

nurse's scope of practice.

- Documents all findings in overseas medical record (paper or electronic) of all employee visits to the HU.
- Dispenses medications according to protocols approved by the FSHP.
- Renders first aid and emergency treatment to the sick and injured anywhere on the embassy compound as appropriate
- Visits patient at home or in the hospital as necessary to evaluate health status and monitor care provided.
- Provides recommendations for referral to local facilities or providers. Coordinate and monitor care received.
- Maintain emergency supplies at 5 locations: Marine House, ARA, USAID, CDC, USAID Warehouse (mini-hospital) and safehaven supplies in coordination with RSO.
- Maintain all "Up Country Health Kits" for use by drivers when needed.

B. Maintain an Immunization Clinic for Routine and Travel Immunizations

25% OF TIME

- Assess each new patient's immunization needs and make recommendations
- Follow CDC and ACIP guidelines for immunization of adults and children
- Maintain logs and/or databases with Federal Requirements for record keeping of administered vaccines
- Budget, order, and rotate vaccine stock
- Knowledge of recommended immunization schedules and management/reporting of adverse events

C. Responsible for the Health Orientation of New Arrivals

15% of time

- Complete the Patient Registration Form and obtain medical clearances for all eligible beneficiaries
- Orientation to public health risks and preventive health behaviors
- Assess family health and immunization needs
- Describe services provided by the health unit and various roles of health care personnel
- Orientation to the local health care system
- Distribute a copy of the Health and Medical Information Booklet to all new employees.
- Complete age appropriate health promotion review

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D. Assist FSHP with coordination of Medical Clearance Examinations

- Schedule medical appointments, labs, and special tests as required by Washington (e.g., colon screening, PSA, mammogram)
- Request consultations and additional studies to complete the clearance evaluation.
- Assist medical personnel with clinical examinations performed in the Health Unit and perform basic diagnostic assessment tests as approved by the oFSHP.
- Translate or arrange translation of medical reports to English.
- Review completed clearance exams for thoroughness and pouch to Medical Clearances

E. Coordinate Medical Evacuations and local hospitalizations with FSHP or RMO

20 % of time

- Arrange Med Evacs through FSHP/RMO and in coordination with MED/Foreign Programs or other Regional Medical Evacuation Site
- Coordinate requests for specialty appointments with MED/Washington or overseas Medevac Site.
- Request fund cites from MED or appropriate agency
- Liaison between local providers and MED during emergency evacuations
- Assist patient with medical services access in interval prior to evacuation
- Accompany patient as a medical attendant as needed
- Initiate FormDS 3067, Authorization for Medical Services for Employees and Dependents, for urgent/emergency or elective hospitalizations.
- Conduct regular visits to assess the course of care while hospitalized
- Inform MED Foreign Programs and RMO by MED Channel cable of all hospitalizations and status.

F. Maintains current working knowledge and relationship with the local providers and facilities.

- Maintains a list of acceptable local medical consultants and a copy of their credentials with updates every two years
- Identifies quality providers and facilities in area and works with FSHP to develop referral network of best providers/facilities based on training, currency of knowledge and access to best facilities
- Establishes effective relationships with local physicians and health care facilities to maximize access, coordinate care and resolve conflicts

- Monitor local public health issues that may have a potential impact on the embassy community and coordinate with the FSHP.
- Works with the FSHP to assess level of care at clinics, laboratories, blood banks, hospitals and individual physicians with regular updates of the Post Medical Capability Database to MED.

G. Must be available outside of normal embassy working hours

- Participates in Embassy medical duty call rotation as appropriate
- Responds to urgent telephone requests for medical information from the duty officer during off-duty hours
- May be required to travel as a medical attendant during a medical evacuation
- Attends continuing medical education conferences held outside of country as scheduled
- May be required to make hospital visits during off-duty hours to monitor an individual's care
- Available to respond to the embassy on an emergency basis

H. Reporting requirements

- Monthly Statistics Report for Washington, and in conjunction with FSHP provides input to:
- Post Medical Capability Database
- Annual Post Health and Safety Report
- Medical portion of Post Differential Report
- Annual Update of Health and Medical Information Guide with distribution to MED
- Submits Monthly Disease Incidence Reporting

I. Assists FSHP with Health Promotion Program

- Writes health promotion/education articles for the embassy newsletter
- Provides health promotion and safety activities at the embassy
- Conducts health education programs to include first aid, CPR, HIV/STD, smoking cessation and weight control
- Documents health promotion activities on DOS health promotions flow sheet
- Sends annual health promotion cards to eligible Mission members

J. Additional Administrative Duties

- Regular use and update as appropriate of State Department medical regulations as delineated in 3 Foreign Affairs Manual (FAM)
- Maintains written or electronic record of policies and procedures for the health unit
- Other duties and training as assigned by FSHP or Management Officer

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- Education: Graduate of a professional nursing school with a current and unrestricted Registered Nursing license from the U.S. or Western Europe is required.
- Prior Work Experience: At least two years of occupational health experience, with at least one year being with a Western primary health care facility is required. Previous teaching with at least three of the following health promotion activities is required: smoking cessation, weight reduction, well child anticipatory guidance; emergency first aid; prenatal classes; stress management and relaxation and HIV prevention.
- Post Entry Training: Current CPR certification (which must be maintained throughout employment) is required. On the job administrative training or working knowledge in emergency preparedness, MEDEVAC, reporting VIP visits and management of both natural disaster and those caused by weapons of mass destruction will be provided.
- Language Proficiency: Must be fluent (Level IV) in Speaking/ Reading English.
- Knowledge: The position requires strong interpersonal skills and a client- oriented disposition. A good working

knowledge or experience of current health promotion recommendations in the US population is required. Experience in management and procurement of expendable medical supplies and equipment or ambulatory care clinic is preferred.

- f. Skills and Abilities: Demonstrated skill and ability to administer adult and paediatric immunisation programs according to current CDC standards, and ability to provide travel medicine recommendations and health precautions are required. Must be able to perform basic word processing on computer.

16. POSITION ELEMENTS

- a. Supervision Received
The Foreign Service Health Practitioner will provide direct supervision. When FSHP is not available, supervision for medical cases will be from RMO in Nairobi.
- b. Available Guidelines
13 FAM 1900 series: Office of Medical Service Technical Guidelines. CD-ROM: Standard Operation Procedures for Health Units, MED Website, MED Clinical Nursing Protocols and Embassy Health Manuals.
- c. Exercise of Judgment
Ability to independently identify actual and potential urgent health problems that may require immediate intervention or referral and act within the legal scope of nursing practice. Must recognize signs that indicate a serious physical, emotional and mental problem and other needs for medical care of all family members. Provide appropriate nursing assessment and intervention.
- d. Authority to Make Commitments: Initiates referral to competent local resources for serious health conditions, including requests for hospitalization and or medical evacuations in consultation with FSHP/RMO. Adheres to ICASS agreement as service provider. Initiates medical and pharmaceutical supply orders.
- e. Nature, Level and Purpose of Contacts
Liaison with local healthy care providers, and facilities to maintain contacts at all levels, from local clinics up to the Minister of Health. Communicates regularly with RMO, FSHP and M/MED in Washington.
- f. Supervision Exercised
N/A
- g. Time Required to Perform Full Range of Duties after Entry into the Position
52 Weeks