Nursing Assistant GS-3/4/5

Minimum Requirements for Nursing Assistant Qualifications:

**GS-03**: Transcripts showing one year above high school with courses related to the occupation or a certificate of completion from a nursing training program. No experience required.

**GS-04**: Transcripts showing 2 years above high school with courses related to the occupation and ability to perform limited duties OR one year of specialized experience.

**GS-05**: Transcripts showing completion of a 4-year course of study above high school leading to a bachelor's degree with 24 hours of courses related to health care OR a bachelor's degree and the ability to perform the full range of duties of the position OR one year of specialized experience equivalent to the GS-04.

All candidates must be United States Citizens and speak English.

Resumes must show the hours worked per week to verify length of specialized experience.

Dietitian GS-7/9/11

Minimum Requirements for Dietitian:

**GS-07**: Education and Supervised Practice. (1) The individual must have earned a bachelor’s degree from a U.S. regionally accredited college or university or foreign equivalent and fulfilled each of the following criteria:

(a) Completed a didactic program in dietetics accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), formerly known as the Commission on Accreditation for Dietetic Education (CADE).

(b) Completed an ACEND accredited or approved supervised practice program. Supervised practice programs are post-baccalaureate degree programs that provide supervised practice experiences which meet the eligibility requirements and accreditation standards of ACEND, formally known as CADE. Completion of a coordinated program in dietetics fulfills the requirements of a supervised practice program. Time spent in a dietetic internship or supervised practice program does not qualify as creditable experience.

(2) Individuals who have earned college and/or university degrees outside the United States and its territories also must have their transcripts evaluated by a foreign transcript evaluation service to determine if their degree is equivalent to a degree granted by a regionally accredited college or university in the United States. Validation of a foreign degree does not eliminate the need for verification of completion of didactic program, dietetic internship, or coordinated program requirements. The completion of ACEND didactic program requirements and at least a bachelor’s degree from a U.S. regionally accredited college/university or foreign equivalent are necessary for eligibility to enter an ACEND-accredited supervised practice program.

(1) Exception. Non-CDR registered applicants who otherwise meet the minimum qualification requirements may be appointed, pending CDR registration, as a temporary full-time graduate dietitian under 38 U.S.C. 7405(a)(1)(B). In accordance with 38 U.S.C. 7405(c)(2), this appointment
may not exceed 2 years. Applicants appointed under this exception must provide care under the supervision of a registered dietitian at or above the full performance level. Applicants who fail to obtain CDR registration during this temporary full-time appointment may be terminated. The exception only applies to positions at the GS-7 and GS-9 level. For grade levels at or above the full performance level the candidate must be registered with the CDR.

Resume; Transcript (Education); CDR (Not Required--Will be placed on a TEMP appointment under the guidance of Full Performance Level Dietitian.

**GS-09**: (a) Experience or Education. At least 1 year of experience equivalent to the next lower grade level or education equivalent to 2 full years of progressively higher level graduate education, or master’s degree from an accredited university or college in the field of dietetics or closely related field. Experience. (b) Assignments. Employees at this grade level serve in either clinical or food service systems management dietitian positions. It is expected that they receive guidance from higher-level or supervisory staff members. Employees at this grade are under general supervision. Progressively complex tasks are monitored by supervisor. Employees at this grade level serve in a developmental position.

Resume; Transcript (Education); CDR (Preferred)

**GS-11**: (a) Experience or Education. At least 1 year of experience as a registered dietitian equivalent to the next lower grade level, or education equivalent to 3 full years of progressively higher level graduate education, or a Ph.D. or equivalent doctoral degree from an accredited university or college in the field of dietetics or closely related field. (b) Assignment. Employees at this grade level serve as staff dietitians at the full performance level. Registered dietitians are responsible for independently planning, developing and directing all nutrition care activities (e.g., food service and/or clinical nutrition). Registered dietitians serve as important members of the interdisciplinary team of care providers, and focus on offering exceptional nutrition care and guidance to optimize health. Registered dietitians work in a variety of settings, such as hospitals, outpatient centers, residential treatment programs and patient homes. They are responsible for using evidence-based approaches to develop menus, counsel patients and provide nutrition care.

Resume; Transcript (Education); CDR (Required)

**Medical Support Assistant GS-3/4/5**

Minimum Requirements for Medical Support Assistant:

**GS-03**: (1) Experience. Six months experience of clerical, office or other work that indicates the ability to acquire the particular knowledge and skills needed to perform the duties of the position; or (2) Education. One year above high school; or (3) Experience/Education Combination. Equivalent combination of experience and education are qualifying for entry level for which both education and experience are acceptable.

Resume; Transcript (Education 1 YR Above high school or Experience 6 months or Combination of both)
**GS-04:** Experience or Education. One year of experience in clerical or office work that indicates the ability to acquire the particular knowledge and skills needed to perform the duties of the position or two years of education above high school.

Resume; Transcript (Education 2 YRs Above High School or Experience 1 YR in clerical or office work)

**GS-05:** Experience or Education. One year of experience equivalent to the next lower grade level or 4 years of education above high school.

Resume; Transcript (Education 4YRs Above High School or 1YR Experience equivalent to the next lower grade)

**Medical Records Technician GS-6/7/8**

Minimum Requirements for Medical Records Technician:

**GS-04:** (1) Experience. One year of experience that indicates knowledge of medical terminology and general understanding of the health record. Six months of the required one year of experience must have provided the knowledge, skills and abilities (KSAs) needed to perform MRT work.

OR,

(2) Education. Two years above high school with a minimum of 12 semester hours directly related to MRT work (e.g., courses in medical terminology, anatomy & physiology, and introduction to health records).

OR,

(3) Experience/Education Combination. Equivalent combinations of experience and education are qualifying. The following educational/training substitutions are appropriate for combining education and experience:

(a) Six months of experience that indicates knowledge of medical terminology and general understanding of the health record and one year above high school with a minimum of 6 semester hours of health information technology courses.

(b) Successful completion of a course for medical technicians, hospital corpsmen, medical service specialists, or hospital training obtained in a training program given by the Armed Forces or the U.S. Maritime Service under close medical and professional supervision may be substituted on a month-for-month basis for up to six months of experience provided the training program included courses in anatomy, physiology, and medical record techniques and procedures. Also requires six additional months of experience that indicates knowledge of medical terminology and general understanding of the health record.

Resume; Transcript (Education)

**GS-05:**

Requirement:
Experience. One year of experience equivalent to the next lower grade level or successful completion of four years of education above high school from an accredited college or university with a minimum of 24 semester hours in health information technology.

Resume; Transcript (Education)

**GS-06**: Experience. One year of experience equivalent to the next lower level.

Resume

**GS-07**: Experience. One year of experience equivalent to the next lower grade level.

Resume

**GS-08**: Experience. One year of experience equivalent to the next lower grade level.

Resume

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