



## HEALTH UNIT NURSE

An opportunity is available to work as the Health Unit Nurse within the Management Section at the U.S. Embassy, Canberra.

Salary: A\$83,550 p.a. pro-rata  
Hours: Part-time (20 hours/week)

**All applicants must address the selection criteria detailed below with specific and comprehensive information supporting each item.**

1. Must be a graduate of a professional nursing school with a current and unrestricted Registered Nurse License from the U.S., Puerto Rico, or Western European equivalent.
2. Two years of occupational health experience, with at least one year experience in a primary health care facility within a regulatory institution are required.
3. Level 4 (Fluent) written and spoken English is required. This will be tested.
4. Previous experience teaching at least three of the following health promotion activities is required: smoking cessation; weight reduction; well child anticipatory guidance; emergency first aid; prenatal classes; community emergency response; CPR; safe food services; healthy lifestyle; stress management and relaxation; drug and alcohol prevention; and/or HIV awareness.
5. Current training or working knowledge in emergency preparedness, including management of both natural disasters and those caused by weapons of mass destruction and an ability to administer adult and pediatric immunization programs according to current CDC standards are required.
6. Strong interpersonal skills and an ability to be available outside of normal Embassy working hours are required.

For further information and the selection criteria please refer to the [duties and responsibilities statement](#).

Forward letter, response to the selection criteria, and resume to the Regional Human Resources Office, American Embassy, Moonah Place, Yarralumla, ACT 2600 or via email to: [usaembrhro@state.gov](mailto:usaembrhro@state.gov) by C.O.B **JUNE 23, 2011**.

Hand delivered applications cannot be accepted. Offers of employment are subject to medical and security clearances.

***Note:** Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the US Government as a potential employer.*

The U.S. Government is an Equal Opportunity Employer and maintains a drug free work environment.

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<b>POSITION TITLE: HEALTH UNIT NURSE</b>	<b>POSITION GRADE LE-09 (STARTING SALARY A\$83,550)</b>
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### **DUTIES AND RESPONSIBILITIES**

#### **Basic Function of the Position**

This position functions as the Post's health care provider. The position is located in the Embassy Health Unit (HU) and is under the direct supervision of the Management Counselor until the Regional Medical Officer arrives in July. The position will provide the full range of professional nursing services to American and Locally Employed Staff in accordance with Department guidelines and ICASS participation.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Prue Fuller at (02) 6214 5778.

#### **Major Duties and Responsibilities**

- A. Responsible for the Health Orientation of New Arrivals
- 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 reviews
- B. Coordinate Medical Clearance Examinations
- Prepare e-mails for fund cite requests
  - 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 RMO or FSHP.
- Verify and approve medical and laboratory bills for payment (based on authorization) related to the clearance exam.
- Review completed clearance exams for thoroughness and fax to Medical Records for medical clearance processing
- Package and ship lab specimens to MED lab as necessary

#### C. Coordinate Medical Evacuations

- Arrange Med Evacs through Embassy RMO and in coordination with MED/Foreign Programs, and the Singapore Regional Center.
- Draft MED Channel evacuation and other cables with appropriate ICD-9 and CPT Coding
- Coordinate requests for specialty appointments with MED/Washington or overseas Medevac Site.
- Collaborate with Embassy Human Resources office to coordinate medical evacuations
- Prepare cables to request fund cites from MED or appropriate agency
- Liaise 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/authorized

#### D. Coordinate local hospitalizations of Foreign Service personnel

- Initiate Form DS-3067, Authorization for Medical Services for Employees and Dependents, for urgent/emergency or elective hospitalizations.
- Request fund cites from MED or appropriate agency
- Conduct regular visits to assess the course of care while hospitalized
- Inform MED Foreign Programs and RMO of all hospitalizations and status.

#### E. Maintain an Immunization Clinic for Routine and Travel Immunizations

- 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 USG requirements for record-keeping of administered vaccines
- Budget, order, and rotate vaccine stock
- Knowledge of recommended immunization schedules and management/reporting of adverse events
- Administers the annual influenza vaccination program
- Administers appropriate childhood vaccines not on the Australian schedule

#### F. Serves as point of contact for Regional Medical Officers/Foreign Service Health Practitioners and Office of Medical Services

- Control Officer for regional medical visits of MED staff
- Coordinates transmission of medication prescriptions with RMO/FSHP
- Regular communication by phone and E-mail with RMO/FSHP

G. Maintains an occupational health clinic during assigned work hours

- Maintains custody and proper internal controls for the Health Unit. This includes ordering and inventory control of medical supplies and medications.
- Utilize the nursing process in providing patient care (assessment, nursing diagnosis, plan, intervention, and evaluation) to employees (US Direct Hire, LES, any eligible beneficiary); or
- Evaluate and assess patients within the scope of training and expertise by means of health history, observation, interview, physical examination, and other selected diagnostic measures. Interprets, reviews, and records history and clinical findings. Selects appropriate action and initiates treatment or referral if indicated according to the nurse's scope of practice. This will include triage.
- Maintains an overseas medical record (paper or electronic) of all employee visits to the HU.
- Dispenses medications according to protocols approved by the RMO.
- 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 follow-up care to patients once discharged from the hospital.
- Provides recommendations for referral to local facilities or providers. Coordinate and monitor care received.
- Perform periodic sanitation inspections as directed by the RMO or Management Counselor
- Test and maintain emergency equipment and safehaven materials in coordination with RSO
- Conduct workplace health and safety surveys with the POSHO
- Assist POSHO maintaining accident log/accident reporting per MED/SHEM guidelines
- Serves as medical focal point for high-level visits of USG personnel
- Medical control officer for visits of USG personnel as directed
- Liaise between local medical and emergency agencies and official visitors' staff

H. 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/RMO 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 RMO and Management

- Works with the RMO and post medical advisor 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
- Communicates regularly with the post medical advisor

#### I. Must be available outside of normal embassy working hours

- Participates as the Embassy medical duty on-call 24/7
- 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

#### J. Reporting requirements

- Monthly Statistics Report for Washington, and in conjunction with RMO or FSHP provides input to:
  - Post Medical Capability Database
  - Annual Post Health and Safety Report for Canberra, Sydney, Melbourne and Perth
  - Medical portion of post differential report
  - Annual Update of Health and Medical Information Guide with distribution to MED
  - Contributes to an Accident Report Log

#### K. 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

#### L. Additional Duties

- Regular use and update as appropriate of State Department medical regulations as delineated in 3 Foreign Affairs Manual (FAM)
- May serve (as appropriate) as Alcohol/Drug Abuse Counselor for post and/serves as a member of the Family Advocacy Program. Serves on other committees as appointed
- Maintains written or electronic record of policies and procedures for the Health Unit
- Assist HR/ER and MED in obtaining medical information and completing documentation for local OWCP claims when necessary
- Other duties and training as assigned by the Regional Medical Officer (RMO).

### **Selection Criteria**

All applicants **must** address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Must be a graduate of a professional nursing school with a current and unrestricted Registered Nurse License from the U.S., Puerto Rico, or Western European equivalent.
2. Two years of occupational health experience, with at least one year experience in a primary health care facility within a regulatory institution are required.
3. Level 4 (Fluent) written and spoken English is required. This will be tested.
4. Previous experience teaching at least three of the following health promotion activities is required: smoking cessation; weight reduction; well child anticipatory guidance; emergency first aid; prenatal classes; community emergency response; CPR; safe food services; healthy lifestyle; stress management and relaxation; drug and alcohol prevention; and/or HIV awareness.
5. Current training or working knowledge in emergency preparedness, including management of both natural disasters and those caused by weapons of mass destruction and an ability to administer adult and pediatric immunization programs according to current CDC standards are required.
6. Strong interpersonal skills and an ability to be available outside of normal Embassy working hours are required.

## **SELECTION PROCESS**

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

6. The candidate must be able to obtain and hold a Sensitive But Unclassified security clearance.

## **TO APPLY**

Interested applicants for this position must submit the following for consideration of the application:

Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or

A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix below); or

A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application

Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

Regional Human Resources Office  
American Embassy  
Moonah Place  
YARRALUMLA ACT 2600

or via email to: [usaembrhro@state.gov](mailto:usaembrhro@state.gov)

### **THE DEADLINE FOR APPLICATIONS IS C.O.B JUNE 24, 2011**

The U.S. Mission in Australia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

US Mission Australia maintains a drug free work environment.

## **APPENDIX**

**If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.**

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide
- K. If applying for position that includes driving a U.S. Government vehicle, provide Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References