

Position Description for Nurse Practitioner

BASIC FUNCTION OF POSITION

The incumbent serves as the Nurse Practitioner responsible for providing medical services (i.e. diagnosis and treatment of patients, etc.) to employees and dependents of the AIT. Will assist in providing medical guidance to other members of the HU staff and performs other professional duties not involving patients, such as medication ordering, medical education, etc.

MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

Serves as Nurse Practitioner to provide professional medical services to American Employees and dependents assigned to AIT. May also provide occupationally related medical advice to LES staff. May and assist the Medical Officer in providing guidance and oversight to locally employed Registered Nurse(s).

Primary health care services provided include physical assessment, diagnosis, prescriptions, initial treatment and/or appropriate referral. Illnesses for which medical services are provided can range from minor complaints (i.e. colds, internal disturbances, muscle aches, minor injuries, etc.) to serious emergencies or injuries requiring hospitalization. Conducts hospital and home visits as needed. Gives physical examinations to American dependent children up to age 18 as well as pediatric State Department Clearance physicals. Assists in family counseling situations. Receives emergency calls after Health Unit working hours and on the weekends. Assists patients in obtaining local medications. Prepares medical and clinical data, which are required in order to complete a successful medical evaluation. As required accompanies patients to the medical facilities. The "Scope of Practice" must comply with evidenced medical training and limits of professional license.

Also provides anticipatory guidance, including conducting specific seminars, to AIT staff on a variety of health issues, such as infant and prenatal care, nutrition, communicable disease prevention, food and water sanitation, and other medical topics pertinent to the health and safety of the community. Reviews and approves physical examinations given by private doctors for LES employees. Coordinates with local hospitals, surgeons, and medical specialists in connection with diagnosis, treatment, and care of employees and their dependents as well as monitors health care provided to AIT personnel by local medical practitioner.

Maintains and develops liaison with local physicians, specialists, clinics and hospitals, locates and maintains an on-going liaison with laboratory facilities. Reviews laboratory reports and evaluates efficiency of local laboratory facilities. Also maintains oral and written communication with the Regional Medical Office and with the Department of State Medical Division in Washington.

Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. **Education:** Bachelor's degree. Nurse Practitioner or PA certification required with current US medical license.
- b. **Prior Work Experience:** At least 4 years of progressive experience equivalent in breadth and intensity.
- c. **Post Entry Training:** On the job training is provided in Mission systems and procedures. May be asked to attend periodic training with M/MED in Washington, Baltimore or at other regional centers.
- d. **Language Proficiency: List both English and host country language (s) proficiency requirements by level (II, III) and specialization (sp/read):** Level 4 (Fluent) speaking/writing of English is required.
- e. **Job Knowledge:** Good understanding of medical system and facilities, medical professionals/specialists and local pharmacology.
- f. **Skills and Abilities:** Must be sensitive to the needs and feelings of others and be approachable and personable to obtain and maintain the trust and confidence of employees and their dependents. Must be mature, stable, objective, resourceful, adaptable, and possess sound professional judgment. Must be flexible and able to learn the Department of State procedures. U.S. prescriptive privileges desirable but not essential. Good computer skills in word processing, spreadsheets, e-mail, and internet use. Strong interpersonal skills.

16. POSITION ELEMENTS

- a. **Supervision Received:** Regional Medical Officer in the Health Unit (77-610132)
- b. **Supervision Exercised:** None but may provide technical work guidance a necessary to two FSN nurses on the staff.
- c. **Available Guidelines:** M/MED policies and guidelines, FAMs, FAHs.
- d. **Exercise of Judgment:** Must exercise sound judgment when administering the health program and referring patients to local services.
- e. **Authority to Make Commitments:** Commits the office when coordinating with local hospitals, surgeons and medical specialists in connection with employment physicals, diagnosis, treatment and care of employees and their dependents.
- f. **Nature, Level, and Purpose of Contacts:** Incumbent has daily contact with AIT employees and their dependents, as well as with medical doctors, hospitals, and other local health services, to provide medical services. Communicates regularly with RMO, FSHP, and M/MED in Washington.
- g. **Time Expected to Reach Full Performance Level:** One year