

# Position Description for Nurse

## BASIC FUNCTION OF POSITION

This position functions as AIT's alternate primary health care provider and assisting RMO with managing the Health Unit. The incumbent will serve as the U.S. Registered Professional Nurse, or Western European equivalent trained Registered Professional Nurse with comparable licensure. The Position is located in the AIT Health Unit (HU) and is under the direct supervision of the Regional Medical Officer, or Management Chief in absence of RMO. The position will provide the full range of professional nursing services to American and Locally Employed Staff.

## MAJOR DUTIES AND RESPONSIBILITIES

## % OF TIME

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

Coordinate medical clearance examinations

- Prepare cables for fund cite requests
- Schedule medical appointments, labs, and special tests as required by Washington
- 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 of FSHP
- Verify and approve medical and laboratory bills for payment (based on authorization) related to the clearance exam
- Translate or arrange translation of medical report to English
- Review completed clearance exams for thoroughness and pouch to Medical Clearances
- Package and ship lab specimens to MED lab as necessary

Coordinate medical evacuations

- Arrange medevacs through FSHP/RMO and in coordination with MED/Foreign Programs or other Regional Medical Evacuation Site
- 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 AIT Management office to coordinate medical evacuations

- 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

#### Coordinate local hospitalizations of Foreign Service personnel

- Initiate Form FS-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 by MED Channel cable of all hospitalizations and status.

#### 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 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

#### Serve as point of contact for RMO/FSHP and Office of Medical Services

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

#### Maintain an occupational Health Clinic during assigned work hours

- Maintain custody and proper internal controls for the Health Unit, including the 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)
- 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. Interpret, review, and record history and clinical findings. Select appropriate action and initiate treatment or referral if indicated according to the nurse's scope of practice. This will include triage.
- Provide medical coverage in absence of RMO
- Management of Sensitive But Unclassified material
- Maintain confidences regarding medical information and documents
- Maintain an overseas medical record (paper or electronic) of all employee visits to the HU
- Dispense medications according to protocols approved by the RMO

- Render first aid and emergency treatment to the sick and injured anywhere on the AIT compound as appropriate
- Visit patient at home or in the hospital as necessary to evaluate health status and monitor care provided.
- Provide follow-up care to patients once discharged from the hospital
- Provide recommendations for referral to local facilities or providers. Coordinate and monitor care received.
- Perform periodic sanitation inspections as directed by the RMO or Management
- Test and maintain emergency equipment and safe haven materials in coordination with RSO
- Conduct workplace health and safety surveys with the POSHO
- Maintain accident log/accident reporting per MED/SHEM guidelines

Maintain current working knowledge and relationship with the local providers and facilities

- Maintain a list of acceptable local medical consultants and a copy of their credentials with updates every two years
- Identify quality providers and facilities in area and work with FSHP/RMO to develop referral network of best providers/facilities based on training, currency of knowledge and access to best facilities
- Establish 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 AIT community and coordinate with the RMO and Management
- Work with the RMO 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

Must be available outside of normal AIT working hours

- Participate in AIT medical duty call rotation as appropriate
- Respond 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
- Attend 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 AIT on an emergency basis

Reporting requirements

- Monthly Statistics report for Washington, and in conjunction with RMO/FSHP provide 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
- Maintain or contribute to an accident report log.

## Health promotion program

- Write health promotion/education articles for the AIT newsletter
- Provide health promotion and safety activities in AIT
- Conduct health education programs to include first aid, CPR, HIV/STD, smoking cessation and weight control
- Document health promotion activities on DOS health promotions flow sheet

## Additional administrative duties

- Regular use and update as appropriate of State Department medical regulations as delineated in 16 Foreign Affairs Manual (FAM)
- May serve (as appropriate) as Alcohol/Drug Abuse Counselor for AIT and/or be a member of the Family Advocacy Program. Serve on other committees as appointed
- Maintain 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 Management or RMO

## QUALIFICATIONS REQUIRED

**Education:** Graduate of a professional nursing school with a current and unrestricted Registered Nurse license from the U.S., Puerto Rico, or Western European equivalent is required.

**Prior Work Experience:** At least two years of post-qualification work as a professional nurse is required.

**Post Entry Training:** On the job administrative training or working knowledge in emergency preparedness, MEDEVAC, reporting, VIP visits, and management of disasters, both natural and those caused by weapons of mass destruction, will be provided. Current CPR certification (which must be maintained throughout employment) is required.

**Language Proficiency:** Level IV proficiency in English is required.

**Job Knowledge:** The ability to administer adult and pediatric immunization program according to current CDC standards is required. 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 for ambulatory care clinic is preferred. Must be familiar with US nursing standards of care. Must be able to perform basic word processing on the computer.

**Skills and Abilities:** The ability to plan and organize the day-to-day routine of Health Unit operations; tact and good judgment in dealing with clients and the public; sound judgment in evaluating sensitive cases and in the application of US rules and regulations; providing professional medical advice and opinions; and the ability to function well under stressful situations. Needs keyboarding skills and familiarity with word processing, spreadsheets, e-mail, and internet use.

## **POSITION ELEMENTS**

**Supervision Received:** The Foreign Service Medical Officer at AIT, if co-located, will provide direct supervision. Otherwise, the Management Officer will provide direct supervision. Supervision for medical cases will be from the RMO, FSHP, or MED Washington.

**Supervision Exercised:** N/A

**Available Guidelines:** 16 FAM 1900 Series, Office of Medical Services Technical Guidelines, Foreign Service Medical Bulletin, CD-ROM: Standard Operating Procedures for Health Units, MED Website, MED Clinical Nursing Protocols, and AIT Health Manuals.

**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 systems that indicate a serious physical, emotional or mental problem and other needs for medical care of all family members. Provide appropriate nursing assessment and intervention.

**Authority to Make Commitments:** Initiate referral to competent local resources for medical clearance exams and serious health conditions, including requests for hospitalization and/or medical evacuations in consultation with the RMO. Initiate medical and pharmaceutical supply orders.

**Nature, Level and Purpose of Contacts:** Provide liaison with local health care providers and facilities to maintain contacts at all levels, from local clinics up to the Minister of Health. Communicate regularly with RMO/FSHP, and M/MED in Washington.

**Time Required to Perform Full Range of Duties after Entry into the Position:** Six months