State, and local levels. 					

Level 5-5		325 Points	
Series	Medical Official GS-0602	<u>Illustration(s)</u>	Pharmacology GS-0660
	Physician Assistant GS-0603		Optometry GS-0662
	Nursing GS-0610		Speech Pathology and Audiology GS-0665
	Dietetics and Nutrition GS-0630	<u>Illustration(s)</u>	Orthotics and Prosthetics GS-0667
	Occupational Therapy GS-0631		Podiatry GS-0668
	Physical Therapy GS-0633		Dentistry GS-0680 <u>Illustration(s)</u>
	Kinesiotherapy GS-0635		Industrial Hygiene GS-0690 <u>Illustration(s)</u>
	Recreation/Creative Arts Therapy GS-0638		Consumer Safety GS-0696
FLD	Scope of the Work – Work involves –		
	<ul style="list-style-type: none"> • resolving critical problems; • isolating and defining unknown conditions; • developing new approaches or methods; • providing expert advice and guidance to officials, administrators, and healthcare providers on a wide range of matters; and/or • formulating new theories. 		
Effect of the Work – Work affects the –			
<ul style="list-style-type: none"> • quality and success of major aspects of agency programs; • work of other technical experts and high-level officials; • development of major aspects of agency programs or missions; or • well-being of a large number of people. 			
(continued)			

Level 5-5 (continued)		325 Points		
Series	General Medical Sciences GS-0601	Clinical Laboratory Technology GS-0644		
	Scope of the Work – Work involves – <ul style="list-style-type: none"> determining the soundness of agency-wide laboratory programs and plans; developing and establishing new approaches and methods for use of operating personnel; resolving problems that are critical to accomplishment of the agency’s mission; providing authoritative advice and technical assistance to Federal, State, and local public health laboratories; or developing or revising regulations which affect a large segment of the clinical laboratory industry. 			
FLD	Effect of the Work – Work affects the – <ul style="list-style-type: none"> development of major segments of an agency’s laboratory programs and policies; work of State and local officials, top-level administrators of the agency/department, private laboratory directors, educators, accrediting and regulatory agency administrators/surveyors, or other scientific or administrative experts; important national goals and programs (e.g., a national program for clinical laboratory licensure and certification); or the well-being of substantial numbers of people. 			
Series	Healthcare Information Administration GS-0669	<u>Illustration(s)</u>	Healthcare Environmental Services GS-0673	
	Healthcare Systems Administration GS-0670		Public Healthcare Programs GS-0685	<u>Illustration(s)</u>
	Healthcare Systems Analysis GS-0671	<u>Illustration(s)</u>	Sanitation Services GS-0688	
	Prosthetics Representative GS-0672	<u>Illustration(s)</u>		
	Scope of the Work – Work involves – <ul style="list-style-type: none"> isolating and defining unknown conditions; developing new approaches or methods; and providing expert advice and guidance to officials, managers, and healthcare providers on a wide range of matters. 			
FLD	Effect of the Work – Work affects the – <ul style="list-style-type: none"> quality and success of major aspects of agency programs; work of other technical experts and high-level officials; development of major aspects of agency programs or missions; or well-being of a large number of people. 			

Level 5-6		450 Points	
Series	General Medical Sciences	GS-0601	Dentistry GS-0680
	Medical Official	GS-0602	Industrial Hygiene GS-0690
	Optometry	GS-0662	Consumer Safety GS-0696
	Podiatry	GS-0668	
Scope of the Work – Work involves planning, developing, and carrying out vital scientific programs.			
FLD	Effect of the Work – Work affects –		
	<ul style="list-style-type: none"> • quality and success of major agency programs or missions; or • large numbers of people on a long-term or continuing basis. 		

Series	Public Healthcare Programs	GS-0685	<u>Illustration(s)</u>
	Scope of the Work – Work involves planning, developing, and carrying out broad, extensive assignments of significant interest to the public and the Government. Projects typically cut across or strongly influence a number of agencies.		
FLD	Effect of the Work – Work affects –		
	<ul style="list-style-type: none"> • quality and success of major agency programs or missions; or • large numbers of people on a long-term or continuing basis. 		

FACTOR 6 – PERSONAL CONTACTS AND FACTOR 7 – PURPOSE OF CONTACTS

These factors include face-to-face and remote dialogue – e.g., telephone, email, and videoconferences – with persons not in the supervisory chain. (NOTE: Personal contacts with supervisors are under Factor 2 – Supervisory Controls.) The levels of these factors consider/take into account what is required to make the initial contact, the difficulty of communicating with those contacted, the setting in which the contact takes place, and the nature of the discourse. The setting describes how well the employee and those contacted recognize their relative roles and authorities. The nature of the discourse defines the reason for the communication and the context or environment in which the communication takes place. For example, the reason for a communication may be to exchange factual information or to negotiate. The communication may take place in an environment of significant controversy and/or with people of differing viewpoints, goals, and objectives.

Above the lowest levels, credit points under Factors 6 and 7 only for contacts that are essential for successful performance of the work and that have a demonstrable impact on the difficulty and responsibility of the work performed. Factors 6 and 7 are inter-dependent. Accordingly, use the same personal contacts for selection of both the Factor 6 and the Factor 7 levels.

Determine the appropriate level for Personal Contacts and the corresponding level for Purpose of Contacts. Obtain the point value for these factors from the intersection of the two levels as shown on the [Point Assignment Chart](#) at the end of this section.

PERSONAL CONTACTS			
General Medical Sciences	GS-0601	Orthotics and Prosthetics	GS-0667
Medical Official	GS-0602	Podiatry	GS-0668
Physician Assistant	GS-0603	Healthcare Information Administration	GS-0669
Nursing	GS-0610	Healthcare Systems Administration	GS-0670
Dietetics and Nutrition	GS-0630	Healthcare Systems Analysis	GS-0671
Occupational Therapy	GS-0631	Prosthetics Representative	GS-0672
Physical Therapy	GS-0633	Healthcare Environmental Programs	GS-0673
Kinesiotherapy	GS-0635	Dentistry	GS-0680
Recreation/Creative Arts Therapy	GS-0638	Public Healthcare Programs	GS-0685
Clinical Laboratory Technology	GS-0644	Sanitation Services	GS-0688
Pharmacology	GS-0660	Industrial Hygiene	GS-0690
Optometry	GS-0662	Consumer Safety	GS-0696
Speech Pathology and Audiology	GS-0665		
Level 1	Other professionals, technicians, and support personnel in the immediate office or related units within the agency. Limited contact with the general public and employees outside the office.		
Level 2	Employees in the same agency and/or with members of the general public in a moderately structured setting. Contacts may include professionals and specialists from related occupations (e.g., scientists, engineers, legal professionals, contractors, and client organization representatives).		
Level 3	Individuals or groups outside the employing agency representing high levels of various organizations both inside and outside of the Federal Government, such as management officials of corporations, State and local or tribal officials, government, academia, professional organizations, foreign governments, and representatives of Congressional committees.		
Level 4	High-ranking officials from outside the employing department or agency at national or international levels in highly unstructured settings. Typical contacts at this level include – <ul style="list-style-type: none"> • Members of Congress; • Presidential advisors and cabinet-level appointees of major departments and agencies; • State governors and mayors of large cities; • presidents of large national or international firms; • national news media; or • leaders of national stakeholder and/or interest groups. 		

PURPOSE OF CONTACTS			
General Medical Sciences	GS-0601	Orthotics and Prosthetics	GS-0667
Medical Official	GS-0602	Podiatry	GS-0668
Physician Assistant	GS-0603	Healthcare Information Administration	GS-0669
Nursing	GS-0610	Healthcare Systems Administration	GS-0670
Dietetics and Nutrition	GS-0630	Healthcare Systems Analyst	GS-0671
Occupational Therapy	GS-0631	Prosthetics Representative	GS-0672
Physical Therapy	GS-0633	Healthcare Environmental Programs	GS-0673
Kinesiotherapy	GS-0635	Dentistry	GS-0680
Recreation/Creative Arts Therapy	GS-0638	Public Healthcare Programs	GS-0685
Clinical Laboratory Technology	GS-0644	Sanitation Services	GS-0688
Pharmacology	GS-0660	Industrial Hygiene	GS-0690
Optometry	GS-0662	Consumer Safety	GS-0696
Speech Pathology and Audiology	GS-0665		
Level A	To obtain, clarify, or exchange information or facts needed to complete an assignment regardless of the nature of the information. The information may range from easily understood to highly technical.		
Level B	To plan, coordinate, or advise on work efforts or to resolve issues or operating problems by influencing or persuading people who are working toward mutual goals and have basically cooperative attitudes. Contacts typically involve identifying options for resolving problems.		
Level C	To influence and persuade persons or groups who may be skeptical or uncooperative. Employees must be experienced in approaching the individual or group to obtain the desired effect such as gaining compliance with established policies or acceptance of established methods using persuasion or negotiation, or establishing rapport to gain information.		
Level D	To justify, defend, negotiate, or settle matters involving significant or controversial issues and/or programs. Work at this level usually involves active participation in conferences, meetings, hearings, or presentations involving problems or issues of considerable consequence or importance. Persons contacted typically have diverse viewpoints, goals, or objectives requiring the employee to achieve a common understanding of the problem and a satisfactory solution by convincing them, arriving at a compromise, or developing suitable alternatives.		

POINT ASSIGNMENT CHART					
General Medical Sciences	GS-0601	Orthotics and Prosthetics	GS-0607		
Medical Official	GS-0602	Podiatry	GS-0668		
Physician Assistant	GS-0603	Healthcare Information Administration	GS-0669		
Nursing	GS-0610	Healthcare Systems Administration	GS-0670		
Dietetics and Nutrition	GS-0630	Healthcare Systems Analyst	GS-0671		
Occupational Therapy	GS-0631	Prosthetics Representative	GS-0672		
Physical Therapy	GS-0633	Healthcare Environmental Programs	GS-0673		
Kinesiotherapy	GS-0635	Dentistry	GS-0680		
Recreation/Creative Arts Therapy	GS-0638	Public Healthcare Programs	GS-0685		
Clinical Laboratory Technology	GS-0644	Sanitation Services	GS-0688		
Pharmacology	GS-0660	Industrial Hygiene	GS-0690		
Optometry	GS-0662	Consumer Safety	GS-0696		
Speech Pathology and Audiology	GS-0665				
		Purpose of Contacts			
Level		A	B	C	D
Personal Contacts	1	30	60	130*	230*
	2	45	75	145	245
	3	80	110	180	280
	4	130*	160	230	330

[←BACK](#)

***THIS COMBINATION IS UNLIKELY**

FACTOR 8 – PHYSICAL DEMANDS

NOTE: Laws and regulations governing pay for irregular or intermittent duty involving unusual physical hardship or hazard are in *section 5545(d), of title 5, United States Code, and Subpart I of part 550 of title 5, Code of Federal Regulations.*

NOTE: In the table below, factor level description is abbreviated as FLD.

Level 8-1		5 Points
Series	General Medical Sciences GS-0601	Orthotics and Prosthetic GS-0667
	Medical Official GS-0602	Podiatry GS-0668
	Physician Assistant GS-0603	Healthcare Information Administrator GS-0669
	Nursing GS-0610	Healthcare Systems Administrator GS-0670
	Dietetic and Nutrition GS-0630	Healthcare Systems Analysis GS-0671
	Occupational Therapy GS-0631	Prosthetics Representative GS-0672
	Physical Therapy GS-0633	Healthcare Environmental Programs GS-0673
	Kinseiotherapy GS-0635	Dentistry GS-0680
	Recreation/Creative Arts Therapy GS-0638	Public Healthcare Program GS-0685
	Clinical Laboratory Technology GS-0644	Sanitation Services GS-0688
	Pharmacology GS-0660	Industrial Hygiene GS-0690
	Optometry GS-0662	Consumer Safety GS-0696
	Speech Pathology and Audiology GS-0665	
	FLD	<p>Work is sedentary. Some work may require periods of walking, standing, and bending in offices, laboratories, hospitals, treatment facilities, and other work areas. Employees frequently carry light items such as books, instruments, and other similar materials. The work does not require any special physical effort.</p>

Level 8-2		20 Points		
Series	General Medical Sciences	GS-0601	Kinesiotherapy	GS-0635
	Medical Official	GS-0602	Recreation/Creative Arts Therapy	GS-0638
	Physician Assistant	GS-0603	Clinical Laboratory Technology	GS-0644
	Nursing	GS-0610	Orthotist and Prosthetic	GS-0667
	Occupational Therapy	GS-0631	Prosthetics Representative	GS-0672
	Physical Therapy	GS-0633		
FLD	<p>Work requires some physical exertion such as long periods of crouching, bending, standing, or walking over rough and uneven surfaces. Work also includes frequent lifting of moderately heavy items weighing less than 23 kilograms (i.e., under 50 pounds) such as record boxes, equipment, or assisting paralyzed persons in self-care transfer activities.</p>			

Level 8-3		50 Points		
Series	General Medical Science	GS-0601	Nursing	GS-0610
	Medical Official	GS-0602	Clinical Laboratory Technology	GS-0644
	Physician Assistant	GS-0603		
FLD	<p>Work requires considerable and strenuous physical exertion such as:</p> <ul style="list-style-type: none"> • frequent lifting heavy objects over 23 kilograms (i.e., 50 pounds) or more; and/or • defending oneself or others against physical attack from violent mental and/or inmate patients. 			

FACTOR 9 – WORK ENVIRONMENT

NOTE: Laws and regulations governing pay for irregular or intermittent duty involving unusual physical hardship or hazard are in *section 5545(d), of title 5, United States Code, and Subpart I of part 550 of title 5, Code of Federal Regulations.*

NOTE: In the table below, factor level description is abbreviated as FLD.

Level 9-1		5 Points																										
Series	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center; padding: 5px;">General Medical Science GS-0601</td> <td style="width: 50%; text-align: center; padding: 5px;">Orthotics and Prosthetics GS-0667</td> </tr> <tr> <td style="text-align: center; padding: 5px;">Medical Official GS-0602</td> <td style="text-align: center; padding: 5px;">Podiatry GS-0668</td> </tr> <tr> <td style="text-align: center; padding: 5px;">Physician Assistant GS-0603</td> <td style="text-align: center; padding: 5px;">Healthcare Information Administration GS-0669</td> </tr> <tr> <td style="text-align: center; padding: 5px;">Nursing GS-0610</td> <td style="text-align: center; padding: 5px;">Healthcare Systems Administration GS-0670</td> </tr> <tr> <td style="text-align: center; padding: 5px;">Dietetic and Nutrition GS-0630</td> <td style="text-align: center; padding: 5px;">Healthcare Systems Analysis GS-0671</td> </tr> <tr> <td style="text-align: center; padding: 5px;">Occupational Therapy GS-0631</td> <td style="text-align: center; padding: 5px;">Prosthetics Representative GS-0672</td> </tr> <tr> <td style="text-align: center; padding: 5px;">Physical Therapy GS-0633</td> <td style="text-align: center; padding: 5px;">Healthcare Environmental Programs GS-0673</td> </tr> <tr> <td style="text-align: center; padding: 5px;">Kinesiotherapy GS-0635</td> <td style="text-align: center; padding: 5px;">Dentistry GS-0680</td> </tr> <tr> <td style="text-align: center; padding: 5px;">Recreation/Creative Arts Therapy GS-0638</td> <td style="text-align: center; padding: 5px;">Public Healthcare Program GS-0685</td> </tr> <tr> <td style="text-align: center; padding: 5px;">Clinical Laboratory Technology GS-0644</td> <td style="text-align: center; padding: 5px;">Sanitation Services GS-0688</td> </tr> <tr> <td style="text-align: center; padding: 5px;">Pharmacology GS-0660</td> <td style="text-align: center; padding: 5px;">Industrial Hygiene GS-0690</td> </tr> <tr> <td style="text-align: center; padding: 5px;">Optometry GS-0662</td> <td style="text-align: center; padding: 5px;">Consumer Safety GS-0696</td> </tr> <tr> <td style="text-align: center; padding: 5px;">Speech Pathology and Audiology GS-0665</td> <td></td> </tr> </table>	General Medical Science GS-0601	Orthotics and Prosthetics GS-0667	Medical Official GS-0602	Podiatry GS-0668	Physician Assistant GS-0603	Healthcare Information Administration GS-0669	Nursing GS-0610	Healthcare Systems Administration GS-0670	Dietetic and Nutrition GS-0630	Healthcare Systems Analysis GS-0671	Occupational Therapy GS-0631	Prosthetics Representative GS-0672	Physical Therapy GS-0633	Healthcare Environmental Programs GS-0673	Kinesiotherapy GS-0635	Dentistry GS-0680	Recreation/Creative Arts Therapy GS-0638	Public Healthcare Program GS-0685	Clinical Laboratory Technology GS-0644	Sanitation Services GS-0688	Pharmacology GS-0660	Industrial Hygiene GS-0690	Optometry GS-0662	Consumer Safety GS-0696	Speech Pathology and Audiology GS-0665		
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	Speech Pathology and Audiology GS-0665																											
FLD	Work is usually performed in an office setting. The work area –																											
	<ul style="list-style-type: none"> • normally involves everyday risks or discomforts that require normal safety precautions typical of offices or meeting and training rooms; or • may involve occasional exposure to a laboratory that involves risks and hazards that require safety precautions. 																											

Level 9-2		20 Points	
Series	General Medical Science	GS-0601	Nursing GS-0610
	Medical Official	GS-0602	Clinical Laboratory Technologist GS-0644
	Physician Assistant	GS-0603	Pharmacology GS-0660
FLD	Work involves exposure to moderate risks and discomforts such as:		
	<ul style="list-style-type: none"> • contagious diseases; • carcinogenic materials; • noxious fumes; • flammable liquids; • radiation; and/or • potentially pathogenic bacteria. <p>Special safety precautions are necessary; protective clothing and equipment are required.</p>		

Level 9-3		50 Points	
Series	General Medical Science	GS-0601	Nursing GS-0610
	Medical Official	GS-0602	Clinical Laboratory Technologist GS-0644
	Physician Assistant	GS-0603	
FLD	Work involves high risks from exposure to potentially dangerous situations or unusual environmental stresses such as working with lethal viruses where conditions cannot be controlled. The work requires a wide range of safety and other precautions.		

GRADE CONVERSION TABLE

Convert total points on all evaluation factors to General Schedule grades using the following table. The shaded areas reflect grade levels commonly attained in this job family.

Point Range	GS Grade
190-250	1
255-450	2
455-650	3
655-850	4
855-1100	5
1105-1350	6
1355-1600	7
1605-1850	8
1855-2100	9
2105-2350	10
2355-2750	11
2755-3150	12
3155-3600	13
3605-4050	14
4055-4480	15

APPENDICES

Appendix F1 – Factor 1 Illustrations

Level 1-6: Title at Agency Discretion, GS-0601

Professional knowledge of, and skill in applying, a wide range of concepts, principles, practices, and methodology in cytology sufficient to –

- perform the full-range of cytology procedures, including complex and special purpose studies;
- recognize and interpret microscopic cellular findings, special stains, and fine needle aspirations;
- troubleshoot procedures and equipment;
- calculate and correlate test results;
- set up and implement new procedures;
- ensure that work is consistent with professional standards; and
- instruct students in basic cytology principles and specialized methods.

[←BACK](#)

Level 1-6: Clinical Nurse, GS-0610

Professional knowledge of, and skill in applying, the concepts, principles, and practices of nursing sufficient to –

- assess patient needs, considering the physical, emotional, spiritual, and socio-cultural aspects of healthcare;
- evaluate the needs and wishes of the neonate, child, adolescent, or geriatric patient;
- facilitate family/guardian involvement in the assessment, treatment, and continuing care of the patient when appropriate;
- recognize complications and when therapeutic intervention is required;
- recognize the desired effect, side effects, and complications of pharmaceutical use and dosages;
- recognize adverse signs and symptoms and react promptly;
- provide individual and family counseling; and
- provide guidance and health instruction to assist patients in understanding how to prevent disease and maintain good health.

[←BACK](#)

(continued)

Level 1-6: Operating Nurse, GS-0610 (continued)

Professional knowledge of, and skill in applying, the concepts, principles, and practices of nursing sufficient to –

- perform pre-operative assessment and teaching for patients and families;
- select, prepare, and process supplies, instruments, and special equipment for specific procedures, anticipating possible complications;
- devise draping techniques and protocols for special or new procedures and techniques;
- anticipate the needs of the patient by continual observation and monitoring in order to recognize change and institute appropriate nursing response;
- alter plan according to findings during the procedure which could radically change from the proposed procedure;
- assemble and operate a wide variety of simple and complex equipment during the operative procedure and employ safety measures;
- meet the needs of the surgeon and anesthesia personnel by assisting with induction and problems during the course of surgery;
- provide for and contribute to patient safety by controlling and monitoring internal and external environment through biological testing, product evaluation, sponge and instrument counts, and aseptic practices and by implementing professional standards of practice;
- document care and assess the effectiveness of care through post-operative follow-up and the audit process; and
- modify care based on evaluation process.

[←BACK](#)

Level 1-6: Psychiatric Nurse, GS-0610

Professional knowledge of, and skill in applying, the concepts, principles, and practices of nursing in a psychiatric setting sufficient to –

- evaluate, treat, motivate, and redirect behavior of psychiatric and alcohol and drug abuse patients;
- continually reassess, change, and modify the nursing care plan based on observation of patient's condition, revisions in the medical treatment plan, and discussions with the patient;
- observe and record changes in patients behavior and reaction patterns; and
- participate in multidisciplinary team meetings to facilitate discharge planning.

[←BACK](#)

Level 1-6: Occupational Health Nurse, GS-0610

Professional knowledge of, and skill in applying, the concepts, principles, and practices of nursing in an employee healthcare setting sufficient to –

- perform portions of the physical examinations such as blood pressure, EKG, vision, and hearing tests;
- establish and maintain adequate medical records system;
- counsel employees on healthcare concerns and make referrals when necessary;
- provide emergency care for injuries and illnesses that occur on the job; and
- administer medications and treatments authorized by the physician.

[←BACK](#)

(continued)

Level 1-6: Community Health Nurse, GS-0610 (continued)

Professional knowledge of, and skill in applying, the concepts, principles, and practices of nursing sufficient to –

- perform home visits;
- hold individual and group conferences and teach through demonstration;
- provide health counseling and referral services;
- provide comprehensive nursing services to individuals, families, and communities in the areas of health promotion and illness prevention;
- understand the necessity of safeguarding patient's integrity and recognize their right to make their own health and wellness decisions;
- monitor, evaluate, and measure performance;
- interpret and identify medical discrepancies;
- interact with medical staff at all levels; and
- analyze healthcare quality and trends.

[⇐BACK](#)

Level 1-6: Dietitian, GS-0630

Professional knowledge of, and skill in applying, the principles, practices, and procedures of dietetics and knowledge of –

- common diseases, prognosis, medication, treatment methods, and terminology of the medical field; and
- concepts of training

sufficient to –

- interview patients to obtain information concerning eating patterns, economic situation, cultural background, and other conditions;
- develop a nutritional care plan based on the physician's diet prescription, the patient's medical records, and the information obtained from the patient interview;
- coordinate diet therapy and education activities; and
- plan, schedule, and conduct training programs for patients, families, and hospital staff, on nutrition as it relates to particular diseases or to nutrition in general.

[⇐BACK](#)

Level 1-6: Nutritionist, GS-0630

Professional knowledge of, and skill in applying, the concepts, principles, and practices of nutrition sufficient to –

- assure that adequate nutritional care is provided to program participants;
- review and evaluate nutrition programs offered by state agencies and to recommend improvements and corrective actions;
- guide and train others in interpreting various nutrition regulations and requirements;
- develop program aids relating to nutrition;
- promote the program;
- maintain effective working relationships with others at the State and local levels to gain support and assistance for agency programs; and
- assess the nutritional status of program participants through applying program review and monitoring techniques.

[⇐BACK](#)

(continued)

Level 1-6: Nutritionist, GS-0630 (continued)

Professional knowledge of, and skill in applying, the concepts, principles, and practices of nutrition sufficient to –

- analyze the nutrient content of foods, particularly meat and poultry products;
- evaluate methodology to determine the level of nutrients in foods;
- calculate nutrient-to-nutrient ratios to aid in the development of standard values for use in nutrition labeling and to aid in the evaluation of nutrient criteria used for monitoring compliance with meat and poultry regulation;
- perform computations of the consumption of specific foods or types of foods for use in exposure assessment evaluations;
- prepare reports and papers for oral presentation by senior members of the staff;
- design graphic displays for incorporation into reports and presentations; and
- develop reference materials and data files on bioavailability of nutrients in foods.

[⇐BACK](#)

Professional knowledge of, and skill in applying, the concepts, principles, and practices of nutrition sufficient to –

- conduct or assist in on-site management evaluations of State operations of food programs with respect to nutritional standards, nutrition education, and food service management;
- guide and train others in the interpretation of various nutrition regulations and requirements; and
- develop program aids and nutrition-related educational materials to be used by Federal and State agencies, program participants, or the general public.

[⇐BACK](#)

Level 1-6: Clinical Laboratory Technologist, GS-0644

Professional knowledge of, and skill in applying, the concepts, principles, and practices of medical technology; knowledge of –

- malfunctioning indicators of complicated instruments;
- mathematical and statistical processes;
- related disciplines; and
- medicolegal and accrediting/regulatory agency requirements

sufficient to –

- perform a full-range of emergency tests, including complex and nonroutine analyses;
- run quality controls;
- calculate and convert analytical data to test results;
- integrate and correlate test results with other laboratory data to draw conclusions; and
- ensure that work is consistent with standards.

[⇐BACK](#)

Professional knowledge of, and skill in applying, the concepts, principles, and methodology of medical technology, specifically those unique to hematology; and knowledge of –

- hematological test systems;
- complex equipment and instruments;
- related disciplines;
- medicolegal requirements;
- instructional techniques; and
- computer systems

sufficient to –

- perform the full range of specialized and nonroutine diagnostic tests;
- verify test results;
- make minor modifications to logic schema to determine corrective actions for problems;
- calibrate, operate, and maintain instruments and equipment;
- evaluate test results in relation to other patient and drug parameters and other laboratory data; and
- assure conformity with medicolegal requirements.

[⇐BACK](#)

Level 1-6: Orthotist, GS-0667

Professional knowledge of, and skill in applying, the concepts, principles, and practices of orthotics sufficient to –

- conduct physical evaluations;
- conduct family and/or coworker interviews to determine the impact of living or working conditions on orthotic use;
- review patient medical records to determine appropriate orthotic device;
- design and select materials for orthotic devices;
- perform fittings including static and dynamic alignments;
- develop or adapt new or improved methods or techniques, instruments and devices; and
- modify patient's orthotic device as needed.

[⇐BACK](#)

Level 1-6: Healthcare Information Administrator, GS-0669

Knowledge of, and skill in applying –

- concepts, principles, and techniques of health record administration;
- various health records operating systems and healthcare organizations;
- medical terminology, anatomy, and physiology;
- statistics;
- coding systems such as the International Classification of Disease and Current Procedural Terminology;
- Privacy and Freedom of Information Act; and
- agency policies, practices, and procedures

sufficient to –

- ensure compliance with regulatory standards for health information management;
- perform recurring health records administration assignments;
- assess patient workload and establish quality controls;
- maintain and release medical information;
- generate reports;
- provide in-service training;
- ensure accurate reporting of health record information; and
- maintain secondary indexes for orthopedic research and record retrieval.

[←BACK](#)

Level 1-6: Healthcare Systems Specialist, GS-0671

Knowledge of, and skill in applying the principles, procedures, and concepts of the –

- medical facility's mission, organization, program requirements and functions of various healthcare delivery systems;
- regulatory agency requirements;
- Federal budget process, financial management procedures and requirements; and
- principles of management

sufficient to –

- gather and analyze information;
- develop and present recommendations;
- resolve systems problems; and
- develop and implement problem solving techniques.

[←BACK](#)

Level 1-6: Prosthetics Representative, GS-0672

Knowledge of, and skill in applying –

- eligibility entitlements for prosthetic appliances and services;
- medical terminology;
- machines and equipment used for the fabrication of prosthetic/orthotic appliances;
- musculo-skeletal anatomy, physiology, kinesiology; and
- computer hardware and software programs such as desktop publishing, graphics, etc.

sufficient to –

- determine patients' eligibility for prosthetic appliances and services;
- provide assistance to medical staff with prosthetic prescriptions, acquisition, maintenance and replacement;
- communicate with patients and medical staff; and
- inspect and evaluate quality of prosthetic provided to patient by vendors.

[⇐BACK](#)

Level 1-6: Public Healthcare Analyst, GS-0685

Knowledge of, and skill in applying –

- concepts, principles, processes, and techniques of program analyses and evaluation;
- administrative/operational aspects of Federal funding mechanisms such as grants, contracts, cooperative agreements;
- social/behavioral effects of service and/or demonstration projects;
- communication techniques; and
- organization of public health agencies

sufficient to –

- establish and maintain effective working relationships with State and local health departments, academic institutions and professional and technical organizations;
- communicate effectively with diverse groups, including scientific, technical, and lay audiences;
- promote the effective and efficient management and evaluation of program issues; and
- monitor and evaluate project operations.

[⇐BACK](#)

Level 1-6: Sanitarian, GS-0688

Knowledge of, and skill in applying, the concepts, principles, and methods of environmental sanitation sufficient to –

- identify and eliminate hazardous conditions;
- perform and interpret bacteriological analysis of samples;
- perform on-site surveys and inspections;
- present findings or recommendations;
- perform or direct sanitary surveillance of the facility's water supply;
- inspect food and beverage vending operations, and ice manufacturing, storage, and distribution facilities;
- evaluate sanitary disposal and control of liquid wastes of fixed systems;
- inspect sewage treatment plant; and
- monitor and evaluate hospital laboratory infectious waste disposal procedures, regulated medical waste, hazardous waste, and hazardous material disposal, handling, and storage.

[⇐BACK](#)

Level 1-6: Industrial Hygienist, GS-0690

Professional knowledge of, and skill in applying, the concepts, principles, and practices of industrial hygiene sufficient to –

- perform routine industrial hygiene inspections;
- identify and evaluate occupational health hazards found in industrial operations where processes are still relatively simple and literature on the hazards is, in most cases, readily available; and
- suggest, in general terms, possible approaches to the control of harmful exposures.

[←BACK](#)

Professional knowledge of, and skill in applying, the concepts, principles, and practices of industrial hygiene sufficient to –

- conduct evaluations and surveys of work operations involving hazardous environmental conditions;
- analyze findings and recommends corrective measures and controls; and
- perform special studies of limited scope.

[←BACK](#)

Level 1-7: Title at Agency Discretion, GS-0601

Professional knowledge of, and skill in applying, the concepts, principles, practices, and methodology of cytology sufficient to –

- design and establish a quality control program;
- interpret fine needle aspiration specimens;
- synthesize diagnostic information to resolve differential diagnosis on complex tumors;
- incorporate new molecular technologies into the triage and evaluation of specimens;
- modify or adapt current methods of operation or procedures;
- resolve technical and diagnostic problems;
- ensure compliance with national, State, and local professional standards; and
- apply new diagnostic criteria, technologies and molecular advances.

[←BACK](#)

Level 1-7: Physician Assistant, GS-0603

Professional knowledge of, and skill in applying the concepts, principles, and practices of medical care sufficient to –

- assess the condition of patients in providing medical care;
- advise patients on health needs;
- perform special screenings and developmental tests;
- perform routine and specialized laboratory and radiological services;
- make diagnoses;
- select and modify appropriate therapies;
- provide emergency treatment;
- assess the physical-psychosocial health status of patients and family;
- recognize effect and complications of pharmaceuticals;
- provide disease prevention counseling and education; and
- recognize the impact of mores and customs of ethnic groups on healthcare delivery.

[←BACK](#)

(continued)

Level 1-7: Physician Assistant, GS-0603 (continued)

Professional knowledge of, and skill in applying, the concepts, principles, and practices of medical care sufficient to –

- conduct physical examinations and differentiate between normal and abnormal findings;
- take complete health and illness history;
- order appropriate diagnostic and development screening tests;
- determine appropriate treatment regimen;
- analyze and interpret routine laboratory results;
- prescribe and dispense non-controlled drugs according to existing military protocol;
- manage chronic health problems;
- provide follow-up care to patient to determine the patient's compliance with therapy and response to treatment;
- use specialized medical equipment and techniques;
- counsel and educate patient; and
- make entries into patient's medical record.

[←BACK](#)

Professional knowledge of, and skill in applying, the concepts, principles, and practices of medical care and medical/surgical practices sufficient to –

- perform primary and surgical diagnostic and therapeutic procedures for common injuries and illness as well as more specialized interventions and procedures specific to cardiothoracic surgery;
- direct and/or initiate therapeutic or life-saving intervention;
- perform physical evaluations and take medical histories to make assessments to identify medical /surgical problems;
- recognize medical/surgical emergencies and take interventional steps to maintain the health and well-being of the patient;
- perform diagnostic evaluations;
- prescribe approved medications;
- develop appropriate treatment regimens;
- order diagnostic procedures to make general assessments of medical/surgical patients;
- write physicians' orders and record information in patients' charts;
- write work/activity restrictions; and
- provide surgical assistance to the primary surgeon for simple and complex operative procedures as well as invasive clinical procedures.

[←BACK](#)

(continued)

Level 1-7: Physician Assistant, GS-0603 (continued)

Professional knowledge of, and skill in applying, the concepts, principles, and practices of medical care and musculo-skeletal diseases and injuries sufficient to –

- make diagnosis and develop a treatment plan for patients with musculo-skeletal diseases and injuries;
- interview patients to obtain medical history and record findings in medical records;
- conduct physical examinations;
- arrange for follow-up or referral care when appropriate;
- interpret and correlate laboratory and diagnostic procedures;
- perform diagnostic and therapeutic procedures including, but not limited to, joint and bursa aspirations, closed reduction of fractures and dislocations, injections of joints, tendons, trigger points, and bursa, and brace, cast, and splint applications;
- provide orthopedic consultation for walk-in patients;
- order, prescribe, dispense, and administer medication, orthosis, orthotics, braces, and other orthopedics devices; and
- assist in surgery to include, but not limited to, first assist, deep and superficial tissue closures, and application of appliances.

[⇐BACK](#)

Professional knowledge of, and skill in applying, the concepts, principles, and practices of medical care sufficient to –

- perform physical examinations;
- diagnose and provide treatment for occupational injuries and illnesses;
- collect, organize, and communicate data relevant to health assessments such as work related histories to include fitness-for-duty;
- interpret results of laboratory work;
- make referrals as appropriate;
- conduct pre-placement, special, and periodic examinations to determine the patient's general health or to detect early stages of disease;
- plan, develop, and manage, a comprehensive occupational health program to include –
 - developing criteria, standards and supplementary policies and regulations;
 - interpreting regulations;
 - directing, planning, organizing and coordinating program operations; and
 - determining personnel and budgetary requirements;
- incorporate health education and counseling into all phases of the occupational health program;
- establish occupational health protocols;
- serve as the medical advisor to the post Federal Employee Compensation Act (FECA) claims reduction program; and
- conduct training classes in hearing and vision conservation, pregnancy surveillance, sharps/body fluid exposure, etc.

[⇐BACK](#)

Level 1-7: Nurse Practitioner, GS-0610

Professional knowledge of, and skill in applying, the concepts, principles, practices, and procedures of community health nursing sufficient to –

- counsel and teach individual, families, and groups;
- take medical histories;
- conduct physical examinations;
- discuss results of laboratory tests;
- assess and treat minor illnesses such as colds, cuts, and contusions;
- treat chronic health problems such as hypertension and diabetes in clinic or home environments; and
- provide preventive care to healthy individuals including guidance in nutrition, common illnesses, and child growth and development.

[←BACK](#)

Professional knowledge of, and skill in applying, the concepts, principles, practices, and procedures of community health nursing and the pharmacological properties and physiological affects of anesthetic drugs sufficient to –

- provide leadership in comprehensive nursing, preventative, and therapeutic healthcare service to patients and family members in a community-based and primary care facility as the primary health resource at the facility;
- obtain a health and developmental history from the patient or parent;
- perform or request special screening, developmental tests, and laboratory tests and interpret the tests;
- discriminate between normal and abnormal findings to recognize early stages of serious physical emotional or mental problems;
- make decisions with physicians concerning medical and nursing care needs of patients;
- identify and manage specific illnesses;
- provide surveillance of adherence to medical and nursing regimens to stabilize chronically ill persons and adjust regimens within established protocols, recognizing when to refer the patient to a physician or other health team member;
- evaluate the nursing and medical aspects of care plans periodically, recognizing the need for reassessment by a physician or other health professional;
- evaluate total healthcare needs of patients and develop plans to meet these needs; and
- teach patients and family members ways to maintain or improve their health status.

[←BACK](#)

(continued)

Level 1-7: Nurse Midwife, GS-0610 (continued)

Professional knowledge of, and skill in applying, the concepts, principles, practices, and procedures of nursing management and care of mothers and babies throughout the maternity cycle, including normal deliveries sufficient to –

- manage the care of normal antepartum women, including teaching, counseling and support;
- take health history and perform and record the obstetrical physical evaluation;
- evaluate and review findings with the physician and expectant mother;
- manage labor, including teaching and support;
- perform the following procedures –
 - start intravenous infusions;
 - administer analgesia according to standing orders;
 - administer local anesthesia;
 - manage and control normal spontaneous deliveries but not forceps deliveries;
 - record the labor and delivery; and
 - complete and sign birth certificates;
- perform and record physical evaluation of newborns; and
- manage care of normal newborn, including nutrition, elimination, and activity.

[⇐BACK](#)

Level 1-7: Nurse Anesthetist, GS-0610

Professional knowledge of, and skill in applying, the concepts, principles, practices, and procedures of nursing and the pharmacological properties and physiological affects of anesthetic drugs sufficient to –

- review clinical chart and recommend specific type of general anesthesia;
- interview patients to discuss type of anesthesia to be used and to reassure patient;
- administer general anesthetics by inhalation, endotracheal intubation, intravenously, or topically;
- induce anesthesia to proper state of narcosis throughout prolonged surgery;
- determine need for and administer parenteral fluids, including plasma and blood, setting up solutions and maintaining proper flow;
- detect indications of unfavorable reactions;
- coordinate anesthesia activities with the total operating room team;
- administer stimulants as directed by surgeon; and
- assist in post-anesthesia care.

[⇐BACK](#)

Level 1- 7: Dietitian (Clinical), GS-0630

Professional knowledge of, and skill in applying, a wide range of concepts, principles, and practices of clinical dietetics in a specialty area such as cardiology and knowledge of –

- nutritional requirements in health and disease states;
- anatomy, physiology, biochemistry;
- effects of pharmacotherapy with nutrition in patients;
- socio-economic/psychological factors influencing dietary intake; and
- instructional practices and techniques

sufficient to –

- plan, develop, and implement nutritional care plans for patients;
- integrate individual methods of nutritional care with the interdisciplinary treatment plan;
- design and develop dietary guides, teaching tools, and visual aides to facilitate patients' understanding of the principles of their diets;
- review serum chemistries to assess nutritional laboratory parameters;
- recommend dietary changes to physicians;
- initiate laboratory tests to more accurately assess patients' nutritional needs;
- plan and conduct educational sessions for physicians, dietitians, medical students, and other allied health staff regarding the nutritional management of patients;
- serve as a resource person on nutritional requirements, current nutritional concepts, and research findings related to the specialty disease;
- assess effectiveness of nutritional care plans and compliance by patient/caregiver;
- perform nutritional assessments, including assessing anthropometric measurements, biochemical data, clinical deficiencies, history of dietary intake, and evaluation of drug nutrient interaction; and
- synthesize data collected to determine nutritional consequences on the immune system to evaluate patients projected response to treatment.

[←BACK](#)

Professional knowledge of, and skill in applying, a wide range of concepts, principles, and practices of clinical nutritional and dietetics in the geriatrics area and knowledge of –

- enteral nutritional access and care;
- fine-bore feeding catheters;
- enteral infusion devices;
- behavior disorders;
- physical and neurological disorders associated with senescence; and
- ethical-legal aspects of withholding/withdrawing nourishment from terminally ill patients

sufficient to –

- analyze, evaluate, and provide advice to program administrators;
- resolve complex, controversial or precedent setting matters;
- perform complex analytical studies and interpret results; and
- coordinate the evaluation of programs and make recommendations for improvements.

[←BACK](#)

(continued)

Level 1-7: Nutritionist (Public Health), GS-0630 (continued)

Professional knowledge of, and skill in applying, the concepts, principles, and practices of therapeutic nutrition and knowledge of food service management sufficient to –

- provide consulting services to a wide variety of Native American groups, patients, and other health professionals within the geographic areas served;
- establish short- and long-term program goals;
- develop nutritional plans for groups ranging from children to the elderly and sick to healthy;
- adapt therapeutic nutrition plans to meet cultural needs of the patients;
- evaluate dietary habits, food purchasing practices and food resources of special groups; and
- coordinate the nutritional program with other health agencies, programs, and services to assure optimal nutritional care.

[⇐BACK](#)

Professional knowledge of, and skill in applying, the concepts, principles, and practices of nutrition sufficient to –

- plan and evaluate a comprehensive nutritional program for a geographical area;
- provide consultation service on nutrition to professional and allied health personnel of public health and related agencies;
- evaluate the nutrition and dietary services for assigned area of responsibility;
- develop guidelines, interpret policies and procedures, and review program plans;
- develop, conduct, and evaluate in-service training programs;
- participate in study projects; and
- stay abreast of new developments in the field to incorporate new approaches and information into the program.

[⇐BACK](#)

Level 1-7: Occupational Therapist, GS-0631

Professional knowledge of, and skill in applying, a wide range of advanced concepts, principles, and practices of occupational therapy sufficient to –

- develop, implement, administer, and coordinate a pediatric occupational therapy program for the Early Intervention Service Team/Exceptional Family Member Program;
- serve as a technical expert for the program; and
- evaluate and treat pediatric patients, especially newborns to the age of 3, with a wide range of diagnoses, delays, and risks from the minimally involved child to the severe and profoundly developmentally disabled child.

[⇐BACK](#)

(continued)

Level 1-7: Occupational Therapist, GS-0631 (continued)

Professional knowledge of, and skill in applying, a wide range of advanced concepts, principles, and practices of occupational therapy sufficient to –

- evaluate and treat pediatric patients from birth to 21 years of age with developmental, physical, and/or learning disabilities;
- administer complex assessment to clients to determine current levels of functioning;
- perform diagnostic evaluations using multiple standardized and non-standardized evaluation tools, review of medical and school records, and clinical observations;
- interpret evaluation test results to determine strengths and weaknesses of patients' developmental, physical, and psychosocial skills;
- develop short- and long-term goals;
- determine therapeutic and/or medical needs of clients with mild to severe handicapping conditions;
- develop intervention plans and consult with classroom teachers on instructional modifications;
- design treatment programs using traditional and nontraditional treatment modalities; and
- fabricate or modify equipment such as splints, wheelchairs, and assistive and positioning devices.

[←BACK](#)

Professional knowledge of, and skill in applying, a wide range of advanced concepts, principles, and practices of occupational therapy sufficient to –

- evaluate and treat difficult or complex individual problems with neuro-rehabilitation adolescence to geriatric population;
- develop treatment plans for a wide variety of disabilities such as cerebral vascular accidents, spinal cord injuries, neurological disabilities, traumatic head injuries, low vision impairments, perceptual motor dysfunction, and other neurological, orthopedic, general medicine, and surgical conditions;
- discern types of problems and degree of deficit in activities of daily living, cognitive/perceptual ability, social skills, and emotional/behavioral skills;
- develop individualized short- and long-term rehabilitation treatment plans;
- evaluate patient's progress or regression and modify the rehabilitation plan;
- incorporate current research information into the rehabilitation plan;
- determine the need for adaptive equipment and upper extremity orthotics;
- instruct patient and family members on home programs; and
- provide patient education on diagnostic process and treatment.

[←BACK](#)

(continued)

Level 1-7: Occupational Therapist, GS-0631 (continued)

Professional knowledge of, and skill in applying, a wide range of advanced concepts, principles, and practices of occupational therapy sufficient to –

- provide assessment and evaluation of patients with a wide range of mental health problems, to include those with severe psychological disorders;
- develop treatment plans using advanced procedures relating to psychiatric patients;
- interact effectively with other members of the interdisciplinary team;
- understand the relationship of the occupational therapy plan to the diagnostic assessment and in-depth analyses of human behavior and stages of treatment; and
- utilize an extensive range of therapeutic modalities to enable the patient to acquire or regain appropriate functional activities.

[⇐BACK](#)

Level 1-7: Physical Therapist, GS-0633

Professional knowledge of, and skill in applying, a wide range of concepts, principles, and practices of physical therapy sufficient to –

- develop individual treatment programs for each patient referred in the areas of physical disabilities and neuromuscular and psychosocial dysfunctions;
- treat a broad spectrum of neuromuscular disorders of diverse complexity and etiology;
- perform comprehensive neurological and musculoskeletal evaluations of patients;
- develop short- and long-term treatment goals;
- administer patient treatment and provide follow-up care;
- review patient records;
- document physical therapy intervention; and
- participate in hospital rounds, specialty clinics, and discharge planning meetings.

[⇐BACK](#)

Professional knowledge of, and skill in applying, a wide range of concepts, principles, and practices of physical therapy sufficient to –

- plan and carry out the full range of specialized and complex treatments for patients who range from acutely ill to a combination of severe mental or physical disabilities with secondary complications;
- establish treatment plans when established procedures are not applicable or must be substantially adapted;
- devise or adapt equipment to carry out treatment with severely disabled patients; and
- employ unusual motivational techniques to obtain the participation of the patients during treatment.

[⇐BACK](#)

(continued)

Level 1-7: Physical Therapist, GS-0633 (continued)

Professional knowledge of, and skill in applying, a wide range of concepts, principles, and practices of physical therapy sufficient to –

- review patient medical records to determine medical stability and suitability for physical therapy intervention;
- conduct patient assessment;
- develop complex individual or group short- and long-term treatment goals;
- treat patients with a wide variety of disabilities such as cerebral vascular accidents, spinal cord injuries, neurological disorders, vestibular disorders, upper or lower motor neuron dysfunction, and other orthopedic, general medicine, cardiothoracic, and surgical conditions; and
- serve on quality assurance committees and multi-disciplinary outcome teams.

[⇐BACK](#)

Level 1-7: Kinesiotherapist, GS-0635

Professional knowledge of, and skill in applying, a wide range of concepts, principles, and practices of kinesiotherapy sufficient to –

- apply advanced techniques, approaches, and procedures to facilitate the treatment of patients with complex medical/physical deficiencies;
- develop comprehensive treatment programs for disabilities associated with aging, emotional, neurological, orthopedic, and other medical conditions;
- serve as a member of a interdisciplinary team;
- counsel and educate patients, families, and significant others concerning the patient's treatment program, disease process, rehabilitation potential, availability of community resources, care, safety/maintenance/use of adaptive devices, and behavior management to improve understanding, motivation, and active participation in the rehabilitation process; and
- review scientific literature and technical publications to keep current with latest technology and incorporate into treatment plans when appropriate.

[⇐BACK](#)

Professional knowledge of, and skill in applying, a wide range of concepts, principles, and practices of kinesiotherapy sufficient to –

- provide optimal patient care;
- implement advanced treatment techniques and progressive programs;
- apply unique adaptation to rehabilitation principles for:
 - neuromuscular coordination;
 - balance and ambulation;
 - posture correction;
 - progressive relaxation techniques;
 - health and wellness programs; and
 - physical conditioning and physical adaptation for work demands involving development of physiological efficiency;
- participate in evaluating current programs, making significant refinements to existing programs, or designing and implementing new programs; and
- provide specialized therapeutic intervention for optimal care.

[⇐BACK](#)

Level 1-7: Creative Arts Therapist (Arts), GS-0638

Professional knowledge of, and skill in applying, the concepts, principles, and practices of arts therapy; and knowledge of –

- psychodynamics;
- psychopathology; and
- human development

sufficient to –

- select and apply the appropriate form of art therapy;
- adapt treatment approaches for patients with organically-based developmental delays, learning disabilities, emotional disturbances, or a combination of these;
- use art as an evaluative tool with individual psychiatric patients and their families;
- conduct individual and family art assessments;
- perform in-depth assessment and treatment of adolescents;
- treat multi-axial and complex medical and psychiatric illness;
- develop art therapy treatment plans and goals for each patient; and
- maintain weekly therapy progress notes.

[⇐BACK](#)

Level 1-7: Recreation Therapist, GS-0638

Professional knowledge of a wide range of the concepts, principles, procedures, and techniques of recreation therapy sufficient to –

- accomplish the maximum rehabilitation of difficult patients in mixed diagnostic categories with complex medical, physical, behavioral, and mental deficiencies;
- develop an initial clinical assessment of each patient;
- interpret physician prescriptions to independently formulate a treatment plan that meets prescribed goals;
- develop a treatment plan that attains goals without exacerbating other conditions/problems;
- participate on interdisciplinary teams; and
- modify techniques and develop new approaches to ensure the realization of patient treatment goals.

[⇐BACK](#)

Level 1-7: Clinical Laboratory Technologist (Quality Control), GS-0644

Professional knowledge of, and skill in applying, a wide range of concepts, principles, practices, and methodologies of –

- medical technology;
- mathematics and statistics;
- types of surveillance needed in a quality control program; and
- accrediting and regulatory agency requirements

sufficient to –

- develop and maintain a quality control program;
- monitor variables that affect quality of services;
- evaluate and teach others to use quality control procedures;
- implement corrective action when indicated;
- ensure that all quality control, quality assurance, proficiency testing, inspection, and accreditation are in compliance with requirements; and
- perform statistical analyses on quality control and quality assurance data.

[⇐BACK](#)

Level 1-7: Clinical Laboratory Technologist, GS-0644

Professional knowledge of, and skill in applying, the concepts, principles, and methodology of medical technology sufficient to –

- perform complex and specialized studies in hematology, coagulation, and flow cytometry;
- solve highly complex diagnostic problems;
- modify or adapt new methods or techniques to improve or expand services;
- develop protocols for performance of tests and evaluation of results;
- ensure that laboratory tests and procedures are consistent with accrediting agencies standards and requirements;
- perform validation/method verification studies for new systems;
- consult with physicians on logical protocol to follow in attempting to confirm the diagnosis of a patient; and
- provide advisory services to other specialists.

[⇐BACK](#)

(continued)

Level 1-7: Clinical Laboratory Technologist, GS-0644 (continued)

Professional knowledge of, and skill in applying, a wide range of concepts, principles, practices, and methodologies of medical technology and knowledge of –

- quality control program requirements;
- workload reporting and proficiency testing; and
- accrediting and regulatory agency requirements

sufficient to –

- develop and implement a full-service laboratory program for a remote clinic;
- design programs to assure the reliability of data and measure laboratory productivity;
- effectively manage the work carried out in a small clinical laboratory;
- evaluate new tests and instruments;
- adapt and modify standard methods and procedures consistent with a small-lab approach; and
- ensure that the laboratory meets accrediting agencies' standards and requirements.

[⇐BACK](#)

Professional knowledge of, and skill in applying, a wide range of concepts, principles, practices, and methodologies of medical technology and knowledge of –

- quality control systems;
- proficiency testing programs;
- certifying and accrediting agency requirements; and
- management, administrative, and coordinative skill

sufficient to –

- coordinate clinical laboratory services;
- assess needs, plan for, and implement improvement programs in laboratories throughout a multi-state area;
- identify and resolve systems, testing, or equipment problems;
- assure laboratory compliance with applicable requirements; and
- minimize duplication of services and improve utilization of total laboratory programs.

[⇐BACK](#)

Level 1-7: Pharmacist, GS-0660

Professional knowledge of, and skill in applying, the concepts, principles, and practices of pharmacology sufficient to –

- compound and dispense prescriptions;
- develop and prepare sterile products such as total parenteral nutrition and IV admixtures;
- screen prescriptions for proper interpretation, appropriate dosages, and possible therapeutic, chemical, or physical incompatibility;
- advise patients and nursing staff on dosage regimen, side effects, and storage requirements;
- prepare cancer chemotherapeutic agents;
- participate in special programs as a consultant such as metabolic support (parenteral nutrition), drug evaluation and clinical studies; and
- serve as an advisor on therapeutic problems.

[⇐BACK](#)

Professional knowledge of, and skill in applying, the concepts, principles, and practices of pharmacology sufficient to –

- work with oncology physicians in the design of drug treatment plans;
- monitor and modify drug therapy when it differs from established clinical parameters or protocols;
- evaluate drug therapy for proper therapeutic endpoint;
- prepare complex combination chemotherapy regimens for clinical protocols;
- interact with patients to obtain drug history, monitor patients' responses, educate and counsel, and explain information on current drug therapy and potential side effects;
- participate in daily rounds to monitor and review drug therapy;
- review and evaluate drug literature;
- serve as liaison with physicians, nurses, and other staff on drug-related problems;
- monitor adverse drug reactions;
- design and conduct interdisciplinary educational programs in drug therapy; and
- develop and provide education materials to patients.

[⇐BACK](#)

(continued)

Level 1-7: Pharmacist (Clinical), GS-0660 (continued)

Professional knowledge of, and skill in applying, the concepts, principles, and practices of pharmacy sufficient to –

- develop and participate in pharmacotherapy clinics for patients with specific diseases or medications that require careful dosage initiation, dosage adjustment, or monitoring;
- provide therapeutic consultation to evaluate, recommend, or modify medication therapy in patients with complex medical problems or difficult-to-manage disease states;
- provide patient education/counseling services to enhance compliance and reduce the occurrence of medication related problems;
- provide instructions, advice, and assistance to prescribing and dispensing officials on effectiveness and suitability of their use; and/or
- design and conduct studies to evaluate particular drugs, their effectiveness and suitability, or to study the reaction of diseases, patients, and conditions to drug based treatment.

[←BACK](#)

Professional knowledge of, and skill in applying, the concepts, principles, and practices of pharmacy sufficient to –

- develop drug utilization criteria;
- analyze patterns and trends to determine appropriate, effective, and economical prescribing and dispensing of drugs;
- participate in multi-disciplinary education and intervention programs designed to empower patients to manage their diseases and promote wellness;
- serve as credentialed provider with full medication prescribing authority in the internal medicine and family care clinics with authority to conduct patient interviews, routine laboratory monitoring, and physical assessments;
- evaluate response to drug therapy, treatment failures, and adverse effects;
- review existing drug treatment for appropriateness;
- develop with attending physician new treatment regimens for especially difficult or complex cases; and
- maintain a formulary based on scientific evidence of efficacy, safety, cost, and patient factors.

[←BACK](#)

Level 1-7: Optometrist (Industrial), GS-0662

Professional knowledge of, and skill in applying, advanced concepts, principles, and practices of optometry sufficient to –

- serve as an authoritative information source on the practice of optometry;
- serve as an occupational vision consultant;
- perform external and internal dilated and non-dilated ocular examinations;
- conduct objective and subjective optometric procedures;
- perform tonometry and biomicroscopy and ensure that patients who manifest evidence of ocular and/or systemic diseases are referred to private physicians;
- correlate findings and test results and prescribe appropriate correction;
- prescribe vision training or orthoptics as indicated;
- fabricate, verify, and dispense protective eyewear;
- interview workers who wear contact lenses and evaluate job hazards relative to visual enhancement provided by contact lenses;
- advise occupational health physicians when visual disabilities require restricted work assignment for employees; and
- remain abreast of latest developments in the field of occupational vision.

[⇐BACK](#)

Professional knowledge of, and skill in applying, the concepts, principles, and practices of optometry sufficient to –

- develop, implement, and maintain an occupational vision program;
- provide eye examinations and vision support functions to employees who, because of an occupational exposure to eye hazard areas, require prescription safety eyewear; and
- provide slit lamp biomicroscopy to employees occupationally exposed to radiation.

[⇐BACK](#)

Level 1-7: Speech Pathologist, GS-0665

Professional knowledge of, and skill in applying, concepts, principles, and practices of human communication to include specific disorders of speech, language, and voice and their causes sufficient to –

- plan, coordinate, and carry out all phases of the program;
- apply current standards as well as creative and innovative assessment techniques and tests appropriate to the type of speech, language, or voice disorder being evaluated;
- utilize and create specialized equipment and techniques for evaluation of deficits that cannot be adequately evaluated by conventional methods;
- interpret results of all evaluative findings;
- develop treatment plans consistent with diagnostic findings; and
- fit surgical prosthetic devices.

[⇐BACK](#)

(continued)

Level 1-7: Speech Pathologist, GS-0665 (continued)

Professional knowledge of, and skill in applying, concepts, principles, and practices of human communication to include specific disorders of speech, language, and voice, and their causes sufficient to –

- evaluate the cause of communication disorders and swallowing problems in pediatric and adult patients;
- determine the cause of pathology of disorders and recommend preventive and remedial measures;
- perform the full range of diagnostic tests for patients with severe communication disorders or swallowing problems;
- counsel patients regarding the effect of medical and/or surgical procedures on receptive and expressive communication;
- counsel family members regarding the communication problems and resultant special emotional needs of patients;
- plan and implement an effective course of therapy for difficult and complex cases;
- fit surgical prosthetic devices; and
- provide instruction on the use and maintenance of prosthetic and therapeutic devices.

[←BACK](#)

Level 1-7: Audiologist, GS-0665

Professional knowledge of, and skill in applying, concepts, principles, and practices of human communication to include specific auditory disorders and their causes sufficient to –

- select and administer the full range of consultative and diagnostic procedures to neonates, infants, children, adolescents, adults, and geriatric patients at the medical treatment facility and interpret the results;
- diagnose and develop treatment for cases that are complex in terms of the severity of the hearing impairment and the presence of multiple handicaps; and
- provide consultative assistance to other facilities in the area of diagnostic site of lesion testing and rehabilitative audiology, to include therapeutic intervention, assistive listening devices, and technologically advanced amplification systems.

[←BACK](#)

Professional knowledge of, and skill in applying, concepts, principles, and practices of human communication to include specific auditory or vestibular disorders their causes sufficient to –

- perform diagnostic tests and evaluate and interpret results that are significantly inconsistent or conflicting and which require careful selection and interpretation or further diagnostic measures to evaluate auditory or vestibular disorders in adults and geriatric patients;
- formulate, plan, and provide a comprehensive program of auditory rehabilitation including strategies for optimizing remaining hearing, hearing aids, and assistive listening devices appropriate to the needs of patients and their age and overall communicative, physical, psychological, and cognitive status;
- modify test procedures appropriate to the communicative, physical, psychological, and cognitive status of patients;
- perform, evaluate, and interpret site of lesion, special auditory and vestibular tests and electrophysiological tests and evaluate and interpret results; and
- provide care appropriate to the needs of all patients, from young through the late geriatric development stages.

[←BACK](#)

Level 1-7: Orthotist-Prosthetist, GS-0667

Professional knowledge of, and skill in applying, the concepts, principles, and practices of orthotics and prosthetics sufficient to –

- design and fit orthotic/prosthetic devices for a wide range of conditions in various specialty areas;
- measure, design, fabricate, and fit temporary and immediate post-surgical orthotics/prosthetics;
- provide training/orientation to healthcare providers in writing prescriptions for orthotic/prosthetic devices;
- assess amputee strength and mobility;
- evaluate stump quality and condition;
- analyze unusual fitting problems;
- perform critical evaluation of existing methods and develop innovative improvements;
- create an awareness of the comprehensive nature of mobility problems;
- incorporate new and innovative technology and techniques into the program; and
- research information on prosthetic/orthotic appliances, services, and pricing.

[←BACK](#)

Level 1-7: Healthcare Information Administrator, GS-0669

Knowledge of, and skill in applying –

- concepts, principles, and methods of a wide range of health records management;
- regulatory, licensing, and accrediting agency requirements, medico-legal, and statutory requirements governing health records documentation; and
- statistical methods and analysis

sufficient to –

- solve complex problems involving different aspects of health records administration;
- modify or adapt established methods and procedures;
- perform the full range of non-routine administrative assignments;
- provide assistance in research projects;
- assess patient workload;
- establish and monitor quality control;
- develop reporting requirements;
- develop long-range plans;
- evaluate program for overall efficiency and effectiveness;
- plan, implement, or monitor health records services;
- adapt new methods to meet changing regulatory requirements, changing healthcare practices, or unique situations;
- provide advisory, education, and training or problem solving services on specific health records problems, projects, programs, or functions;
- perform health records analysis; and
- prepare reports.

[←BACK](#)

Level 1-7: Healthcare Systems Specialist, GS-0671

Knowledge of, and skill in applying, the concepts, principles, and methods of –

- healthcare systems organizational structure, overall mission, functions, and activities;
- qualitative and quantitative statistical analysis techniques and methods;
- accepted management principles, practices, and processes; and
- oral and written communication techniques

sufficient to –

- conduct comprehensive research analysis on data collection methods to research problem areas, determine sources, and assist in solutions for corrective measures of healthcare systems operations;
- measure effectiveness, efficiency, and productivity of various staffing and technical functions;
- defend findings and make logical recommendations concerning the most effective and productive use of resources; and
- present findings in the form of reports, technical papers, briefings, and instructional education.

[⇐BACK](#)

Knowledge of, and skill in applying –

- hospital quality assessment/quality improvement and risk management programs, principles, procedures, regulations, and standards;
- clinical practice of medicine and medical terminology;
- statistical and economic principles associated with healthcare delivery systems;
- medico-legal processes and requirements; and
- the functions, organizations, and work processes of various departments devoted to patient care within the facility

sufficient to –

- formulate policy and procedural guidance;
- monitor, evaluate, and measure performance;
- interpret and identify medical discrepancies;
- interact with medical staff at all levels; and
- analyze healthcare quality and trends.

[⇐BACK](#)

Level 1-7: Prosthetics Representative, GS-0672

Knowledge of, and skill in applying –

- prosthetic program administration concepts and practices;
- management concepts, principles, and methodology; and
- various local and national prosthetic and orthotic contract agreements

sufficient to –

- procure prosthetic and orthotic devices;
- formulate policy;
- solve complex problems; and
- develop new methods to meet program and regulatory requirements.

[⇐BACK](#)

Level 1-7: Healthcare Environmental Services Administrator, GS-0673

Knowledge of, and skill in applying –

- a wide range of the principles, practices, and methods of environmental sanitation; and
- agency programs, regulations, and policies

sufficient to –

- maintain a safe environment as mandated by Joint Commission on Accreditation of Hospital Organizations (JCAHO) standards of excellence for hospital sanitation;
- develop operating procedures for implementing programs;
- acquire and apply current cleaning agents, techniques, and equipment;
- justify program plans and goals; and
- analyze and recommend solutions to healthcare environmental problems.

[⇐BACK](#)

Level 1-7: Dental Officer, GS-0680

Knowledge of, and skill in applying, a wide range of concepts, principles, and practices of dentistry sufficient to –

- examine, diagnose, and treat –
 - diseases;
 - abnormalities;
 - injuries;
 - defects of teeth and investing tissues; and
 - dental health problems;
- expose and interpret radiographs of the teeth, oral cavity, and supporting structures to diagnose the type and extent of treatment required;
- perform restoration of teeth with simple and complex cavities with standard and prescribed dental materials in routine and difficult cases;
- administer local anesthesia as required for treatment and diagnoses of dental diseases;
- extract single or multiple teeth;
- remove unerupted and impacted teeth and residual root tips;
- perform prosthodontic care on patients requiring routine and complicated replacement of missing teeth and/or crowns;
- diagnose and perform root canal therapy on anterior and posterior teeth for children and adults; and
- perform dental treatment on children and adults requiring special management (i.e., medically compromised and elderly patients).

[⇐BACK](#)

Level 1-7: Public Healthcare Analyst, GS-0685

Knowledge of, and skill in applying –

- a wide range of concepts, principles, methods, and techniques of public health administration; and
- administrative and operational aspects of Federal funding mechanisms such as grants, contracts, cooperative agreements

sufficient to –

- analyze, evaluate, and provide advice to program administrators;
- resolve complex, controversial, or precedent-setting matters;
- perform complex analytical studies and interpret results; and
- coordinate the evaluation of programs and make recommendations for improvements.

[⇐BACK](#)

Level 1-7: Industrial Hygienist, GS-0690

Professional knowledge of, and skill in applying, the concepts, principles, and practices of industrial hygiene sufficient to –

- carry out health hazard evaluations of a wide variety of industrial worksites;
- plan, coordinate, and conduct detailed surveys and investigations related to the recognition, evaluation, and formulation of controls for occupational health hazards; and
- conduct or serve as team leader for surveys of worksites throughout a medical region or a large complex facility to identify and evaluate the potential for excessive exposure to toxic materials and harmful physical agents found in the workplace.

[←BACK](#)

Level 1-8: Medical Officer (Occupational Medicine), GS-0602

Mastery of, and skill in applying, the theories and practices of medicine and specifically occupational medicine sufficient to –

- serve as a recognized expert for the agency;
- provide expert testimony on occupational illness and injury claims;
- develop employee health-related programs;
- develop and recommend policy;
- provide consultative services to management on employee health-related issues; and
- represent the agency on the medical aspects of occupational health and safety.

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Level 1-8: Medical Officer (Emergency Medicine), GS-0602

Mastery of, and skill in applying, the theories and practices of medicine and specifically emergency medicine sufficient to –

- diagnose and treat patients during an emergency medicine service shift covering such medical fields as:
 - pediatrics;
 - obstetrics;
 - gynecology;
 - surgical;
 - neurology; and
 - orthopedics;
- provide initial resuscitation and stabilization of patients;
- order and interpret laboratory and radiographic studies;
- train and evaluate medical students and others rotating through the emergency service; and
- serve as an emergency medicine expert to outlying clinics, deployed units, and others.

[←BACK](#)

Level 1-8: Medical Officer (Pediatrics), GS-0602

Mastery of, and skill in applying, the theories and practices of medicine and specifically pediatrics sufficient to –

- provide outpatient care to pediatric population;
- take patient history;
- conduct physical examination;
- treat patients;
- prescribe medications;
- prescribe therapies;
- follow up on acute illnesses and stabilize chronically ill patients;
- order x-rays and laboratory tests;
- interpret test results;
- recommend inpatient care when necessary; and
- perform growth and developmental assessments to pediatric population.

[←BACK](#)

Level 1-8: Nutritionist (Public Health), GS-0630

Mastery of, and skill in applying, the theories and practices of nutrition sufficient to –

- serve as a recognized expert to provide authoritative advice and program consultation on agency nutrition programs;
- develop new approaches and apply current scientific advances; and
- maintain effective working relationships with public health administrators, project officers, State and local health agencies, professional organizations, and academic institutions.

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Level 1-8: Podiatrist, GS-0668

Mastery of, and skill in applying, the theories and practices of podiatry and a comprehensive knowledge of anatomy, physiology, microbiology, pathology, and pharmacology sufficient to –

- diagnose and treat foot disorders to include the most difficult cases arising from non-systemic origin;
- perform major and complex foot surgery in the operating room under local and general anesthesia;
- review medical history and drug therapies necessary to prescribe appropriate medications used in conjunction with postoperative problems and rehabilitation; and
- provide clinical oversight of a foot at risk clinic that involves evaluation, medical and surgical intervention, and hospital admissions when indicated for complex cases.

[←BACK](#)

Level 1-8: Healthcare Information Administrator, GS-0669

Mastery of, and skill in applying –

- health records administration concepts, principles, and practices;
- comprehensive knowledge of health information laws, policies, regulations, and precedents applicable to the administration of the agency's health information program to include sequence and timing of key program milestones; and
- methods of evaluating program accomplishments

sufficient to –

- plan, administer, and evaluate the agency's health information program which includes facilities with resources shortages, system-wide performance deficiencies, or similar management problems;
- conduct studies of activities and recommend policy changes to correct deficiencies and improve the program;
- develop and maintain agency-wide health information program goals; and
- advise agency officials and health information personnel at all organizational levels on various aspects of health information management;

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(continued)

Level 1-8: Healthcare Information Administrator, GS-0669 (continued)

Mastery of, and skill in applying, health information management concepts, principles, practices; and knowledge of –

- legal requirements, agency and governmental policies and procedures, applicable Federal and State statutes and legislation governing health information programs;
- current professional standards applicable to the capture and dissemination of health information;
- provisions of the Privacy Act, Freedom of Information Act, and Health Insurance Portability and Accountability Act;
- regulatory, licensing, and accrediting requirements;
- health information systems;
- medical sciences and applied business principles;
- designated standard maintenance organizations; and
- specific standards impact systems and data sets including electronic transactions and code sets within and external to the organization

sufficient to –

- create policy and recommend procedures that involve the use or transfer of health information throughout the agency;
- create and apply reengineering and continuous performance improvement initiatives, both within the program and/or the organization;
- identify, define, and resolve issues associated with complex aspects of data capture, storage, and dissemination;
- analyze emerging trends and technology and adopt appropriate methods to the local or regional programs to meet agency requirements;
- provide authoritative advice and consultation on medical records issues;
- develop approaches where no current precedent exists for significant issues;
- develop new approaches that significantly change operations within a program or agency;
- design programs and work flow to accomplish program objectives;
- recommend new legislation or regulatory requirements;
- represent the agency at the regional and/or national level; and
- develop guidance for clinicians on matters of credentialing, accreditation, compliance, and documentation.

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(continued)

Level 1-8: Healthcare Information Administrator, GS-0669 (continued)

Mastery of, and skill in applying –

- health information management concepts, principles, practices; and
- comprehensive knowledge of:
 - medical and legal requirements for paper and electronic health records;
 - agency and governmental policies, procedures, applicable Federal statutes and legislation governing health records programs;
 - health records organization, management techniques and procedures, and trends in health information management; and
 - regulatory and accrediting agency requirements

sufficient to –

- identify, define, and resolve problems associated with unique or controversial aspects of the health information management program where no direct precedent exists;
- develop new policies and procedures; and
- serve as a recognized agency program authority.

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Mastery of, and skill in applying –

- health information management concepts, principles, practices; and
- comprehensive knowledge of health information laws, policies, regulations, and precedents applicable to the administration of the agency's health information program to include the sequence and timing of key program milestones and methods of evaluating program accomplishments

sufficient to –

- analyze emerging trends in health information management and apply expertise to improve the program within the agency;
- contribute to the development of agency health records policies;
- plan major program or procedural changes for various aspects of the program and incorporate new developments into the health information program;
- develop and test health information projects of regional and national significance to meet program goals; and
- provide authoritative advice and consultation on health information management and related issues.

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Level 1-8: Healthcare Systems Specialist, GS-0671

Mastery of, and skill in applying –

- advanced management and organizational principles and practices; and
- qualitative and quantitative techniques; and
- comprehensive knowledge of –
 - mission, organizations, programs, and requirements of healthcare delivery systems at the medical facility;
 - unique characteristics of facility resources and medical school affiliations and community demographics; and
 - regulations and standards of regulatory and credentialing organizations and agencies

sufficient to –

- assist in the formulation of medical facility policy;
- coordinate clinical and administrative services;
- develop recommendations on the establishment of new programs; and
- reconcile contradictory accrediting agency requirements.

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Level 1-8: Healthcare Environmental Services Administrator, GS-0673

Mastery of, and skill in applying, the concepts, principles, practices and methodology of environmental sanitation, waste management, textile care management, and interior design sufficient to –

- provide expert technical advice and guidance to management and others on critical issues;
- formulate policies and procedures;
- develop and manage programs to ensure safe environments; and
- analyze and resolve complex environmental problems.

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Level 1-8: Public Healthcare Analyst, GS-0685

Mastery of, and skill in applying –

- principles, concepts, and practices of public health administration; and
- principles, concepts, processes, and techniques of program analysis and evaluation

sufficient to –

- develop model plans directly applicable to the public health field of interest;
- promote the effective and efficient management and evaluation of issues concerning particular programs;
- develop a unified reporting system that will allow the management and tracking of data;
- evaluate local and state entities' progress toward program goals;
- evaluate the Federal aspects of a grant program; and
- coordinate the development of annual budget plans and justifications for agency public health programs.

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(continued)

Level 1-8: Public Healthcare Analyst, GS-0685 (continued)

Mastery of, and skill in applying –

- principles, concepts, and practices of public health administration; and
- principles, concepts, processes, and techniques of program analysis and evaluation

sufficient to –

- design, develop, direct, conduct, and participate in studies to analyze and evaluate the effectiveness of inter-related, state-of-the-art managed-care projects that have national impact;
- initiate studies, prepare assessment and tracking instruments, establish criteria, and develop techniques and methods for reviewing and evaluating projects;
- incorporate external factors such as legislative, political, and organizational issues into managed-care initiatives;
- establish a managed-care monitoring and tracking system;
- interpret nationwide trends and patterns;
- conduct evaluations of the impact of mental health and substance abuse services in a range of different State, county, and private sector settings and sites involved in major healthcare reform efforts; and
- coordinate the development of annual budget plans and justifications for agency public health programs.

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Mastery of, and skill in applying, advanced public health program concepts, principles, and practices sufficient to –

- formulate policy and program guidelines to provide leadership and direction in the administration and operation of a national public health initiative;
- provide expert advice to program administrators in the field of substance abuse treatment;
- provide direction and guidance on critical and complex issues; and
- plan, develop, and manage new initiatives in the substance abuse field.

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Level 1-8: Industrial Hygienist, GS-0690

Mastery of, and skill in applying, the concepts, principles, and practices of industrial hygiene sufficient to –

- serve as a technical authority by providing expert advice and direction in a broad range of industrial hygiene matters, including the conduct of the most complex inspections;
- apply current advances and experienced judgment in solving novel or obscure problems which are not readily treatable by conventional methods;
- provide expert interpretation of published occupational health standards; and
- serve as an expert witness in contested cases.

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(continued)

Level 1-8: Industrial Hygienist, GS-0690 (continued)

Mastery of, and skill in applying, the concepts, principles, and practices of industrial hygiene sufficient to –

- conduct the most difficult types of industrial hygiene studies;
- develop new sampling or control methods;
- provide expert advice to agency and contractor personnel in a broad range of industrial hygiene matters;
- evaluate and apply new methods and equipment to the practice of industrial hygiene particularly in dealing with problems not readily treatable by standard methods;
- research technical publications; and
- develop technical bulletins, instructions, regulations, training materials, and sections of field manuals for guidance of agency personnel.

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Mastery of, and skill in applying, the concepts, principles, and practices of industrial hygiene sufficient to –

- serve as a recognized expert for the agency;
- develop policy and program objectives;
- provide consultative services to management and technical personnel;
- generate new occupational health and safety programs for the agency;
- apply new developments to problems for which existing guidelines or techniques are inadequate; and
- represent the agency in policy matters in inter-agency meetings or task groups.

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Mastery of, and skill in applying, concepts, principles, and practices of industrial hygiene sufficient to –

- serve as a Veterans Integrated Networks Services and/or facility technical expert;
- research and integrate complex toxicological and environmental information from technical literature into new approaches/programs;
- develop directives, technical bulletins, procedures, training materials, and other program materials;
- develop new approaches to evaluate workplace hazards;
- research, review, and interpret Federal, State, and local environmental laws and regulations; and
- apply current advances to solve novel or obscure problems.

[⇐BACK](#)

Level 1-8: Consumer Safety Administrator, GS-0696

Mastery of, and skill in applying, the theories and practices of a scientific field such as chemistry, biology, pharmacology, or food technology; and a comprehensive knowledge of –

- the principles and practices of such assigned areas as food or biotechnology;
- the Food, Drug, and Cosmetic Act;
- governing rules and regulations and court precedents applicable to the assigned area; and
- written and verbal communication techniques

sufficient to –

- serve as a technical authority in a particular assigned area;
- provide authoritative advice and assistance on extensive, complex, and complicated manufacturing processes and operations and inspectional problems relative to the safety and effectiveness of products;
- recognize discrepancies or inconsistencies in reported information;
- provide written analyses of data and in-depth fault analysis evaluations and product failures;
- interpret and apply laws, policies, and regulations;
- develop evidence when situations encountered may result in regulatory action;
- perform tasks related to the regulation of a specific industry;
- develop analyses that are used for presentations and in negotiations;
- conduct negotiations with industry representations and other government agencies; and
- develop training programs.

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Level 1-9: Medical Officer (Pediatrics-Developmental/Behavioral), GS-0602

Mastery of, and skill in applying, theories and practices of medicine and specifically pediatric medicine sufficient to –

- serve as an expert in developmental/medical evaluations, treatment, and follow-up of children with suspected developmental delays as well as children with major disabilities;
- apply new scientific and/or technological procedures in the evaluation of complex pediatric patients;
- serve as a recognized authority for the program;
- develop guidelines; and
- assess program effectiveness.

[⇐BACK](#)

Level 1-9: Medical Officer (Radiology), GS-0602

Mastery of, and skill in applying, theories and practices of medicine and specifically radiology sufficient to –

- serve as an authority on the interpretation of film studies involving chest, mammogram, bones and other x-ray modalities;
- serve as a consultant to clinical physicians involving specialty area studies;
- keep abreast of current research, clinical methods, and technical advances in the field; and
- develop and integrate new techniques and procedures into the program.

[⇐BACK](#)

Level 1-9: Medical Officer (Occupational Medicine-Administration), GS-0602

Mastery of, and skill in applying, theories and practices of medicine and specifically occupational medicine sufficient to –

- plan, execute, and administer the occupational medicine program for the base and other activities;
- provide medical direction for the program;
- determine program scope, policies, objectives, and specific goals;
- provide direction and guidance to staff;
- serve as physician advisor to the sight conservation program;
- develop and manage program budget; and
- confer with personal physicians on employee health matters related to job performance.

[⇐BACK](#)

Level 1-9: Medical Officer (Disability Evaluation), GS-0602

Mastery of, and skill in applying, theories and practices of medicine sufficient to –

- provide advisory and consultative services regarding medical policy and evaluation standards for a disability program;
- plan and direct projects designed to provide basic data for the development of medical policies and evaluation standards for a disability program; and
- provide technical guidance on agency policies and procedures to other Medical Officers and Consultants.

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Appendix F4 – Factor 4 Illustrations

Level 4-3: Title at Agency Discretion, GS-0601

Nature of Assignment – Work consists of –

- assisting physicians in obtaining specimens;
- accessioning specimens; and
- cytopreparation including concentration, cytocentrifugation, membrane filtration, and preparation of specimens for immunocytochemistry and cell block.

What Needs To Be Done – The employee evaluates and interprets cytologic specimens on the basis of –

- analysis of the suitability of the specimen;
- body site sample;
- requirements of the requested test; and
- purpose of test.

The employee also interprets cellular findings in the context of the correlation of these results with other laboratory and patient data.

Difficulty and Originality Involved – Exercises judgment to –

- select alternative procedures; and
- apply established approaches and solutions to malfunctions and variances.

[←BACK](#)

Level 4-3: Creative Arts Therapist (Music), GS-0638

Nature of Assignment – Work consists of planning and conducting –

- a music therapy program that must consider a wide range of patient diagnoses and symptoms;
- basic assessment processes; and
- individual treatment plans and methods.

What Needs To Be Done – The employee –

- assesses each patient to determine physical, psychosocial, and functional performance;
- develops a comprehensive treatment plan that assists the patient in achieving an independent leisure lifestyle; and
- serves as a member of an interdisciplinary team.

Difficulty and Originality Involved – Exercises judgment to develop treatment plans that recognize the individuality of the patient and their complex, multiple medical/physical/psychosocial problems.

[←BACK](#)

Level 4-3: Orthotist, GS-0667

Nature of Assignment – Work consists of designing, developing, and fitting a wide variety of orthotic devices for patients of all ages with a variety of diagnoses (medical and surgical).

What Needs To Be Done – The employee –

- designs orthotic devices;
- performs fittings;
- evaluates orthotic devices on patients and instructs them in their use;
- resolves problems;
- documents patients' progress; and
- keeps abreast of new developments.

Difficulty and Originality Involved – Exercises judgment to –

- determine the appropriate orthotic device for each patient; and
- resolve fitting problems.

[←BACK](#)

Level 4-3: Sanitarian, GS-0688

Nature of Assignment – Work consists of recognizing, evaluating, and controlling environmental sanitation health hazards.

What Needs To Be Done – The employee –

- determines acceptable disposal procedures;
- conducts weekly sampling of water supply from distribution systems;
- interprets bacteriological analysis of the water;
- inspects dining facilities to detect actual or potential biological health hazards;
- maintains surveillance and conducts periodic inspections of field operations; and
- performs sanitary surveillance of military housing, dependent schools, and recreational and other facilities.

Difficulty and Originality Involved – Exercises judgment to –

- identify potential health hazards;
- select and interpret test results; and
- recommend solutions to hazardous situations.

[←BACK](#)

Level 4-3: Industrial Hygienist, GS-0690

Nature of Assignment – Work consists of –

- monitoring and evaluating State Occupational Safety and Health programs, inspections, citations, and reports to determine compliance with approved occupational health standards and programs; and
- conducting health inspections in industries not covered by the State's Occupational Safety and Health Plan (e.g., maritime and private contractors on military bases).

What Needs To Be Done – The employee –

- becomes familiar with work operations, materials, and other relevant facts about a workplace prior to inspection;
- reviews State developed case files;
- reviews State inspection related logs and develops statistical data for comparison with Federal statistics;
- assesses the ability of state compliance personnel to perform enforcement activities of the State compliance program and abatement process through accompanied inspections;
- provides input for reports of evaluation and recommendations for the improvement of State program operations and activities; and
- investigates complaints about State plan administration.

Difficulty and Originality Involved – Exercises judgment to identify and analyze a variety of industrial health hazards.

[←BACK](#)

Level 4-4: Title at Agency Discretion, GS-0601

Nature of Assignment – Work consists of performing the full range of cytologic interpretive, procedural, and basic quality assurance duties.

What Needs To Be Done – The employee –

- develops new criteria for interpretation and use of molecular testing;
- performs difficult or special diagnostic interpretations;
- devises procedures and algorithms for incorporation of these tests into the diagnosis; and
- develops new operating and quality assurance procedures.

Difficulty and Originality Involved – Exercises considerable judgment to extend basic principles to establish new methodologies and perform complex diagnostic interpretations.

[⇐BACK](#)

Level 4-4: Title at Agency Discretion, GS-0601

Nature of Assignment – Work consists of performing the full range of cytologic interpretive, procedural, and basic quality assurance duties as well as oversight of technical processes.

What Needs To Be Done – The employee –

- plans appropriate testing menus and staffing requirements and budgeting;
- develops new criteria for interpretation and use of molecular testing;
- assesses costs, procedural development, and test performance;
- performs difficult or special diagnostic interpretations;
- devises procedures and algorithms for incorporation of these tests into the diagnosis; and
- develops new operating procedures and quality assurance procedures in accordance with Federal and national regulations.

Difficulty and Originality Involved – Exercises considerable judgment to extend basic principles to establish new methodologies establishes and maintain a cytology program for a small or remote laboratory.

[⇐BACK](#)

Level 4-4: Physician Assistant, GS-0603

Nature of Assignment – Work consists of diagnostic, preventative, and therapeutic health services to patients and family members in a primary care facility under the guidance of a physician.

What Needs To Be Done – The employee –

- obtains health and developmental history from patient or family member;
- conducts physical examinations;
- records findings and makes critical evaluations;
- requests special screenings and developmental and laboratory tests;
- interprets test results;
- provides full range of emergency services or crisis intervention;
- reassesses treatment plans as needed;
- provides medical care and preventative services to healthy individuals including guidance in nutrition, common illnesses, and child growth and development;
- makes decisions concerning medical care needs of patients with physicians;
- works collaboratively with physician in management of some complex cases;
- prescribes and dispenses non-controlled medications according to approved medication lists and existing protocols and instructions;
- provides direct medical care in the presence of illness or disability in order to maintain life, provide comfort, reduce distress, and enhance coping ability;
- provides surveillance over medical practices applied to stabilize chronically ill persons;
- adjusts treatments within established standing order, recognizing when to refer the patient to the physician or other health team members;
- instructs and counsels patients on treatment plans and long-term health maintenance;
- identifies and evaluates medical psychological problems, referring when necessary;
- provides patient education; and
- enters patient medical data into medical records.

Difficulty and Originality Involved – Exercises judgment to –

- identify abnormalities discovered in physical examinations;
- obtain and record medical histories;
- request and review diagnostic studies and developmental screening tests;
- initiate treatment and make referrals; and
- understand the mores and customs of the ethnic group and the effect of cultural differences on healthcare delivery.

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(continued)

Level 4-4: Physician Assistant, GS-0603 (continued)

Nature of Assignment – Work consists of providing direct hands-on patient assessment and treatment of active duty military and civil service employees at the facility.

What Needs To Be Done – The employee –

- assesses and records health status of patients including medical histories;
- conducts physical examinations;
- orders diagnostic procedures and necessary tests;
- obtains specialty consultations;
- plans and institutes treatment course;
- prescribes and dispenses non-controlled medications according to approved medication lists and existing protocols and instructions;
- instructs and counsels patients on treatment plans and long-term health maintenance;
- identifies and evaluates medical psychological problems, referring when necessary;
- provides patient education; and
- enters patient medical data into medical records.

Difficulty and Originality Involved – Exercises judgment to –

- identify abnormalities discovered on physical examinations;
- obtain and record medical histories;
- request and review diagnostic studies and developmental screening tests; and
- initiate treatment and make referrals.

[⇐BACK](#)

Level 4-4: Dietitian (Clinical), GS-0630

Nature of Assignment – Work consists of assessing cardiology patients to establish medical nutritional care plans and provide nutritional care, counseling, and education.

What Needs To Be Done – The employee –

- plans, coordinates, directs, and participates in all nutritional care activities for patients in cardiology-related programs;
- plans, develops, and implements individualized nutritional care plans including nutrition education for patients and caregivers;
- develops and tailors nutritional therapy to each patient's disease, interdisciplinary care plan, dietary needs, ethnic background and socioeconomic conditions;
- designs and develops dietary guides, teaching tools, and visual aids to facilitate patients' understanding of the principles of their diets;
- assesses medical nutritional needs through physician ordered laboratory tests and develops individual, specialized care plans;
- assesses patients' nutritional status, the need for oral nutritional supplements and total enteral nutrition therapy products, and writes the prescriptions;
- counsels patients and/or caregiver;
- plans, develops, and organizes nutrition education programs for cardiac patients and caregivers; and
- plans and conducts educational sessions for physicians, dietitians, and other staff.

Difficulty and Originality Involved – Exercises considerable judgment to –

- develop, update, and refine the medical nutritional treatment plan for cardiac patients and training materials for a variety of complicated of disease states; and
- translate scientific information into comprehensible nutritional instruction, education, and guidance to patients, their families, and allied health professionals.

[←BACK](#)

(continued)

Level 4-4: Dietitian (Clinical), GS-0630 (continued)

Nature of Assignment – Work consists of –

- conducting patient assessments to establish medical nutritional care plans for geriatric patients;
- providing nutritional care; and
- providing counseling and education.

What Needs To Be Done – The employee –

- serves as a member of a interdisciplinary team responsible for the effective nutritional care of nursing home care unit residents and inpatients;
- serves as a consultant/trainer to staff regarding specialized nutritional support including enteral nutrition;
- assesses and monitors nutritional and metabolic status of geriatric patients receiving specialized nutritional support;
- orders laboratory tests through the physicians to determine nutritional status;
- attends team ward rounds and meetings;
- contributes to treatment plan and assesses the effectiveness;
- serves as the expert on geriatric nutrition and in enteral modalities of nutritional care at the facility;
- assesses the patient's nutritional status and the need for oral nutritional supplement and total enteral nutrition therapy products and writes the prescription for same;
- determines need for home visits to assure continuity of care and makes appropriate referrals to community agencies;
- performs anthropometry and physical examinations;
- interprets biochemical findings;
- obtains nutrition, medical, and psychosocial histories; and
- applies knowledge of the nature of disease and alterations in nutritional status imposed by the aging processes to assess patient requirements, and develop and implement nutritional therapy and evaluation of outcomes.

Difficulty and Originality Involved – Exercises considerable judgment to –

- stay abreast of and apply technological changes in the field of nutrition;
- monitor the impact of frequent medication changes on patients' metabolic profile and diet; and
- modify the nutrition treatment plan.

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Level 4-4: Occupational Therapist, GS-0631

Nature of Assignment – Work consists of developing plans, identifying needs, coordinating with other groups, and providing highly specialized evaluation and treatment for complex and difficult cases involving children with multiple medical and educational problems, such as cerebral palsy, spina bifida, prematurity, and autism.

What Needs To Be Done – The employee –

- selects, administers, adapts, scores, and interprets examinations of children to determine their level of delay in gross motor skills and activities of daily living;
- determines the appropriate intervention;
- carries out the intervention; and
- communicates appropriately with the family of the child and with other caregivers and professionals.

Difficulty and Originality Involved – Exercises considerable judgment to –

- determine the appropriate intervention for each child/family; and
- developing new and innovative approaches to evaluation and treatment.

[⇐BACK](#)

Nature of Assignment – Work consists of planning and carrying out all therapeutic aspects of the occupational therapy program.

What Needs To Be Done – The employee –

- serves as clinical advisor to staff;
- develops and directs the hand and upper extremity rehabilitation program;
- develops and implements the quality assurance program; and
- designs comprehensive evaluation methods to determine the effectiveness of the research and education program.

Difficulty and Originality Involved – Exercises considerable judgment to –

- implement new technological advances;
- develop new information, techniques, and/or criteria; and
- put into practice solutions to problems or changes to established standards.

[⇐BACK](#)

Level 4-4: Physical Therapist, GS-0633

Nature of Assignment – Work consists of providing physical therapy services to a wide variety of patients from different age groups and disability groups referred by a physician, dentist, or podiatrist.

What Needs To Be Done – The employee –

- designs a program of therapy to reach treatment objectives;
- uses a series of complex evaluation tests and rating scales to determine patient's level of function;
- develops a treatment plan and objectives to be met;
- coordinates and employs simultaneously several treatment approaches to accomplish complex treatment objectives;
- advises patients on the necessity of special orthotic/assistive devices when appropriate;
- participates in interdisciplinary clinics; and
- selects the most appropriate techniques.

Difficulty and Originality Involved – Exercises considerable judgment to –

- adapt and modify treatment plans for patients with severe and/or multiple disabilities;
- make independent decisions in the absence of established guidelines; and
- develop innovative solutions to unconventional problems.

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Level 4-4: Kinesiotherapist, GS-0635

Nature of Assignment – Work consists of planning and administering a treatment program for differently abled patients with complex, multiple problems.

What Needs To Be Done – The employee determines potential for attaining goals and establishing a program to facilitate the patient's progress toward goals to include –

- assessing status;
- recognizing contraindications and needed precautions;
- identifying intervention;
- establishing treatment program;
- applying kinesiotherapy principles appropriate for the program; and
- re-assessing patients' level of functioning and subsequent treatment modifications.

Difficulty and Originality Involved – Exercises considerable judgment to develop a treatment program when patients have complex, multiple medical problems requiring refinement of established treatment procedures or innovative approaches compounded by shorter hospital stays and rapid discharges to home and community.

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Level 4-4: Creative Arts Therapist (Arts), GS-0638

Nature of Assignment – Work consists of developing an art therapy program for the treatment of adolescent psychiatric patients.

What Needs To Be Done – The employee –

- develops treatment plans;
- adapts or modifies treatment procedures;
- develops new techniques and approaches to achieve objectives in severe and complex mental cases;
- monitors effectiveness of services and modifies treatment when necessary; and
- participates on interdisciplinary team.

Difficulty and Originality Involved – Exercises considerable judgment to –

- provide analysis of complicated psychiatric cases with multiple problems such as seizure disorder, learning disabilities, and dysfunctional family systems; and
- design and implement multidimensional treatment approaches.

[⇐BACK](#)

Level 4-4: Recreation Therapist, GS-0638

Nature of Assignment – Work consists of planning a treatment program for critically disabled patients with complex and multiple medical problems.

What Needs To Be Done – The employee –

- develops, organizes, and administers recreation programs to provide therapeutic treatment;
- develops psychosocial interventions for coping with frustration, stress, anger, and hostility;
- functions as a member of an interdisciplinary team to coordinate patient treatment to achieve maximum rehabilitation potential; and
- participates in unit rounds with physicians and other members of the treatment team.

Difficulty and Originality Involved – Exercises considerable judgment to –

- modify techniques;
- create new ways to maximize the rehabilitation process; and
- develop new approaches to achieve treatment goals.

[⇐BACK](#)

(continued)

Level 4-4: Recreation Therapist, GS-0638 (continued)

Nature of Assignment – Work consists of developing and managing recreational therapy services for an Adolescent Inpatient Service.

What Needs To Be Done – The employee –

- develops a treatment plan for each patient dependent upon diagnosis and life circumstances;
- designs and implements multidimensional treatment approaches; and
- incorporates recreation/adventure therapy into a total clinical treatment plan.

Difficulty and Originality Involved – Exercises considerable judgment to –

- develop new techniques; and
- refine established treatment approaches to meet the changing needs of a complex group of patients.

[⇐BACK](#)

Level 4-4: Clinical Laboratory Technologist, GS-0644

Nature of Assignment – Work consists of developing, planning, and implementing a quality assurance and ancillary testing program for the laboratory to comply with multiple and diverse accrediting and regulatory requirements.

What Needs To Be Done – The employee –

- develops and monitors the quality assurance and ancillary testing program;
- serves as technical advisor to all ancillary testing sites;
- performs statistical analysis on quality control and quality assurance data; and
- obtains compliance with policies, regulations, and standards established by outside regulatory agencies.

Difficulty and Originality Involved – Exercises considerable judgment to –

- assess the effect of such variables as the precision and sensitivity of methods and instruments;
- judge the range of malfunctions in instrument function, reaction systems, and test conditions;
- adjust parameter controls to eliminate extraneous reaction and/or false positives or false negatives;
- modify or adapt quality control and quality assurance procedures and techniques to ensure validity of data in relation to test systems; and
- resolve technical and operating problems.

[⇐BACK](#)

Level 4-4: Pharmacist, GS-0660

Nature of Assignment – Work consists of selecting, compounding, dispensing, and preserving drugs and participating in training programs.

What Needs To Be Done – The employee –

- compounds and dispenses prescriptions including bulk compounding of pharmaceuticals;
- develops and prepares sterile products such as total parenteral nutrition, intravenous admixtures, allergy extracts, ophthalmic solutions, and investigational drugs;
- screens prescriptions for proper interpretation, appropriate dosages, and possible therapeutic, chemical, or physical incompatibility;
- advises patients and nursing staff on dosage regimen, side effects, storage requirements, and any special instructions;
- prepares cancer chemotherapeutic agents;
- serves as advisor on therapeutic problems;
- prepares and participates in training programs for pharmacy technicians and other hospital staff personnel; and
- participates as a consultant in special programs such as metabolic support (parenteral nutrition), drug evaluation, and clinical studies.

Difficulty and Originality Involved – Exercises considerable judgment to –

- perform pharmaceutical work that involves the consideration of such factors as:
 - therapeutic, physical, and chemical incompatibilities in evaluating dosages;
 - permissible concentrations of drugs;
 - chemical reactions resulting in insolubility, inactivation, or precipitations;
- develop variations in standard formulas to meet the needs of individual patients; and
- serve as an advisor to the medical staff on known and potential effects on the use of new drugs or drugs in an investigational status.

[←BACK](#)

Level 4-4: Optometrist (Industrial), GS-0662

Nature of Assignment – Work consists of providing –

- optometric services to civilian and military personnel; and
- comprehensive occupational vision consultant services.

What Needs To Be Done – The employee –

- performs external and internal dilated and non-dilated ocular examinations;
- performs objective and subjective optometric procedures; and
- detects ocular or systemic diseases and refers to physician.

Difficulty and Originality Involved – Exercises considerable judgment to –

- determine the suitability and applicability of new ophthalmic materials, devices, and processes to the sight conservation program; and
- assist in statistical and investigative studies related to the development of corrective and protective optical devices.

[←BACK](#)

Nature of Assignment – Work consists of performing eye examinations and vision analyses to prescribe safety eyewear and test for unusual vision damage such as damage from chemical exposure, radiation, and other injurious/toxic materials.

What Needs To Be Done – The employee –

- develops and maintains an occupational vision program;
- provides eye examinations and vision support services; and
- performs slit lamp biomicroscopy.

Difficulty and Originality Involved – Exercises judgment to –

- recognize eye injuries from chemicals for which toxicity information may be incomplete or lacking; and
- determine when employees should be referred to the occupational physician for treatment.

[←BACK](#)

Level 4-4: Speech Pathologist, GS-0665

Nature of Assignment – Work consists of planning, coordinating, and providing the full range of speech pathology services to treat patients of all ages with speech, language, and voice disorders. The majority of these patients present complex and severe types of communication disorders that are often complicated by other physical, mental, or emotional problems.

What Needs To Be Done – The employee –

- evaluates and treats all patients referred;
- determines which patients require services depending on the nature, severity, and complexity of the disorder; and
- determines by the nature of the disorders which patients need referral to other specialists, such as to a prosthetist for the fabrication of devices designed to improve intelligibility of speech.

Difficulty and Originality Involved – Exercises considerable judgment to develop innovative assessment techniques and solutions for complex and severe types of communication disorders.

[←BACK](#)

Level 4-4: Audiologist, GS-0665

Nature of Assignment – Work consists of evaluating and providing treatment for a variety of hearing and vestibular disorders which may be severe alone or complicated by other physical and/or mental handicaps as an independent practitioner.

What Needs To Be Done – The employee performs diagnostic tests and evaluates and interprets results that are significantly inconsistent or conflicting and require careful selection and interpretation or further diagnostic measures.

Difficulty and Originality Involved – Exercises considerable judgment to identify, assess, and diagnose hearing loss and vestibular disorders and develops rehabilitation plans for adult and geriatric cases that are complex in terms of severity of communicative impairment and presence of complicating physical and emotional factors.

[←BACK](#)

Level 4-4: Orthotist-Prosthetist, GS-0667

Nature of Assignment – Work consists of designing and fabricating complex prostheses and orthoses to assist or correct various disabilities complicated by other medical or neurological disorders.

What Needs To Be Done – The employee –

- designs, fabricates, and fits a wide variety of upper and lower extremity prosthetic/orthotic devices and appliances as well as all types of spinal orthoses;
- develops innovative methods to improve patient mobility and/or use with upper and/or lower extremity prosthetics/orthotics;
- utilizes and evaluates state-of-the art methods for fitting appliances and fabricating prostheses/orthoses; and
- works with interdisciplinary team to determine the best design for each patient and resolve problems with fabricated appliances and devices.

Difficulty and Originality Involved – Exercises considerable judgment to develop innovative solutions to problems and refine current methods and techniques to obtain properly fitted prosthetic/orthotic devices.

[⇐BACK](#)

Level 4-4: Industrial Hygienist, GS-0690

Nature of Assignment – Work consists of conducting evaluations and surveys that cover a wide range of agency operations at facilities located in various parts of the region. The work activities and work environment involve a substantial amount and variety of exposure to physical, chemical, and/or radiological health hazards.

What Needs To Be Done – The employee –

- plans and conducts complete evaluations of work operations involving potentially hazardous environmental conditions;
- analyzes findings; and
- recommends corrective measures and controls.

Difficulty and Originality Involved – Exercises considerable judgment to –

- conduct surveys where industrial processes are frequently changing and composition and/or toxicological information for new materials may be sketchy; and
- adapt and modify established methods of control to meet the requirements of the particular situation.

[⇐BACK](#)

Level-4-5: Medical Officer (Disability Evaluation), GS-0602

Nature of Assignment – Work consists of –

- providing advisory and consultative services;
- developing disability medical standards and policies; and
- evaluating and correlating medical evidence with regard to the impact of disease or injury on disability;

What Needs To Be Done – The employee –

- identifies medical policy issues requiring revisions and clarification and devises activities necessary to resolve problems;
- conducts independent research of medical issues to ensure that medical policy reflects current science;
- convenes and chairs panels of physicians to research medical issues in the disability program;
- provides technical materials necessary for revision or clarification of medical policy issues;
- makes medical determinations within area of medical expertise for disability benefits claims and prepares necessary documentation; and
- provides technical guidance on agency policies and procedures to other medical officers and consultants;

Difficulty and Originality Involved – Exercises considerable judgment to –

- adjudicate disability claims; and
- establish medical standards for disability claims that reflect current medical science.

[←BACK](#)

Level 4-5: Nurse Specialist, GS-0610

Nature of Assignment – Work consists of providing the full-range of nursing care from assessment through treatment for a wide variety of illnesses.

What Needs To Be Done – The employee –

- observes patients;
- interprets and evaluates meaning of their reactions and behavior;
- collects pertinent data through close observation; and
- records patients' reactions and behavior when complex medical/surgical procedures have been performed or when unusual medications are being administered.

Difficulty and Originality Involved – Exercises considerable judgment to –

- interpret and evaluate patients reactions and behavior after critical procedures have been performed or when unusual medications are being administered; and
- initiate appropriate course of action.

[←BACK](#)

(continued)

Level 4-5: Nurse Practitioner, GS-0610 (continued)

Nature of Assignment – Work consists of providing a complete range of health services including the assessment of patients, evaluation of care effectiveness, and modification of treatment.

What Needs To Be Done – The employee –

- serves as the primary provider of healthcare in the community by providing comprehensive nursing, preventative, and therapeutic healthcare service to patients and family members;
- assesses, plans, evaluates, and modifies the treatment of patients and families;
- counsels, teaches, and coordinates services;
- develops new techniques and approaches;
- makes diagnoses and initiates therapies;
- interprets special screening and development tests and laboratory results; and
- integrates into protocols any new advances and technological developments in healthcare.

Difficulty and Originality Involved – Exercises considerable judgment to –

- establish the facility's healthcare program; and
- develop innovative procedures and approaches to resolve complex cases that have been unyielding to conventional methods.

[⇐BACK](#)

Level 4-5: Pharmacist (Investigational Drug), GS-0660

Nature of Assignment – Work consists of broad functions and processes in the areas of clinical and pharmaceutical care and treatment research for clinical trials using investigational agents and human subjects.

What Needs To Be Done – The employee –

- procures investigational agents used in clinical trials;
- ensures that pharmacological guidelines for the clinical trials programs are followed by providing oversight of the policies and procedures for pharmacy functions at the clinical sites as they relate to the studies;
- works directly with the project officer responsible for the clinical research products contract that stores, repackages, and distributes investigational study products;
- develops the investigational agent protocols;
- provides expert pharmaceutical information and assistance to program staff, clinical investigators, and site pharmacists;
- provides training to clinical site monitors in pharmacology specific and quality assurance issues; and
- ensures that sites participating in clinical studies meet pharmacological guidelines regarding investigational agent ordering, storage, dispensing, inventory management, and quality assurance.

Difficulty and Originality Involved – Exercises considerable judgment to –

- develop and implement treatment and prevention protocols for using investigational agents; and
- guide related activities involving several phases concurrently or sequentially that are coordinated with representatives of the pharmaceutical industry, Federal agencies, contractors, community-based medical care providers, and study investigators.

[⇐BACK](#)

Level 4-5: Podiatrist, GS-0668

Nature of Assignment – Work consists of many different and unrelated processes such as performing complex as well as routine surgical procedures and managing high risk clinics.

What Needs To Be Done – The employee –

- performs complex procedures such as pedal amputations or debridement of gangrenous and necrotic tissue;
- treats podiatric deformities;
- manages and treats complex problems caused by multiple systemic illnesses;
- diagnoses and treats foot disorders;
- performs injection therapy;
- provides conservative care for a variety of foot and ankle problems; and
- interprets x-rays for bone and joint pathology, deformities, trauma, and associated soft tissue structural changes.

Difficulty and Originality Involved – Exercises considerable judgment to develop full treatment regimens and surgical procedures that incorporate innovative techniques and unusual skill.

[←BACK](#)

Level 4-5: Healthcare Information Administrator, GS-0669

Nature of Assignment – Work consists of planning and coordinating activities covering a broad range of health records programs involving several facilities.

What Needs To Be Done – The employee –

- serves as a technical expert in health records information management;
- provides complex consulting, advisory, and coordinating services to a group of medical facilities;
- devises new or improved health record systems;
- establishes program criteria to produce effective results;
- implements advances in such areas as quality assurance, program development, or in-service education; and
- conducts extensive investigations and analysis to resolve unyielding problems;

Difficulty and Originality Involved – Exercises considerable judgment to –

- develop new systems;
- create new concepts, approaches; and
- utilize extensive research to integrate emerging technologies with agency structure.

[←BACK](#)

Level 4-5: Healthcare Environmental Services Administrator, GS-0673

Nature of Assignment – Work consists of –

- planning, evaluating, and managing an environmental services program;
- serving as an advisor to top management on a wide variety of issues; and
- providing consultative and technical services to facility, staff, and others outside of the organization.

What Needs To Be Done – The employee –

- serves as a technical expert;
- formulates and executes program policy;
- conducts studies and surveys;
- develops long-range program goals; and
- leads and conducts management change initiatives.

Difficulty and Originality Involved – Exercises considerable judgment to –

- develop and improve programs;
- establish criteria to produce effective results in multiple program areas; and
- develop policy and procedural guidance.

[⇐BACK](#)

Level 4-5: Dental Officer, GS-0680

Nature of Assignment – Work consists of –

- diagnosing and treating difficult and unusual cases in a specialty area of dentistry; and
- providing advisory services to other dental experts.

What Needs To Be Done – The employee –

- develops treatment plans for difficult cases;
- applies latest technological developments; and
- develops innovative techniques.

Difficulty and Originality Involved – Exercises considerable judgment to develop new approaches and techniques for unusual problems and difficult cases.

[⇐BACK](#)

Level 4-5: Industrial Hygienist, GS-0690

Nature of Assignment – Work consists of conducting industrial hygiene inspections, including fatality investigations that involve many types of industries, work operations, processes, materials, equipment, products, and by-products.

What Needs To Be Done – The employee –

- conducts health and safety inspections of private businesses and industrial firms in an assigned geographical area;
- determines compliance with published health standards and regulations that involve the application of general duty citations;
- makes immediate decisions on imminent danger situations;
- analyzes procedures used to eliminate, reduce, or abate occupational health dangers;
- acts as team leader on inspections of complex, high-hazard workplaces; and
- provides advisory services to private employers and less experienced employees.

Difficulty and Originality Involved – Exercises considerable judgment to conduct inspections where –

- the complex nature of the work processes and/or use of exotic chemicals may require extensive literature searches in order to identify and evaluate the nature and extent of the hazard;
- controversial citations must be made under the general duty clause in the law because hazards are not adequately covered by standards
- the workplace is such that several serious and willful violations can be anticipated, complex abatements are expected, antagonism to the agency mission is known to exist, and specialized challenges are predictable; and
- labor relations problems often exist.

[⇐BACK](#)

Nature of Assignment – Work consists of providing expert advice and direction on a broad range of industrial hygiene activities and solving problems for which available methodology is inadequate.

What Needs To Be Done – The employee –

- provides expert advice and direction on industrial hygiene matters;
- resolves issues and problems referred by industrial hygienists;
- represents the agency as a member of professional committees, boards, and panels;
- audits records of work related deaths, injuries, and illnesses;
- reviews proposed new and revised standards to support national standards development;
- advises regional solicitors on validity of cases or on standards pertinent to a contested case, and may serve as an expert witness;
- participates in special field surveys requested by the national office; and
- serves as monitor for evaluating participating State health laboratories.

Difficulty and Originality Involved – Exercises considerable judgment to –

- evaluate unique health hazards;
- provide advice and assistance regarding experimental operations where protection of workers from hazards must be considered in developing new products or processes;
- interpret health standards; and
- solve novel and obscure problems.

[⇐BACK](#)

(continued)

Level 4-5: Industrial Hygienist, GS-0690 (continued)

Nature of Assignment – Work consists of evaluating a variety of industrial environments, including heavy industry or highly complex research and development facilities that involve identifying and assessing hazards about which little is known.

What Needs To Be Done – The employee –

- conducts surveys of plants, shops, offices, laboratory facilities, and work areas aboard ships or aircraft under going repair;
- inspects or checks workplaces to determine the types of agents and controls involved, the nature of the problems, and the number and type of environmental samples or measurements to be collected or instrumental measurements to be made;
- discusses occupational medical conditions with staff physicians and interviews employees referred by them for consultation to identify adverse symptomatology and/or potential etiology;
- conducts and/or directs sampling;
- reports results by writing preliminary and final reports to include findings, evaluations, and specific recommendations for control of hazardous conditions;
- provides technical consultation and advice on occupational health problems to management and employee groups;
- prepares guides for using specific materials and drafts guidelines covering processes, procedures, and instructions to adequately treat health hazards; and
- makes hazard evaluation of new products introduced or proposed for supported activities, determining health hazards and recommending rejection, substitution, or unique controls, as appropriate, and ensuring safeguards against prohibited or highly toxic materials posing severe health hazards.

Difficulty and Originality Involved – Exercises considerable judgment and resourcefulness to –

- plan and develop individualized methods and approaches for obtaining valid and complete evaluations; and
- consider complicating factors such as airborne contaminants, combinations for which acceptable concentrations must be determined, and some materials for which little information is available on the nature and extent of hazards.

[←BACK](#)

Nature of Assignment – Work consists of providing expert advice and program direction on a broad range of industrial hygiene and environmental programs.

What Needs To Be Done – The employee –

- develops industrial hygiene and environmental programs;
- resolves complex health and environmental problems and issues identified in the workplace;
- represents the facility as a technical expert on complex healthcare industrial hygiene issues;
- provides consultative and advisory services; and
- conducts complex inspections and studies;

Difficulty and Originality Involved – Exercises considerable judgment in –

- interpreting and applying standards and regulations from multiple sources and reconciling conflicting information;
- complying with environmental laws and regulations that are constantly changing and expanding; and
- developing initiatives and maintaining compliance throughout a network of medical facilities with different complexities, problems, and issues.

[←BACK](#)

(continued)

Level 4-5: Industrial Hygienist, GS-0690 (continued)

Nature of Assignment – Work consists of –

- serving as a technical expert in industrial hygiene for the agency, with responsibility for conducting special studies and comprehensive industrial hygiene surveys involving all industrial-type operations on military bases; and
- providing expert advice to agency installations nationwide.

What Needs To Be Done – The employee –

- conducts more unusual or difficult studies including those where new or exotic materials are involved in the industrial process;
- plans, conducts, or directs special studies concerned with occupational health problems that require developing or modifying air sampling equipment, protective devices, or evaluation of control measures for specific operations;
- provides technical guidance and expert advice to agency personnel; and
- participates in developing training courses for agency personnel.

Difficulty and Originality Involved – Exercises considerable judgment to –

- deal with new materials or processes by developing or modifying techniques of evaluation and control;
- research technical publications and develop new information for use by other agency industrial hygienists and safety personnel; and
- conduct special studies.

[⇐BACK](#)

Nature of Assignment – Work consists of a broad range of activities related to the agency's overall industrial hygiene programs.

What Needs To Be Done – The employee –

- provides instructions and issues directives to formulate policy, establish objectives, furnish procedural guidance, and assign responsibilities to subordinate commands;
- provides guidance on health standards and criteria; and
- provides guidance or recommends actions to eliminate or control health hazards (e.g., by convincing management to initiate new operational engineering procedures for use in facilities that research, development, test, and evaluate weapons and weapons systems).

Difficulty and Originality Involved – Exercises considerable judgment to –

- plan and develop broad programs;
- determine program effectiveness;
- develop guidelines for agency occupational health specialists;
- serve as an expert consultant on complex problems;
- develop and assess progress in meeting agency objectives; and
- provide program and technical guidance to agency managers and occupational health and safety professionals.

[⇐BACK](#)

Level 4-6: Medical Officer (Occupational Health-Administration), GS-0602

Nature of Assignment – Work consists of planning and administering programs that deal with broad, complex occupational health problems and varying degrees of health hazards.

What Needs To Be Done – The employee –

- provides a broad range of primary medical care for a large population;
- provides technical expertise in occupational health and preventive medicine to other clinicians and healthcare providers;
- develops occupational health programs; and
- formulates policy and procedural guidance.

Difficulty and Originality Involved – Exercises considerable judgment in making medical, policy, and procedural decisions related to the development and administration of an occupational health and preventive medicine program.

[⇐BACK](#)

Level-4-6: Medical Officer (Pediatrics-Developmental-Behavioral), GS-0602

Nature of Assignment – Work consists of –

- developing program guidelines, treatment plans;
- identifying needs;
- coordinating with other groups; and
- providing highly specialized evaluation and treatment for complex and difficult cases involving children with multiple medical and educational problems.

What Needs To Be Done – The employee –

- selects, administers, adapts, scores, and interprets examinations of children to determine their level of developmental delay;
- diagnoses the disability;
- determines the appropriate intervention;
- carries out the intervention;
- communicates with the family or other caregiver;
- develops new approaches or adapts traditional approaches;
- evaluates program effectiveness; and
- develops program guidelines, manuals, and training programs.

Difficulty and Originality Involved – Exercises considerable judgment in –

- rendering medical and procedural decisions;
- evaluating program effectiveness in meeting patient needs; and
- making frequent program adaptation to meet the variety of needs of the population served.

[⇐BACK](#)

Level 4-6: Industrial Hygienist, GS-0690

Nature of Assignment – Work consists of planning, implementing, and managing the industrial hygiene program covering the agency's worldwide activities, as well as involvement with various intra- and inter-agency organizations.

What Needs To Be Done – The employee –

- manages the industrial hygiene program for an agency involving complex and hazardous chemical, physical, and biological processes in research and development, production, and test and evaluation operations;
- establishes agency-wide objectives, policies, standards, guides, and practices and integrates them with occupational medicine, safety, and other programs;
- evaluates the effectiveness of field installation industrial environmental health programs and provides guidance on health standards and criteria;
- represents the agency in meetings, at conferences, and on committees involving policy and other matters pertinent to industrial health;
- coordinates industrial health programs with other Federal agencies;
- provides advice to management, field activities, private contracting companies, and other Federal agencies which have industrial health programs; and
- reviews proposed environmental health legislation for potential impact on the agency.

Difficulty and Originality Involved – Exercises considerable judgment and originality to –

- evaluate the impact of exposure chemicals that have not been tested for toxicity, carcinogenicity, mutagenicity, and teratogenicity on human beings and their environment;
- create new and innovative problem-solving methods for complex programs that have no historical information regarding health issues; and
- consider potential health hazards associated with unique and diversified agency activities which use new or unusual chemicals, physical agents, processes, and operations.

[⇐BACK](#)

APPENDIX F5 – FACTOR 5 ILLUSTRATIONS

Level 5-3: Title at Agency Discretion, GS-0601

Scope of the Work – Work involves performing the full-range of procedures, including nonroutine and specialized tests, offered by the Cytopathology Laboratory.

Effect of the Work – Work facilitates the operation of the laboratory and affects patient diagnoses and treatments.

[⇐BACK](#)

Scope of the Work – Work involves making cytology interpretations of microscopic cells taken from a variety of body sites.

Effect of the Work – Work affects patient outcome by virtue of its diagnostic nature.

[⇐BACK](#)

Level 5-3: Physician Assistant, GS-0603

Scope of the Work – Work involves –

- ensuring optimum patient care, counseling, and education by assessing the needs of patients, command, and clinic; and
- planning the delivery of service in accordance with protocols and instructions.

Effect of the Work – Work affects the quality of life and well-being of military personnel, their dependents, and civilian personnel.

[⇐BACK](#)

Scope of the Work – Work involves delivering healthcare, treatment, and counseling to individuals and families in a community.

Effect of the Work – Work affects the physical well-being of people in the community.

[⇐BACK](#)

Level 5-3: Nurse Practitioner, GS-0610

Scope of the Work – Work involves delivering health and nursing care to individuals, families, and schools within the community.

Effect of the Work – Work affects the physical well-being of people in the community.

[⇐BACK](#)

(continued)

Level 5-3: Nurse Practitioner, GS-0610 (continued)

Scope of the Work – Work involves providing nursing, preventative, and therapeutic healthcare services to patients and their families, the community, and the local tribal government.

Effect of the Work – Work affects the health of the community and patients.

[⇐BACK](#)

Level 5-3: Nurse Specialist, GS-0610

Scope of the Work – Work involves providing specialized nursing care for patients with injuries, illnesses, or attitudes that require adaptation of established nursing procedures that become model techniques for nursing staff.

Effect of the Work – Work affects the physical well-being of patients and new techniques become guides for treating patients with similar conditions.

[⇐BACK](#)

Level 5-3: Nurse Midwife, GS-0610

Scope of the Work – Work involves managing pregnancy, birth, and infant care and maintaining effective relations with other medical professions, the families served, and the related community.

Effect of the Work – Work affects patients, families, and communities.

[⇐BACK](#)

Level 5-3: Nurse Anesthetist, GS-0610

Scope of the Work – Work involves providing anesthetic drugs to patients undergoing surgery.

Effect of the Work – Work affects patient health.

[⇐BACK](#)

Level 5-3: Occupational Health Nurse, GS-0610

Scope of the Work – Work involves providing occupational healthcare through physical examination, sick call, and treatment of ill and injured employees.

Effect of the Work – Work affects the –

- efficiency of the workplace by reducing lost work hours;
- clinic's ability to meet scheduled deadlines; and
- the well-being of employees.

[⇐BACK](#)

(continued)

Level 5-3: Psychiatric Nurse, GS-0610 (continued)

Scope of the Work – Work involves treating patients with substance abuse and/or psychiatric disorders with the goal of returning them to the community.

Effect of the Work – Work affects the mental and physical health of patients.

[⇐BACK](#)

Level 5-3: Operating Room Nurse, GS-0610

Scope of the Work – Work involves providing nursing care and assuring that surgical procedures function smoothly in order to assure proper care of patients.

Effect of the Work – Work affects patient well-being.

[⇐BACK](#)

Level 5-3: Clinical Nurse, GS-0610

Scope of the Work – Work involves performing routine and emergency patient care procedures such as administering prescribed medication and treatments.

Effect of the Work – Work affects a wide range of patient conditions and enhances family well-being.

[⇐BACK](#)

Level 5-3: Dietitian, GS-0630

Scope of the Work – Work involves providing nutritional care to patients, including those who require highly specialized diets.

Effect of the Work – Work affects patient recovery and well-being.

[⇐BACK](#)

Scope of the Work – Work involves –

- developing and explaining diet plans to patients; and
- training patients and medical center staff about nutrition concerns.

Effect of the Work – Work –

- affects the recovery and continued well-being of patients; and
- facilitates the work of other members of the medical center staff.

[⇐BACK](#)

(continued)

Level 5-3: Dietitian, GS-0630 (continued)

Scope of the Work – Work involves providing nutritional services and care to the patient population of the medical center.

Effect of the Work – Work affects the operation of the food service system and the well-being of the patients.

[⇐BACK](#)

Level 5-3: Dietitian (Clinical), GS-0630

Scope of the Work – Work involves –

- providing nutritional expertise in a specialty area (e.g., cardiology);
- coordinating patient nutritional care; and
- developing nutritional instruction, education, and guidance for patients, their families, and allied health specialists.

Effect of the Work – Work affects –

- patient recovery and well-being; and
- the overall effectiveness of the cardiac program due to the development of successful dietary procedures that serves as guides for the treatment of similar patients.

[⇐BACK](#)

Scope of the Work – Work involves making nutritional diagnoses and establishing criteria for, and assessing the effectiveness of, the nutrition component of the medical treatment program.

Effect of the Work – Work affects nutritional care and, consequently, the total treatment plan of patients by –

- improving the nutritional status of geriatric patients;
- enhancing the effectiveness of medication through nutritional strategies;
- hastening rehabilitation for those patients for whom rehabilitation is an option; and
- increasing patient comfort and well-being.

[⇐BACK](#)

Scope of the Work – Work involves –

- participating in the development and modification of treatment programs for renal or nutritionally debilitated patients through the interdisciplinary treatment of patients; and
- teaching and developing nutritional guidance for physicians, professionals of the allied health services, and other dietitians or concerned parties.

Effect of the Work – Work affects the effectiveness of the program through the development of successful dietary procedures that impact the treatment of similar patients.

[⇐BACK](#)

(continued)

Level 5-3: Nutritionist, GS-0630 (continued)

Scope of the Work – Work involves developing background information on nutrition for use by the regulatory agency.

Effect of the Work –Work affects –

- policy formulation for the agency;
- regulations that affect the meat and poultry industries; and
- the health and safety of the general public.

[⇐BACK](#)

Scope of the Work – Work involves monitoring, reviewing, and evaluating State and local nutritional programs offered to participants.

Effect of the Work –Work affects the –

- nutrition quality of food assistance programs through improved operational methods; and
- well-being of individuals and families participating in food assistance programs.

[⇐BACK](#)

Scope of the Work – Work involves developing technical program regulations and training materials to support legislative initiatives for food assistance programs.

Effect of the Work –Work affects –

- nutritional or food service management services provided by various agencies in their food assistance programs;
- the efforts of State agencies and industries that carry out food assistance programs; and
- the availability and quality of nutritional guidelines, references, and training materials.

[⇐BACK](#)

Level 5-3: Nutritionist (Public Health), GS-0630

Scope of the Work – Work involves delivering nutritional services to a tribal community as part of a comprehensive health program.

Effect of the Work –Work affects –

- the promotion of health and the prevention of disease for all ages of the population served;
- public awareness of other nutritional services available through community health and educational agencies; and
- improvements in nutritional services or programs provided to the local community by those agencies.

[⇐BACK](#)

Level 5-3: Occupational Therapist, GS-0631

Scope of the Work – Work involves –

- designing and establishing occupational therapy program guidelines, manuals, and training programs;
- devising innovative patient, clinic, and research protocols;
- supporting the health services delivery system to develop methods of delivering early intervention services that are community-based, developmentally appropriate, and meet the aggregate needs of the population of disabled children and their families; and
- screening and evaluating children for eligibility to participate in early intervention program services.

Effect of the Work – Work affects the –

- motor functions and activities of daily living skills of each patient;
- ability of the family and other care-givers to respond to the needs of the patient; and
- development of a comprehensive community-based early intervention program.

[⇐BACK](#)

Level 5-3: Physical Therapist, GS-0633

Scope of the Work – Work involves restoring maximum health, functional independence, and productivity to patients with various physical disabilities resulting from injury, disease, and the aging process.

Effect of the Work – Work facilitates the –

- return of patients to a functional level in their daily living activities; and
- effectiveness of the patient treatment regime.

[⇐BACK](#)

Level 5-3: Kinesiotherapist Therapist, GS-0635

Scope of the Work – Work involves maintaining and improving patient physical, emotional, and/or functional capability.

Effect of the Work – Work affects the quality of life of patients in areas such as:

- strength, range of motion, and coordination;
- mental acuity, self-worth, and self-image;
- healthful living habits; and
- muscle balance.

[⇐BACK](#)

Level 5-3: Recreation Therapist, GS-0638

Scope of the Work – Work involves maintaining and improving the physical, emotional, and functional capacity of patients.

Effect of the Work – Work affects the quality of life of patients and their families.

[⇐BACK](#)

(continued)

Level 5-3: Recreation Therapist, GS-0638 (continued)

Scope of the Work – Work involves –

- assisting patients to develop their potential for independence and functional well-being;
- guiding the development of social, emotional, cognitive, and leisure skills; and
- promoting the use of recreational therapy among other mental health professionals and within the community.

Effect of the Work – Work affects –

- self-esteem and concentration;
- appropriate socialization;
- leisure functioning of patients in their environment; and
- frustration and anger controls through physical activity.

[⇐BACK](#)

Level 5-3: Creative Arts Therapist (Arts), GS-0638

Scope of the Work – Work involves –

- treating adolescent psychiatric patients through art therapy;
- promoting the understanding of art therapy by other mental health professionals; and
- training other art therapists.

Effect of the Work – Work affects the functioning of patients in their environment and the integration of art therapy mental health services.

[⇐BACK](#)

Level 5-3: Creative Arts Therapist (Music), GS-0638

Scope of the Work – Work involves providing quality music services to enable patients to function independently within the scope of their disease or injury.

Effect of the Work – Work facilitates –

- prevention, restoration or maintenance of physical, emotional, intellectual and social health; and
- re-entry of patients into the community as contributing members.

[⇐BACK](#)

Level 5-3: Clinical Laboratory Technologist (Quality Control), GS-0644

Scope of the Work – Work involves –

- implementing, maintaining, and evaluating the quality management aspects of all ancillary testing programs to ensure compliance with accreditation standards;
- assuring the medical reliability of laboratory data; and
- developing the quality assurance program for the laboratory.

Effect of the Work – Work affects the adequacy and effectiveness of ancillary testing and quality assurance programs that help medical center officials identify and improve areas that affect patient care.

[⇐BACK](#)

Level 5-3: Optometrist (Industrial), GS-0662

Scope of the Work – Work involves providing regional occupational optometric services at various local military bases and offices within a multi-state area.

Effect of the Work – Work affects the health and well-being of workers in the multi-state area.

[⇐BACK](#)

Level 5-3: Orthotist, GS-0667

Scope of the Work – Work involves designing, fabricating, and fitting orthotic devices that –

- are worn for varying periods of time;
- serve as rigid or semi-rigid immobilizing devices; or
- provide light flexible support or act as corrective devices designed to permit a fixed range of movement of function.

Effect of the Work – Work restores functionality and normal life style to patients.

[⇐BACK](#)

Level 5-3: Healthcare Information Administrator, GS-0669

Scope of the Work – Work involves ensuring the accuracy, thoroughness, and availability of inpatient health records in the medical facility.

Effect of the Work – Work affects proper medical coding and the facility's budget and workload data.

[⇐BACK](#)

Scope of the Work – Work involves ensuring the accuracy of health treatment documentation in health records.

Effect of the Work – Work affects the development and use of health records which provide information for research and review; financial reimbursement from health insurance carriers; legal claims, etc.

[⇐BACK](#)

Level 5-3: Healthcare Systems Specialist, GS-0671

Scope of the Work – Work involves planning and carrying out projects and ongoing work to accomplish the mission of the medical facility and improve the efficiency and productivity of employees in a variety of technical, professional, and administrative support positions.

Effect of the Work – Work affects funding decisions and the program efficiency, effectiveness, and viability.

[⇐BACK](#)

Level 5-3: Prosthetics Representative, GS-0672

Scope of the Work – Work involves –

- performing the full-range of prosthetic program functions to resolve problems, questions, and situations;
- promoting acceptance of prosthetic services; and
- planning, administering, and overseeing the implementation of prosthetic program functions.

Effect of the Work – Work affects the operation of the prosthetic program at a general medical and surgical facility or outpatient clinic.

[⇐BACK](#)

Level 5-3: Public Healthcare Analyst, GS-0685

Scope of the Work – Work involves resolving a variety of conventional administrative problems, assessing program effectiveness, and applying defined guidelines.

Effect of the Work – Work affects –

- public and private healthcare organizations; and
- the health and well-being of large populations.

[⇐BACK](#)

Level 5-3: Sanitarian, GS-0688

Scope of the Work – Work involves providing surveillance and performing inspections to eliminate hazards such as contaminated food supplies, air and water pollutants, unidentified viral agents, or inadequate waste treatment.

Effect of the Work – Work affects the quality of life and health of the community.

[⇐BACK](#)

Level 5-3: Industrial Hygienist, GS-0690

Scope of the Work – Work involves conducting surveys or evaluations of a variety of workplaces in order to identify and evaluate conditions that may be hazardous to the health of workers.

Effect of the Work – Work affects the health and well-being of workers.

[⇐BACK](#)

Scope of the Work – Work involves identifying, evaluating, and controlling occupational health hazards in agency facilities.

Effect of the Work – Work affects the reduction or elimination of health hazards to provide workers with a more healthful working environment.

[⇐BACK](#)

Scope of the Work – Work involves conducting inspections of a variety of workplaces in order to identify conditions that are hazardous to the health of workers.

Effect of the Work – Work affects the health and well-being of workers.

[⇐BACK](#)

Level 5-4: Nutritionist (Public Health), GS-0630

Scope of the Work – Work involves planning, conducting, and evaluating a total nutrition program in an Indian Health Service district.

Effect of the Work – Work affects –

- the health and well-being of several thousand people at nutritional risk;
- the work of other health professionals; and
- other health services within the agency or representatives from other agencies concerning the nutritional component of their programs.

[⇐BACK](#)

Level 5-4: Pharmacist (Investigational Drugs), GS-0660

Scope of the Work – Work involves participating in the development of protocols and the acquisition, distribution, and monitoring of all investigational agents.

Effect of the Work – Work affects –

- the work of other health professionals;
- the accomplishment of program goals;
- patient safety; and
- adequacy of regulations regarding investigational agents.

[⇐BACK](#)

Level 5-4: Pharmacist, GS-0660

Scope of the Work – Work involves selecting, compounding, dispensing, and preserving drugs, and providing authoritative advice on complex problems such as drug interactions.

Effect of the Work – Work affects the delivery of pharmaceuticals and pharmacy services to eligible beneficiaries and hospital staff.

[⇐BACK](#)

Level 5-4: Speech Pathologist, GS-0665

Scope of the Work – Work involves developing and implementing methods of evaluating and treating patients to restore communicative abilities to their maximum potential.

Effect of the Work – Work affects the –

- quality of life for communicative deficits often restoring the patient to a level of employability; and
- ability of physicians to select the most appropriate rehabilitative surgical procedures and the exact anatomic site.

[⇐BACK](#)

(continued)

Level 5-4: Audiologist, GS-0665 (continued)

Scope of the Work – Work involves providing audiologic diagnostic, remedial, and management services for eligible military beneficiaries.

Effect of the Work – Work affects –

- operational readiness by ensuring that military forces ashore and afloat are not negatively affected by the presence of communication impairments or balance disorders; and
- the optimization of auditory performance and quality of life.

[⇐BACK](#)

Level 5-4: Healthcare Information Administrator, GS-0669

Scope of the Work – Work involves –

- determining the soundness of the medical facility's health records programs;
- devising new or improved methods to solve complex technical problems in one or more functional areas of the health records program;
- providing advisory and planning assistance;
- analyzing specific function or problems that are especially difficult;
- ensuring that the health record program is in compliance with the requirements for accreditation established by the Joint Commission for the Accreditation of Healthcare Organizations (JCAHO); and
- developing and establishing new methods for use by the health record staff.

Effect of the Work – Work affects the improvement, effectiveness, and efficiency of the facility's health records program.

[⇐BACK](#)

Scope of the Work – Work involves serving as an internal or external consultant to –

- resolve issues and situations concerning the health records program;
- plan, administer, and oversee operational processes; and
- formulate policy and procedures.

Effect of the Work – Work affects the effectiveness and efficiency of the facility's health records program.

[⇐BACK](#)

Scope of the Work – Work involves –

- planning, advising on, administering, and evaluating the facility's inpatient health records program;
- developing new or improved solutions to complex technical problems;
- assessing effectiveness of the health records program;
- providing advisory and planning assistance;
- analyzing complex functions or difficult or persistent problems; and
- developing guidelines for the program.

Effect of the Work – Work affects the effectiveness and efficiency of the health records program operations.

[⇐BACK](#)

Level 5-4: Healthcare Systems Specialist, GS-0671

Scope of the Work – Work involves developing policy and guidance for oversight on programs and processes including regulatory functions, quality of care assessments, organizational assessments, utilization management, and continuous organizational improvements.

Effect of the Work – Work affects the –

- formulation of healthcare initiatives; and
- direction of national healthcare reform.

[⇐BACK](#)

Level 5-4: Prosthetics Representative, GS-0672

Scope of the Work – Work involves –

- significant analysis of complex prosthetic activities which create new approaches and methods for providing cost-effective, high quality, and timely service; and
- providing advice and planning assistance to top management.

Effect of the Work – Work affects –

- the adequacy and effectiveness of rehabilitative treatment of large numbers of patients with multiple, severe disabilities; and
- the development of cost-effective innovative devices and strategies to deliver effective rehabilitative treatment services.

[⇐BACK](#)

Scope of the Work – Work involves –

- administering or directing a prosthetic program in a facility that serves as a designated clinic of a jurisdiction; and
- overall responsibility for the administrative management of a local prosthetic clinic team or a variety of special medical programs.

Effect of the Work – Work improves the overall effectiveness and efficiency of prosthetic program operations that treat patients with moderately severe disabilities.

[⇐BACK](#)

Level 5-4: Healthcare Environmental Services Administrator, GS-0673

Scope of the Work – Work involves –

- planning, implementing, and evaluating program activities;
- assessing program effectiveness; and
- analyzing and resolving unusual issues or problems.

Effect of the Work – Work affects the ability of the assigned programs to meet the needs of the facility and satisfy program goals and objectives.

[⇐BACK](#)

Level 5-4: Public Healthcare Analyst, GS-0685

Scope of the Work – Work involves solving a variety of conventional administrative problems, assessing program effectiveness, and applying defined guidelines.

Effect of the Work – Work affects –

- many public and private organizations; and
- the health and well-being of large populations.

[⇐BACK](#)

Scope of the Work – Work involves –

- coordinating, planning, implementing, and evaluating program activities;
- interpreting and applying guidelines;
- assessing program effectiveness; and
- analyzing and resolving unusual issues or problems.

Effect of the Work – Work affects the ability of the assigned programs to –

- meet the needs of the public; and
- satisfy program goals and objectives.

[⇐BACK](#)

Level 5-4: Industrial Hygienist, GS-0690

Scope of the Work – Work involves –

- planning and conducting inspections that include major industries;
- analyzing and investigating a variety of health hazards in industries using complex work processes or exotic chemicals, and
- presenting other unusual problems or conditions that require extensive investigation or are not adequately covered by standards.

Effect of the Work – Work affects or sets precedents concerning –

- groups of workers who are in hazardous or potentially hazardous environments; and
- employers who are potentially subject to costly litigation and substantial abatement citations.

[⇐BACK](#)

Scope of the Work – Work involves –

- evaluating health hazards at a large military facility or a variety of facilities within the medical region; and
- providing technical advice and assistance to managers, supervisors, employees, and other occupational health program specialists on specific problems and conditions.

Effect of the Work – Work affects the –

- occupational health program for the facility or region;
- industrial work operations of the activities involved; and
- health of workers through the identification and elimination of health hazards in the workplace.

[⇐BACK](#)

(continued)

Level 5-4: Industrial Hygienist, GS-0690 (continued)

Scope of the Work – Work involves providing expert advice and technical services in industrial hygiene matters to agency occupational health and safety personnel, to private employers, and to employee groups in the region.

Effect of the Work – Work affects the region’s industrial hygiene inspection program on a continuing basis as well as the occupational health programs of private employers.

[⇐BACK](#)

Scope of the Work – Work involves providing expert advice and technical direction to activities concerned with the identification, evaluation, and control of environmental hazards found in the healthcare environment from exposure to chemical, physical, ergonomic, and biological hazards.

Effect of the Work – Work affects –

- the industrial hygiene and environmental health program in healthcare facilities;
- health and well-being of employees, visitors, and patients throughout the healthcare environment; and
- the reduction and elimination of health hazards.

[⇐BACK](#)

Scope of the Work – Work involves investigating and analyzing a variety of agency industrial operations to determine the presence and magnitude of occupational health hazards and to recommend means for their control.

Effect of the Work – Work affects a wide range of the agency’s industrial activities and its overall occupational health and safety program.

[⇐BACK](#)

Level 5-5: Medical Officer (Disability Evaluation), GS-0602

Scope of the Work – Work involves –

- providing advisory and consultative services regarding disability evaluations; and
- the development of nationwide medical standards and policies used for disability determinations.

Effect of the Work – Work affects the development and improvement of agency-wide medical policy concerning the adjudication of disability benefit claims.

[⇐BACK](#)

Level 5-5: Medical Officer (Pediatrics-Developmental-Behavioral), GS-0602

Scope of the Work – Work involves designing and establishing developmental pediatric program guidelines, manuals, training programs, innovative patient clinics, and research protocols; planning, developing and implementing therapeutic intervention services.

Effect of the Work – Work affects –

- the delivery of early intervention services as well as services for older children and adolescents that are –
 - community-based;
 - developmentally appropriate; and
 - meet the collective needs of the population of children with disabilities and their families; and
- services provided by other physicians and healthcare providers.

[⇐BACK](#)

Level 5-5: Medical Officer (Occupational Health), GS-0602

Scope of the Work – Work involves providing expert advice and technical direction of agency activities related to the health of employees working in the mines and in offices.

Effect of the Work – Work affects –

- health and well-being of the mining community;
- agency employees; and
- compensation costs incurred by both the agency and the mining community.

[⇐BACK](#)

Level 5-5: Nutritionist (Public Health), GS-0630

Scope of the Work – Work involves improving the agency’s nationwide nutrition program by –

- developing operational standards;
- resolving difficult problems involving any or all aspects of the program;
- designing research projects to find solutions to nutritional problems;
- implementing new developments within the profession; and
- providing guidance to others on interpretations of nutritional standards and/or program requirements and their application to unusually difficult or controversial problems.

Effect of the Work –Work affects –

- the quality and effectiveness of the agency nutritional program;
- the work of others in the fields of nutrition and public health; and
- the well-being of participants in the program.

[⇐BACK](#)

Level 5-5: Healthcare Information Administrator, GS-0669

Scope of the Work – Work involves –

- determining the soundness of agency-wide health records, programs, and plans; and
- developing and establishing new approaches and methods for use by health record staff.

Effect of the Work – Work affects –

- the work of top-level managers of the agency; and
- other administrative experts in many different programs and locations within the agency.

[⇐BACK](#)

Level 5-5: Healthcare Systems Specialist, GS-0671

Scope of the Work – Work involves –

- devising, coordinating, and directing the agency’s strategy planning process including its development and implementation by senior leadership for all hospitals and clinics worldwide; and
- serving as an expert consultant on planning processes and strategies.

Effect of the Work – Work affects the efficiency of health systems in agency hospitals and clinics.

[⇐BACK](#)

(continued)

Level 5-5: Healthcare Systems Specialist, GS-0671 (continued)

Scope of the Work – Work involves –

- researching, analyzing, coordinating, and providing policy positions on complex healthcare issues that cut across program lines within the Department of Defense;
- developing implementing guidance to put these policies into practice; and
- providing policy interpretation and guidance worldwide.

Effect of the Work – Work affects –

- the organization's ability to provide cost-effective, quality healthcare to its beneficiaries worldwide;
- the manner in which the organization conducts its business; and
- dissemination of policy information essential to the mission of the organization.

[⇐BACK](#)

Level 5-5: Prosthetics Representative, GS-0672

Scope of the Work – Work involves –

- determining the soundness of complex prosthetic activities;
- developing new approaches and methods;
- resolving critical problems;
- providing authoritative advice and technical assistance; or
- developing regulations that affect the prosthetic program agency-wide and/or department-wide.

Effect of the Work – Work affects the –

- work of administrative and other medical experts in different programs and locations; and
- effectiveness of programs in other geographic locations.

[⇐BACK](#)

Level 5-5: Dental Officer, GS-0680

Scope of the Work – Work involves –

- diagnosing and treating the full-range of cases and problems encountered in a specialty area such as maxillofacial surgery, oral surgery, or periodontics; and
- serving as a consultant to other dental officers on difficult or unusual cases in the specialty area.

Effect of the Work – Work affects the well-being of patients and the work of other experts.

[⇐BACK](#)

Level 5-5: Public Healthcare Analyst, GS-0685

Scope of the Work – Work involves analyzing and evaluating major aspects of a substantive, mission-oriented program such as programs conducted throughout a bureau or service of an independent agency, a regional structure, or equivalent scope.

Effect of the Work – Work affects the development of new systems, regulations, or programs.

[⇐BACK](#)

Scope of the Work – Work involves planning, developing, and executing a national public health program with a high degree of Congressional visibility that requires political sensitivity and innovative strategies.

Effect of the Work – Work affects a wide range of government and private organizations that are interested in public health programs and policy on a national level.

[⇐BACK](#)

Level 5-5: Industrial Hygienist, GS-0690

Scope of the Work – Work involves developing, planning, and evaluating the effectiveness of the agency's occupational health and safety activities.

Effect of the Work – Work affects the –

- development of the agency's overall industrial hygiene program;
- establishment of objectives and guidelines for agency field installations; and
- amount of consideration given to occupational health and safety matters in planning a wide variety of agency programs and projects.

[⇐BACK](#)

Level 5-6: Public Healthcare Analyst, GS-0685

Scope of the Work – Work involves performing very broad and extensive study assignments related to government programs that are of major interest to the public and Congress.

Effect of the Work – Work affects –

- multiple Federal programs and agencies; and
- may result in substantial redirection of Federal efforts or policy related to major national issues.

[⇐BACK](#)

Level 5-6: Public Healthcare Advisor, GS-0685

Scope of the Work – Work involves leading, guiding, and coordinating the development and implementation of nationwide substance abuse prevention services in the managed care field.

Effect of the Work – Work affects the design, effectiveness, and success of substance abuse prevention initiatives in managed care that involves a wide range of programs in both the public and private sectors.

[⇐BACK](#)

Appendix G – Medical Sciences Glossary

This glossary contains commonly used terms. This list is by no means exhaustive and will be updated periodically to reflect changes in the Medical Sciences field.

ACCREDITED – The process of being inspected by an external peer group (e.g., a laboratory or agency such as the Joint Commission for Accreditation of Healthcare Organizations (JCAHO)) in order to prove a significant level of quality based upon compliance with evaluated guidelines.

ANAL CYTOLOGY – Microscopic inspection of cells from anal canal for the purpose of detecting cancer or cancer precursors to prevent anal carcinoma, especially in patients at high risk.

ANCILLARY TESTING – Additional tests, either chemical or molecular, that may be needed on a specimen to define a diagnosis. Some examples are flow cytometry, electron microscopy, molecular testing such as the human papilloma virus, and immunocytochemistry.

ANTHROPOMETRIC CHARACTERISTICS – Traits that describe body dimensions, such as height, weight, girth, and body fat composition.

BIOLOGICAL EXPOSURE INDICES (BEI) – Measurement of the concentration of a chemical determinant in the biological media of those exposed and is an indicator of the uptake of a substance.

BIOMECHANIC – The application of mechanical laws to living subjects.

CASES – In cytology, all of the cytologic material available for examination from a body site on a particular patient at a point in time uniquely identified as belonging to only one patient by an accession number.

CO-MORBIDITY – The presence of multiple diseases or disorders.

COMPENSATORY TECHNIQUES – Adaptations used to substitute for loss of function.

CONVENTIONAL PAP TEST – The original “pap smear” where cells collected from the vagina or cervix by a provider are smeared on a slide and sent to cytology for processing and interpretation.

CYTOLOGIC/HISTOLOGY CORRELATION STUDY – The process where a cytology specimen from a certain patient is matched with the patient’s tissue (histology) specimen from a surgical procedure. In some cases, if the cytology was benign, there will be no surgical (histology) specimen because there was no need to have surgery. The purpose of this correlation is to confirm the cytologic diagnosis--if it was correct, the diagnosis for both specimens will be the same. Both or either specimens may be incorrect. Each specimen serves as a quality control device for the other. This correlation is a powerful learning and teaching tool by virtue of its ability to detect diagnostic errors.

DESATURATION – A decrease in the concentration of oxygen in the bloodstream.

FINE NEEDLE ASPIRATION – A procedure in which a physician or pathologist collects cells from a body organ by placing a very small (fine) needle into the area and aspirating or removing the cells; similar to drawing blood but with a smaller needle.

FLOW CYTOMETRY – A test method that identifies markers on the surface of cells suspended in a fluid by labeling the markers with specific agents that can be detected by a flow cytometry instrument. The instrument provides a graphical analysis that requires interpretation and correlation with the cytologic features to decide upon the nature of the cells as benign or malignant, and if malignant, what type of malignancy.

FUNCTIONAL CAPACITY – The maximum level of physical and physiological performance.

FUNCTIONAL MOBILITY – The optimal level of movement within one’s environment.

GAIT – Manner of walking, stepping, or running.

GYNECOLOGIC CYTOLOGY – The examination of cells from the female genital tract, specifically from the cervix or vagina, otherwise known as a “pap smear” or “pap test”.

HIGH RISK PATIENT – A patient with internal or external risk factors that impart an increased incidence of particular diseases.

HIERARCHIAL REVIEW – In cytology, the process of giving one’s cases to a more senior or experienced individual, usually a senior cytotechnologist and/or pathologist, for a “second look” to confirm that the diagnosis is correct.

IMMUNOSTAINS/IMMUNOCYTO CHEMISTRY – Stains that use antibodies to detect specific cellular components. The detection of these components assist in making a diagnostic decision and to tell one tumor type from another. Usually multiple stains, or a “panel” of 4-6 stains, are used in combination; the results of the combinations indicate different tumor types or families.

INTERMITTENT CLAUDICATION – A severe pain in calf muscles that occurs during walking but subsides with rest. It results from inadequate blood supply which may be due to arterial spasm, atherosclerosis, arteriosclerosis, or an occlusion.

ISCHEMIC – The state of local and temporary anemia due to obstruction of the circulation to a body part.

KINESIOLOGY – The science that deals with the interrelationship of the physiological processes and anatomy of the human body with respect to movement.

MALIGNANCY – An abnormal growth of cells (cancer) that has a tendency to recur if removed or to spread from one part of the body (where it originated or the “primary” site) to another part of the body (metastasis).

MOLECULAR STUDIES – The range of new testing techniques that investigate the properties of cells at a molecular level. These tests identify specific molecules that are useful in defining a type of tumor or process. For example, human papilloma virus (HPV) testing is newly implemented as a molecular marker for pre-cancer (dysplasia) on Pap tests; some types of HPV testing allow for the visual identification of these markers by microscopic examination by cytotechnologists and pathologists. Others may give a “positive” or negative” result. All require assurance of viability of particular cell components, be RNA, DNA, protein, etc.

MONOLAYER PAP TEST, LIQUID BASED CYTOLOGY – New technology for pap tests where the cells collected from the cervix or vagina are rinsed in a vial containing a preserving solution and then sent to cytology for processing and interpretation. The cells change their appearance in solutions. Also known as “Thin Prep Pap Test” and “Autocyte Prep Pap Test.”

NEUROMUSCULAR – Pertains to or affecting nerves and muscles.

NONGYNECOLOGIC CYTOLOGY – All cytology specimens except pap tests including body fluids, urine, cerebrospinal fluid, organ brushings, washings or scrapings, and fine needle aspirations.

ORTHOSIS – A device used to protect, position, support, or provide an existing extremity or other portion of the body or reduce pain in or provide for or enhance the function, safety, comesis, and stability of an existing extremity or other portion of the body.

PERMISSIBLE EXPOSURE LIMIT (PEL) – A measure of an acceptable limit of exposure for human beings as defined by the Occupational Safety and Health Administration (OSHA).

PROFICIENCY TESTING – Tests that measure an individual’s ability to make a correct diagnosis against those of their national peers. In cytopathology, some states require state-sponsored proficiency tests whereby failure of the test results in remedial training and/or the revocation of licensure. Most states accept enrollment in the College of American Pathologists (CAP) cytology proficiency program, which measures diagnostic ability in all specimen types against national peers. Both cytotechnologists and pathologists take the same test.

PROGNOSTIC INFORMATION – Data that assists in determining the survivability of the patient or how the tumor will behave (e.g., respond to chemotherapy).

PROSTHESIS – An external device that substitutes for an extremity, which has been amputated or is missing due to a congenital condition. A prosthesis provides function, safety, cosmesis, and stability.

RECOMMENDED EXPOSURE LEVEL (REL) – A measure of an acceptable limit of exposure for human beings as defined by the National Institute for Occupational Safety and Health (NIOSH).

SPECIMEN – In cytology, the unprocessed cells retrieved from the patient and intended for examination. Cells may be retrieved spontaneously (e.g., the patient urinates in a cup), by instruments (such as colonoscope, bronchoscope, or cystoscope), by needles (e.g., fine needle aspirations or spinal taps) or by other collection devices such as spatulas for pap tests.

THRESHOLD LIMIT VALUE (TLV) – Acceptable level of exposure to substances without adverse health effects.

Appendix S – Grade Evaluation Criteria for Healthcare Systems Administration Series, GS-0670

Use these evaluation criteria to classify health system administrator positions in grades GS-12 through GS-15.

Healthcare Systems Administration grade evaluation criteria consider two Factors:

- Level of Responsibility; and
- Complexity of Operating Situation.

Each Factor contains progressive levels of difficulty and each Factor Level (FL) describes the minimum requirements that must be fully met in order to receive credit. For instance, if a position does not fully meet the substance of FL 2–4, then credit the position at FL 2–3. Classify the health system administrator positions in terms of these factors and then use the [GS-0670 Grade Level Conversion Table](#), in this Appendix, to assign the grade. If a position does not meet the minimum level of responsibility for FL1–1, then classify the position to another appropriate series and use its appropriate grade evaluation criteria.

Within the Factor Level descriptions are examples of typical positions that meet or may exceed the minimum requirements at the given level. These examples provide insightful comparative information and are not reflective of the minimum requirements.

FACTOR 1 – LEVEL OF RESPONSIBILITY	
General Information	<p>All positions in this series involve a substantial degree of responsibility. There are three Factor Levels (FLs) in this category and positions must meet the minimum level of responsibility at FL1–1 to be included in the GS-0670 series. If a position does not meet the minimum level of responsibility for FL1–1, then classify the position to another appropriate series.</p> <p>The three factor levels of Factor 1 define progressive levels of responsibility for health system administrator positions that vary according to these characteristics:</p> <ul style="list-style-type: none"> • amount of authority delegated to the position; • freedom to act independently; • scope and effect of the work performed; • availability and specificity of guidelines; • impact of decisions and recommendations; and • nature and purpose of personal contacts. <p>Organizational level is also indicative of a position's level of responsibility because it sets the boundaries within which the health system administrator operates. In evaluating a particular position, however, carefully assess whether the position actually encompasses the full-range of responsibilities that the organizational level implies. Work in an inpatient facility may not satisfy criteria at any level. Work in outpatient facilities may qualify for any of the three levels, but is less likely to exist at FL1–3.</p> <p style="text-align: center;">(continued)</p>

FACTOR 1–1 LEVEL OF RESPONSIBILITY (continued)

The health system administrator supports clinical activities in a healthcare delivery system by directing a full-range of these types of administrative services: fiscal; personnel; supply; engineering; medical records administration; and hospital housekeeping. Positions with line responsibilities that are limited to the management of allied health services are uncommon. Allied health services cover such functions as –

- dietetics;
- pharmacology;
- social work;
- voluntary services;
- chaplains;
- audiology and speech pathology; and
- prosthetics and sensory aids.

Assign positions with responsibility limited to allied health services to this level when the positions meet the overall scope of responsibility as defined in criteria given below.

- Health system administrators have full responsibility for –
 - planning, directing, organizing, coordinating, and controlling overall administrative operations through subordinate managers who possess technical expertise in their respective areas; and
 - contributing to the establishment of policy and programs for the entire healthcare delivery system by providing information and recommendations on internal administrative policies and processes for higher level management officials.
- Health system administrators typically –
 - participate in developing and implementing both short- and long-term policies and plans for the healthcare delivery system;
 - coordinate input from administrative and clinical services and prepare recommendations for higher level management officials;
 - develop, evaluate, and adjust organizational structures and management systems for the administrative services in the healthcare delivery system;
 - maintain an awareness of available resources (personnel, space, equipment, and money) and advise higher management officials on the distribution of these resources;
 - delegate authority to, and provide program direction to, subordinate managers in various administrative areas;
 - assure that administrative policies and programs are coordinated with and supportive of clinical activities;
 - assist in preparing the overall facility budget, monitor expenditures, and recommend reallocation of funds based on shifting program needs; and
 - provide leadership in developing human resource management policies for the health system and in dealing with personnel actions which affect key employees or have possible serious repercussions.

Positions at FL 1–1 require knowledge of basic healthcare management principles and practices. The administrator uses the specialized knowledge to achieve effective and efficient administrative service operations in the healthcare delivery system rather than in shaping overall system policy and priorities.

(continued)

FL 1-1

FACTOR 1–2 LEVEL OF RESPONSIBILITY (continued)

FL 1-2

At this level the Health Science Administrator is a full member of the healthcare delivery system's top management group. As a member of the top management group, the administrator works on a day-to-day basis with the healthcare system's chief of staff or equivalent. Duties include full participation in top management discussions, decisions, and policymaking. The administrator shares responsibility for all top management actions except those which require a strictly medical decision.

The administrator's line responsibility typically includes authority for managing selected allied health services as well as the full-range of administrative services. The following duties are representative of administrator positions at this level:

- participate in developing and implementing long-and short-term policies and plans for the healthcare delivery system with special consideration for the –
 - integration of internal administrative and clinical policies;
 - standards and requirements of various regulatory and accrediting bodies; and
 - impact of internal policies on outside entities such as other area hospitals and the community at large;
- develop, evaluate, and adjust organizational structures and management systems for the administrative and allied managed health services managed;
- contribute to the development of structures and systems for the overall healthcare delivery system;
- keep aware of available resources for personnel, space, equipment, and money and establish priorities for distributing these resources based on program needs;
- delegate authority to, and provide general program direction to, subordinate managers in various administrative areas and allied health services;
- ensure that administrative policies and programs are coordinated with and supportive of clinical activities;
- exercise fiscal management responsibility in developing the overall budget, monitoring expenditures, and reallocating funds based on shifting program needs;
- lead the development of human resource management policies for the healthcare system and advise on personnel actions which affect key employees or have possible serious repercussions;
- establish an atmosphere conducive to the accomplishment of the basic mission of the healthcare delivery system; and
- promote good relations with a variety of groups and individuals including patients, staff, other hospitals, Congress, professional societies, unions, and community organizations.

These positions require knowledge of the specialized administrative requirements of healthcare delivery systems. They also require sufficient knowledge of clinical practices, procedures, and standards sufficient to participate in the executive leadership of the entire health delivery system.

(continued)

FACTOR 1–3 LEVEL OF RESPONSIBILITY (continued)

FL 1-3

These healthcare administrator positions have direct line responsibility and full accountability for managing all activities in a healthcare delivery system. The administrator carries out this leadership responsibility within broad agency guidelines and with full recognition of the professional and technical expertise possessed by subordinate managers and staff (e.g., physicians). In addition to the executive management of both clinical and administrative activities, the leadership responsibility also includes an implicit charge to –

- identify the unique healthcare needs of the patient population served; and
- develop and implement, with available resources, a comprehensive healthcare delivery system tailored to these needs.

These administrator positions reflect the following representative duties:

- establish and implement short- and long-term policies, plans, and standards of care for the healthcare delivery system with special consideration for –
 - the integration of internal administrative and clinical policies;
 - the standards and requirements of various regulatory and accrediting bodies;
 - the impact of internal policies on outside entities such as other area hospitals and the community; and
 - the effect actions taken by such outside entities have on the healthcare delivery system;
- develop, evaluate, and adjust organizational structures and management systems to accomplish the basic mission(s) of the entire healthcare delivery system;
- delegate authority and provide program direction through the healthcare delivery system's chief of staff and associate administrator to subordinate managers;
- ensure that administrative and clinical programs and policies are integrated;
- settle disputes which arise between the services;
- set policy for the overall budget for the healthcare delivery system and authorize reallocation of funds based on shifting program needs;
- developing human resource management policies for the healthcare system and advising on personnel actions which affect key employees or have possible serious repercussions;
- establish an atmosphere conducive to the accomplishment of the basic mission of healthcare delivery system; and
- promote good relations with a variety of groups, organizations and individuals including patients, staff, other hospitals, Congress, professional societies, unions and community organizations.

Administrator positions within this series require knowledge of specialized administrative requirements and sufficient knowledge of clinical practices, procedures, and standards sufficient to assume primary responsibility for the leadership of a comprehensive healthcare delivery system.

FACTOR 2 – COMPLEXITY OF OPERATING SITUATION

This factor measures the impact of the healthcare delivery system's operational and environmental characteristics on the managerial complexity of the health system administrator position. The managerial complexity of the position has these characteristics:

- complex organizational relationships;
- a strong need for executive knowledge, skills, and abilities in planning;
- coordination, control, and direction of program operations; and
- frequent occasions for making difficult decisions and resolving substantive problems.

The following list highlights some healthcare delivery system characteristics that impact the managerial complexity of the health system administrator position. The list is not all inclusive as the number and combinations of operating characteristics influencing administrator positions is virtually infinite. Rather, the list describes the more common and significant grade-influencing characteristics. Generally, no single characteristic is in itself sufficient to change the grade of a position. Rather, higher graded health system administrator positions are typically located in operating situations which are composites of the more complex features described below.

- **Medical School Affiliation** – Active medical school affiliations complicate the health system administrator's job politically and logistically:
 - political complications arise from the need to coordinate overall policy planning with the medical school;
 - the influx of medical students and residents and the consultants and attending physicians who supervise them or provide consultative services creates additional problems in personnel management, medical administration, supply distribution, and hospital housekeeping; and
 - the rapid turnover of the medical school affiliates and their unfamiliarity with government hospital operations makes especially critical the need to establish stable and effective management systems to integrate the residents, students, consultants, and attending physicians into the hospital organization and its patient care program.
- **Community Relationships** – Administrators face problems in integrating hospital programs with community needs and services. For example, in the Indian Health Service (IHS), administrators must be fully aware of and skilled in dealing with the unique cultural characteristics and healthcare needs of tribal population(s). They must work hand-in-hand with the tribal government in planning and implementing overall healthcare policies and systems, and promoting health education and community health programs.
- **Inpatient Workload** – A healthcare facility that treats a large the number of inpatients will have –
 - a greater need for supplies, equipment, personnel, and facilities;
 - more complex arrangements to meet those needs;
 - a greater potential for administrative problems and crisis situations; and
 - potential public relations problems, particularly when there are not enough beds available to accommodate all patients seeking admission.
- **Ambulatory Care Workload** – A large outpatient caseload creates extra demands for space, supplies, equipment, and staff. Large numbers of outpatient visits have the greatest impact when these resources are inadequate. (Locating space to house clinic operations is particularly troublesome in older facilities which were designed prior to the current emphasis on ambulatory care.) Often an outpatient caseload fluctuates considerably. The fluctuations create a need for frequent adjustments of resource allocations and make

(continued)

General Information

FACTOR 2 - COMPLEXITY OF OPERATING SITUATION (continued)

General Information (continued)

budget development particularly difficult. Healthcare delivery systems that include distant satellite clinics are particularly difficult to manage because the administrator cannot personally monitor and direct program operations. Consequently, the administrator must assure that management systems and communication channels are particularly sound and efficient.

- **Medical Specialties** – Healthcare delivery systems differ considerably in the variety and intensity of healthcare services that they are equipped to provide. Hospitals that provide service in a large number of the medical and surgical specialties and subspecialties (see Appendix A) must employ highly specialized support personnel in addition to physician specialists. (For purposes of this standard, a specialty and subspecialty receive the same weight.) Individuals with such specialized professional and technical skills are often scarce. The administrator may have to vigorously promote recruitment and retention programs for such personnel. The administrator may also have to provide resources for training onboard hospital employees. The provision of diversified care may also create additional problems by creating special and unusual requirements for space, drugs, equipment, facilities, and for various aseptic techniques.
- **Special Medical Programs** – Special medical programs may add a further dimension of complexity to the health systems administrator's position. Common programs have far less management impact than specialized programs. Examples of common programs are pulmonary function labs, respiratory care units, and intensive care units. Specialized programs include spinal cord injury centers, renal transplant, and alcohol and drug dependence treatment units. Programs such as these vary considerably in their impact on the health system administrator's position and the extent to which they generate administrative problems. Such problems may concern the availability of adequate space, recruiting and/or training of specialized technical and professional personnel, and acquisition of funding for the program.
- **Contract Healthcare** – In some instances, healthcare delivery systems are not equipped to treat the most complex and unusual patient conditions. In such situations, the administrator may contract with other healthcare institutions to provide the needed patient care services. For example, the Indian Health Service's service units have a specific contract healthcare budget to cover expenses for the treatment of tribal patients in private hospitals. This type of arrangement requires health system administrators to establish health priorities and individual eligibilities so as to remain within the budget allocation. In other situations, neighboring hospitals may enter into sharing agreements to eliminate the need for duplication of critical but infrequently used healthcare. In assessing the impact of contract healthcare, consider –
 - the number and type of contracts and agreements in existence; and
 - the administrative problems encountered in negotiating the contract and evaluating the services provided under the contract.
- **Medical Research** – Hospitals engaged in a substantial amount of medical research can impose additional responsibilities on the administrator. The research may create special administrative problems in its demands for space, facilities, equipment, and staff. The research situation typically requires that the administrator assess whether resources can be diverted from patient care services to meet the needs of the research program. Research projects often require separate accounting and fiscal management procedures. These procedures may further complicate the administrator's budget and fiscal responsibilities.

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FACTOR 2 - COMPLEXITY OF OPERATING SITUATION (continued)	
General Information (continued)	<ul style="list-style-type: none"> • Geographic Location – The geographic location of a healthcare delivery system can create special and unusual administrative problems that significantly complicate the health system administrator's position. An extremely isolated environment may create the need to establish and maintain services that commercial or community sources usually provide. Such services may include a water supply system, a sewage disposal system, a firefighting crew, and a laundry. In some inner city environments, the health system administrator may be faced with unusual problems in maintaining security and in recruiting and retaining qualified healthcare personnel. <p>This factor has four factor levels (FLs) that range from administratively self-contained segments of comprehensive healthcare delivery systems to comprehensive systems with impact reaching far beyond an individual healthcare facility. The examples are characteristic of healthcare environments that typically generate administrative and managerial problems representative at a particular level. Do not, however, mechanically assign a position to a level based on a simple matching of the examples to the operating characteristics of the healthcare environment. Use judgment to assess the overall impact of the operating situation on the administrative position. In choosing an appropriate level, consider the impact on the administrator of the full-range of systems characteristics rather than the individual characteristics themselves.</p>
FACTOR 2 - 1 COMPLEXITY OF OPERATING SITUATION	
FL 2-1	<p>Healthcare delivery systems provide primary healthcare services and major subdivisions of more sophisticated healthcare delivery systems. The systems typically impart a limited number of services for a relatively small number of patients. These limitations restrict the kinds and volume of administrative management problems with which the administrator must deal. For these reasons program, planning, and implementation are also less complex at this level than at higher levels.</p> <p>The following examples illustrate operating environments typically found at this level:</p> <ul style="list-style-type: none"> • As a major sub-division of a comprehensive healthcare delivery system, this hospital has 400 beds. The hospital treats approximately 4,500 patients each year. It provides patient treatment and residency training in four medical and surgical specialties. • A 25-bed hospital in the Indian Health Service (IHS) Unit provides basic diagnostic and therapeutic services in two medical and surgical specialty areas. Each year the hospital treats approximately 500 inpatients. Additionally, the IHS Unit treats approximately 15,000 outpatients at the field clinics located in the servicing area. The health system administrator also manages a contract healthcare budget and directs various community healthcare activities including health education programs, nutrition, social services, and communicable disease and injury control. <p>The isolated location of the IHS Unit further complicates the administrative management of the healthcare delivery system in that –</p> <ul style="list-style-type: none"> — the facility must establish and maintain, either independently or in alliance with the tribal community, major services such as a water supply system, a sewage disposal system, a firefighting crew, and laundry; and — recruiting and retaining qualified healthcare professionals is especially difficult. <ul style="list-style-type: none"> • This ambulatory care facility provides basic healthcare in eight medical and surgical specialties. The facility treats over 50,000 patients each year. <p style="text-align: center;">(continued)</p>

FACTOR 2 - 2 COMPLEXITY OF OPERATING SITUATION (continued)

The healthcare system provides a variety of complex services for a high volume of patients. Consequently, the administrator encounters broad administrative management problems. Additionally, the administrator must deal with complicated planning issues, and difficult policy and program implementation initiatives. Organizational structures and management systems are typically effective and well-established. For that reason, the administrator generally can focus on monitoring the operation of these systems rather than seeking innovative means of making improvements. Overall, funds and personnel allocations are generally adequate to meet program requirements. Because program operations and needs are fairly well fixed, the administrator seldom needs to make adjustments in the allocation of the resources.

The following examples illustrate operating environments typically found at this level:

- The mission of a 200 bed, general medical and surgical hospital is to provide basic medical care and medical care in eight specialties. Additionally, the hospital operates four special medical programs, medical intensive care, surgical intensive care, a pulmonary function laboratory, and respiratory care. The hospital treats approximately 3,000 inpatients each year. Annual outpatient visits average approximately 20,000. Teaching and research are minimal and have relatively little impact on the complexity of the health system administrator position. The hospital has no medical teaching programs. Individual services conduct paramedical teaching programs independently of the hospital administration. The hospital has a research program, but it is very small with no full-time employees and very few projects. The research budget includes no grant funds from outside sources.
- The focal point of an Indian Health Service Unit is a 50-bed hospital that provides basic care in two medical and surgical specialties. Each year the hospital treats approximately 1,500 inpatients. Additionally, the hospital treats approximately 50,000 outpatients at field clinics in the servicing area. In addition to these direct patient services, the health system administrator also manages a contract healthcare budget and directs various community healthcare activities. The activities include health education and nutrition programs, social services, and communicable disease and injury control. The isolated location of the service unit further complicates the administrative management of the healthcare delivery system because –
 - the facility must establish and maintain, either independently or in alliance with the tribal community in which it is located, major services such as a water supply system, a sewage disposal system, a firefighting crew, and a laundry; and
 - recruiting and retaining qualified healthcare professionals is unusually difficult.
- The ambulatory care clinic provides basic healthcare in 12 medical and surgical specialties to more than 150,000 patients a year. In addition, the clinic also administers two specialty medical programs for a drug dependence and alcohol dependence, respectively. The facility supports research programs that it staffs with three full-time employees. The facility’s inner city location creates unusually complex administrative problems for recruiting and retaining qualified healthcare personnel and for clinic security.

FL 2-2

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FACTOR 2 – 3 COMPLEXITY OF OPERATING SITUATION (continued)

FL 2-3

The healthcare system is not equipped to treat patients who require the most specialized and sophisticated medical and surgical procedures. It provides only services of moderate variety and intensity. The administrator frequently must make complex decisions or recommendations on such matters as how to allocate funds and personnel effectively in order to meet clinical standards while achieving the best patient care possible. The following examples illustrate typical operating environments:

- The 400-bed general medical and surgical hospital provides direct patient care in 12 medical and surgical specialties. Six special medical programs support this hospital's basic patient care activities. The hospital annually treats approximately 6,000 inpatients and 50,000 outpatients. The hospital conducts training for a wide variety of administrative and paramedical occupations, but medical teaching is quite limited. With fewer than seven medical residency training programs, the hospital's medical school affiliation is weak and has little impact on the managerial complexity of the administrator's position. Research is not a major area of emphasis. There are generally fewer than 15 employees engaged in full-time research activities.
- The 700-bed, predominantly neuropsychiatric hospital provides medical and surgical care in five specialty areas in addition to psychiatry and neurology. Four special medical programs support these basic patient care activities. The hospital annually treats approximately 3,500 inpatients and 90,000 outpatients. Teaching and research activities are fairly limited, with a very heavy emphasis on neuropsychiatry. The research program is staffed by 15 full-time employees. The hospital has one resident teaching program.
- The focal point of an Indian Health Service Unit is a 100-bed hospital that provides basic care in four medical and surgical specialties. The hospital annually treats approximately 4,000 inpatients at the hospital. Additionally, the hospital and three field clinics together treat approximately 75,000 outpatients. In addition to these direct patient services, the administrator also manages a contract healthcare budget and directs various community healthcare activities including health education, nutrition, social services, and communicable disease and injury control. The hospital's isolated location further complicates the administrative management of the healthcare delivery system for these reasons:
 - the facility must establish and maintain, either independently or in alliance with the tribal community in which it is located, major services such as a water supply system, a sewage disposal system, a firefighter crew, and a laundry; and
 - recruiting and retaining qualified healthcare professionals is unusually difficult. In addition, the long distance from supply distributors requires precise long-range planning to assure adequate stocks of drugs and other critical medical supplies.

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FACTOR 2 - 4 COMPLEXITY OF OPERATING SITUATION (continued)

FL 2-4

The intensity of care, rate of activity, and broad program mission of healthcare delivery systems generate numerous complex administrative management problems that constantly tax the leadership skill of the health system administrator. Problems arise from these sources:

- rapid fluctuation in various program priorities and requirements;
- frequent conflicts between various program requirements, and
- many conflicts between various program requirements and available resources.

The administrator frequently must make quick decisions that require consideration of a wide range of factors and that have a direct impact on the provision of patient care. Since program priorities fluctuate constantly, long-range planning is extremely difficult. Additionally, the administrator must frequently reallocate personnel and funds and continually assess and modify management systems and organizational structures. The following examples illustrate operating environments typically found at this level:

- An actively affiliated, 400-bed hospital is part of a medical-educational complex that provides patient treatment and residency training in over 15 medical specialties. Eight special medical programs support the hospital's basic patient care activities. Over 8,000 inpatients are treated at the hospital each year. Annual outpatient visits exceed 90,000. The hospital's active and varied research program is staffed by over 35 full-time equivalent employees. The research program imposes considerable demands on the health system administrator for managing money, space, facilities, equipment, and personnel.
- The combination of 750 psychiatric beds and over 500 medical and surgical beds make the management of the hospital particularly difficult. The hospital provides patient care in over 15 medical and surgical specialties. Additionally, the hospital operates eight special medical programs in support of basic patient care activities. Each year the hospital treats over 7,000 inpatients and 90,000 outpatients. Teaching and research at the hospital focus on neuropsychiatry but the programs are relatively active. Twenty-five residents participate in three approved medical residency training programs. Twenty full-time employees staff the research program.

GRADE LEVEL CONVERSION TABLE

Use Factor Level findings to assign grade levels as shown in the following table:

		<u>FACTOR 2 – Complexity of Operating Situation</u>			
		FL 2-1	FL 2-2	FL 2-3	FL 2-4
<u>FACTOR 1 – Level of Responsibility</u>	FL 1-1	GS-12	GS-13	GS-13	GS-14
	FL 1-2	GS-12/GS-13*	GS-13/GS-14*	GS-14	GS-15
	FL 1-3	GS-13	GS-14	GS-15	

***Note:** When this situation occurs, the position may be classified according to the absence or presence of significant weakening or strengthening factors.

Appendix T – Titling Instructions for the Medical Official Series, GS-0602

Specializations. A parenthetical modifier may be added to the basic position title “Medical Officer” to designate further a medicine specialization that describes the paramount duties and responsibilities of the position. An example is Medical Officer (Pediatrics). The following guidelines identify specialty areas for medical officer positions and prescribe their titling procedures.

- **Functional Designations.** Medical officer position titles typically reflect one of the following five functional specializations:
 - clinical;
 - research;
 - teaching or training;
 - administration; and
 - disability evaluation.
- **Clinical, research, or teaching/training functions.** The functional specialization may also be reflected in the title, with the exception that no functional modifier is to be used for clinical positions when that function is the primary responsibility in the job. Positions that combine training and/or research duties with patient care duties are to be considered as “clinical” positions, and no functional designation would be required. The following illustrates construction of titles in line with these guides:
 - Medical Officer (Infectious Diseases)—for a position in clinical medicine concerned with the subject-matter area of Infectious Diseases, a sub-specialty of Internal Medicine.
 - Medical Officer (Psychiatry-Training)—for positions primarily involving training work in the subject-matter area of Psychiatry.
- **Administration function.** The Administration designation should be used for positions of an administrative nature (e.g., Medical Director or Clinical Director of a hospital), when a broad knowledge of various medical fields and administrative skills and abilities are a more important requirement than specialized knowledge of any one medical specialization. The Administration designation should also be used for administrative positions that require, in addition to administrative and management skills and abilities, a high degree of specialization in a particular field. Both the medical specialty and administration should be shown in the title and qualifications in both the professional specialty and administrative areas should be required.
- **Disability evaluation function.** The Disability Evaluation designation should be used for medical officer positions that plan, organize, administer, advise on, or perform work involved in determining, evaluating, and rating claims of physical or mental disability for compensation or other benefit purposes. These positions also involve reviewing decisions on such claims; and developing standards and guides to be used as examples in making decisions on such claims.
- **Medical specializations.** The main specializations represent those subject matter areas that have the approval of the American medical specialty boards. An approved American specialty board is one that has been approved for the particular specialty by the:
 - Council on Medical Education and Hospitals of the American Medical Association; or
 - Bureau of Professional Education of the Advisory Board for Osteopathic Specialists of the American Osteopathic Association.Use a parenthetical title to indicate a medical specialization for a particular subject matter area. An example is Medical Officer (Internal Medicine).
- **Sub-specializations within a medical subject matter area.** For positions where the paramount duties and responsibilities of the position represent a sub-specialization, only the sub-specialization is to be used in constructing the parenthetical title. For example, a position involving primarily clinical work in Hematology (a

sub-specialization of Internal Medicine is to be titled “Medical Officer (Hematology).” Such modifiers are to be used at the GS-12 level and above only.

Use the following table to identify existing medical specializations and sub-specializations. Parenthetical titles may be constructed from any of the columns. Examples are as follows:

- Medical Officer (Pathology);
- Medical Officer (Anatomic Pathology); and
- Medical Officer (Forensic Pathology).

Definitions of specializations and sub-specializations are provided after the table.

SUBJECT MATTER SPECIALIZATIONS AND SUB-SPECIALIZATIONS		
Specialty Board	Specialty Certificates	Sub-specialty Certificates
Allergy & Immunology	• Allergy & Immunology	• Clinical & Laboratory Immunology
Anesthesiology		• Critical Care Medicine • Pain Medicine
Colon & Rectal Surgery	• Colon & Rectal Surgery	
Dermatology	• Dermatology	• Clinical & Laboratory • Dermatological Immunology • Dermatopathology • Pediatric Dermatology
Emergency Medicine	• Emergency Medicine	• Medical Toxicology • Pediatric Emergency Medicine • Sports Medicine • Undersea & Hyperbaric Medicine
Family Practice	• Family Practice	• Geriatric Medicine • Sports Medicine

(continued)

SUBJECT MATTER SPECIALIZATIONS AND SUB-SPECIALIZATIONS (continued)		
Specialty Board	Specialty Certificates	Subspecialty Certificates
Internal Medicine	<ul style="list-style-type: none"> • Internal Medicine 	<ul style="list-style-type: none"> • Adolescent Medicine • Cardiovascular Disease • Clinical Cardiac Electrophysiology • Clinical & Laboratory Immunology • Critical Care Medicine • Endocrinology, Diabetes & Metabolism • Gastroenterology • Geriatric Medicine • Hematology • Infectious Disease • Interventional Cardiology • Medical Oncology • Nephrology • Pulmonary Disease • Rheumatology • Sports Medicine
Medical Genetics	<ul style="list-style-type: none"> • Clinical Biochemical • Genetics • Clinical Cytogenetics • Clinical Genetics (MD) • Clinical Molecular Genetics • Ph.D Medical Genetics 	<ul style="list-style-type: none"> • Molecular Genetic Pathology
Neurological Surgery	<ul style="list-style-type: none"> • Neurological Survey 	
Nuclear Medicine	<ul style="list-style-type: none"> • Nuclear Medicine 	
Obstetrics & Gynecology	<ul style="list-style-type: none"> • Obstetrics & Gynecology 	<ul style="list-style-type: none"> • Critical Care Medicine • Gynecologic Oncology • Maternal-Fetal Medicine • Reproductive Endocrinology
Ophthalmology	<ul style="list-style-type: none"> • Ophthalmology 	
Orthopedic Surgery		<ul style="list-style-type: none"> • Hand Surgery

(continued)

SUBJECT MATTER SPECIALIZATIONS AND SUB-SPECIALIZATIONS (continued)		
Specialty Board	Specialty Certificates	Subspecialty Certificates
Otolaryngology	<ul style="list-style-type: none"> Otolaryngology 	<ul style="list-style-type: none"> Otology/Neurotology Pediatric Otolaryngology Plastic Surgery within the Head and Neck
Pathology	<ul style="list-style-type: none"> Anatomic Pathology & Clinical Pathology Anatomic Pathology Clinical Pathology 	<ul style="list-style-type: none"> Blood Banking/Transfusion Medicine Chemical Pathology Cytopathology Dermatopathology Forensic Pathology Hematology Medical Microbiology Molecular Genetic Pathology Neuropathology Pediatric Pathology
Pediatrics		<ul style="list-style-type: none"> Adolescent Medicine Clinical & Laboratory Immunology Developmental-Behavioral Pediatrics Medical Toxicology Neonatal-Perinatal Medicine Neurodevelopmental Disabilities Pediatric Cardiology Pediatric Critical Care Medicine Pediatric Emergency Medicine Pediatric Endocrinology Pediatric Gastroenterology Pediatric Hematology-Oncology Pediatric Infectious Diseases Pediatric Nephrology Pediatric Pulmonology Pediatric Rheumatology Sports Medicine

(continued)

SUBJECT MATTER SPECIALIZATIONS AND SUB-SPECIALIZATIONS (continued)		
Specialty Board	Specialty Certificates	Subspecialty Certificates
Physical Medicine & Rehabilitation		<ul style="list-style-type: none"> • Pain Medicine • Pediatric Rehabilitation Medicine • Spinal Cord Injury Medicine
Plastic Surgery		<ul style="list-style-type: none"> • Plastic Surgery Within the Head and Neck • Surgery of the Hand
Preventive Medicine	<ul style="list-style-type: none"> • Aerospace Medicine • Occupational Medicine • Public Health & General Preventive Medicine 	<ul style="list-style-type: none"> • Medical Toxicology • Undersea & Hyperbaric Medicine
Psychiatry & Neurology		<ul style="list-style-type: none"> • Addiction Psychiatry • Child & Adolescent Psychiatry • Clinical Neurophysiology • Forensic Psychiatry • Geriatric Psychiatry • Neurodevelopmental Disabilities • Pain Medicine
Radiology	<ul style="list-style-type: none"> • Radiology • Diagnostic Radiology • Radiation Oncology • Radiological Physics 	<ul style="list-style-type: none"> • Neuroradiology • Nuclear Radiology • Pediatric Radiology • Vascular & Interventional Radiology
Surgery	<ul style="list-style-type: none"> • Thoracic Surgery 	<ul style="list-style-type: none"> • Pediatric Surgery • Surgery of the Hand • Surgical Critical Care • Vascular Surgery
Urology	<ul style="list-style-type: none"> • Urology 	

Definitions Of Board Specializations

Allergy and Immunology – Work involves the evaluation, physical and laboratory diagnosis, and management of disorders involving the immune system.

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Definitions of Board Specializations (continued)

Anesthesiology – Work involves providing pain relief and maintenance, or restoration, of a stable condition during and immediately following an operation, an obstetric or diagnostic procedure. The anesthesiologist assesses the risk of the patient undergoing surgery and optimizes the patient’s condition prior to, during, and after surgery. In addition to these management responsibilities, the anesthesiologist provides medical management and consultation in pain management and critical care medicine.

Colon and Rectal Surgery – Work involves diagnosing and treating various diseases of the intestinal tract, colon, rectum, anal canal, and perianal area by medical and surgical means. This specialist also deals with other organs and tissues (such as the liver, urinary, and female reproductive system) involved with primary intestinal disease.

Dermatology – Work involves diagnosing and treating pediatric and adult patients with benign and malignant disorders of the skin, mouth, external genitalia, hair and nails, as well as a number of sexually transmitted diseases.

Emergency Medicine – Work involves making immediate decision and taking action necessary to prevent the death or any further disability in the pre-hospital setting by directing emergency medical technicians in the emergency room.

Family Practice – Work involves diagnosing and treating a wide variety of ailments in patients of all ages. The family physician is concerned with the total healthcare of the individual and the family. The family physician receives a broad range of training that includes internal medicine, pediatrics, obstetrics and gynecology, psychiatry, and geriatrics. Special emphasis is placed on prevention and the primary care of entire families, utilizing consultations and community resources when appropriate.

Internal Medicine – Work involves providing long-term, comprehensive care of common and complex illness of adolescents, adults, and the elderly. Internists are trained in the diagnosis and treatment of cancer, infections, and diseases affecting the heart, blood, kidneys, joints, and digestive, respiratory and vascular systems. They are also trained in the essentials of primary care internal medicine which incorporates an understanding of disease prevention, wellness, substance abuse, mental health, and effective treatment of common problems of the eyes, ears, skin, nervous system, and reproductive organs.

Medical Genetics – Work involves performing diagnostic and therapeutic procedures for patients with genetically-linked diseases. This specialist uses modern cytogenetic, radiologic, and biochemical testing to assist in specialized genetic counseling, implements needed therapeutic interventions, and provide prevention through prenatal diagnosis.

Neurological Surgery – Work involves providing the operative and non-operative management (i.e., prevention, diagnosis, evaluation, treatment, critical care, and rehabilitation) of disorders of the central, peripheral, and autonomic nervous systems, including their supporting structures and vascular supply; the evaluation and treatment of pathological processes which modify function or activity of the nervous system; and the operative and nonoperative management of pain.

Neurology and Child Neurology – Work involves the diagnosis and treatment of all types of disease or impaired function of the brain, spinal cord, peripheral nerves, muscles, and autonomic nervous system, as well as the blood vessels that relate to these structures. A child neurologist has special skills in the diagnosis and management of neurologic disorders of the neonatal period, infancy, early childhood, and adolescence.

Nuclear Medicine – Work involves the use of the properties of radioactive atoms and molecules in the diagnosis and treatment of disease. Radiation detection and imaging instrument systems are used to detect disease as it changes the function and metabolism of normal cells, tissues, and organs.

Obstetrics and Gynecology – Work involves the medical and surgical care of the female reproductive system and associated disorders. This physician serves as a consultant to other physicians, and as a primary physician for women.

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Definitions of Board Specializations (continued)

Ophthalmology – Work involves providing comprehensive eye and vision care. Ophthalmologists are medically trained to diagnose, monitor, and medically or surgically treat all ocular and visual disorders. This includes problems affecting the eye and its component structures, the eyelids, the orbit and the visual pathways. In so doing, an ophthalmologist prescribes vision services, including glasses and contact lenses.

Orthopedic Surgery – Work involves the preservation, investigation and restoration of the form and function of the extremities, spine, and associated structures by medical, surgical, and physical means. An orthopedic surgeon is involved with the care of patients whose musculoskeletal problems include congenital deformities, trauma, infections, tumors, metabolic disturbances of the musculoskeletal system, deformities, injuries, and degenerative diseases of the spine, hands, feet, knee, hip, shoulder, and elbow in children and adults.

Otolaryngology – Work involves providing comprehensive medical and surgical care for patients with diseases and disorders that affect the ears, nose, throat, the respiratory and upper alimentary systems and related structures of the head and neck. An otolaryngologist diagnoses and provides medical and/or surgical therapy or prevention of diseases, allergies, neoplasms, deformities, disorders and/or injuries of the ears, nose, sinuses, throat, respiratory and upper alimentary systems, face, jaws, and the other head and neck systems.

Pathology – Work involves using information gathered from the microscopic examination of tissue specimens, cells, and body fluids, and from clinical laboratory tests on body fluids and secretions for the diagnosis, exclusions, and monitoring of disease. It deals with the causes and nature of disease and contributes to the diagnosis, prognosis, and treatment process through knowledge gained by the laboratory application of the biologic, chemical, and physical sciences.

Pediatrics – Work involves providing for the physical, emotional, and social health of children from birth to young adulthood. Care encompasses a broad spectrum of health services ranging from preventive healthcare to the diagnosis and treatment of acute and chronic diseases. A pediatrician deals with biological, social, and environmental influences on the developing child, and with the impact of disease and dysfunction on development.

Physical Medicine and Rehabilitation – Work involves diagnosing, evaluating, and treating patients with physical disabilities. These disabilities may arise from conditions affecting the musculoskeletal system such as neck and back pain, sports injuries, or other painful conditions affecting the limbs, for example carpal tunnel syndrome. Alternatively, the disabilities may result from neurological trauma or disease such as spinal cord injury, head injury, or stroke.

Plastic Surgery within the Head and Neck – Work involves performing plastic and reconstructive procedures within the head, face, neck and associated structures, including cutaneous head and neck oncology and reconstruction, management of maxillofacial trauma, soft tissue repair and neural surgery.

Surgery of the Hand – A plastic surgeon with additional training in the investigation, preservation, and restoration by medical, surgical, and rehabilitative means, of all structures of the upper extremity directly affecting the form and function of the hand and wrist.

Preventive Medicine – Work involves focuses on the health of individuals in order to protect, promote, and maintain their health and well-being, prevent disease, disability and premature death. A preventive medicine physician may be a specialist in general preventive medicine, public health, occupational medicine, or aerospace medicine.

Psychiatry – Work involves specializing in the prevention, diagnosis, and treatment of mental, addictive, and emotional disorders such as schizophrenia and other psychotic disorders, mood disorders, anxiety disorders, substance-related disorders, sexual and gender identity disorders, and adjustment disorders.

(continued)

Definitions of Board Specializations (continued)

Radiology – Work involves utilizing radiologic methodologies to diagnose and treat disease. Physicians practicing in the field of radiology most often specialize in radiology, diagnostic radiology, radiation oncology, or radiological physics.

- **Diagnostic Radiology** – a radiologist who utilizes x-ray, radionuclide, ultrasound, and electromagnetic radiation to diagnose and treat disease.
- **Radiation Oncology** – a radiologist who deals with the therapeutic applications of radiant energy and its modifiers and the study and management of disease, especially malignant tumors.
- **Radiological Physics** – a radiological physicist deals with the diagnostic and therapeutic applications of roentgen rays, gamma rays from sealed sources, ultrasonic radiation, and radio-frequency radiation, as well as the equipment associated with their production and use, including radiation safety.

General Surgery – Work involves managing a broad spectrum of surgical conditions affecting almost any area of the body. The surgeon establishes the diagnosis and provides the preoperative, operative, and postoperative care to surgical patients and is usually responsible for the comprehensive management of the trauma victim and the critically ill surgical patient.

Thoracic Surgery – Work involves the operative, perioperative care, and critical care of patients with pathologic conditions within the chest. Included is the surgical care of coronary artery disease, cancers of the lung, esophagus and chest wall, abnormalities of the trachea, abnormalities of the great vessels and heart valves, congenital anomalies, tumors of the mediastinum, and diseases of the diaphragm.

Urology – Work involves managing benign and malignant medical and surgical disorders of the genitourinary system and the adrenal gland. This specialist has comprehensive knowledge of, and skills in, endoscopic, percutaneous, and open surgery of congenital and acquired conditions of the urinary and reproductive systems and their contiguous structures.