



- In the absence of Health Unit Administrative Assistant, provides orientation to the local health care system and distributes a copy of the Health and Medical Information Booklet to all new employees.
- In the absence of the FSHP, completes age appropriate health promotion reviews.

#### B. Coordinates Medical Clearance Examinations

- Schedules medical appointments, labs, and special tests as required by Washington (e.g., colon screening, PSA, mammogram)
- Assists medical personnel with clinical examinations performed in the Health Unit and perform basic diagnostic assessment tests as approved by the RMO or FSHP.
- Requests consultations and additional studies to complete the clearance evaluation as directed by the RMO or FSHP
- In the absence of the RMO, FSHP, and Admin Assistant, prepares cables for fund cite requests and verifies and approves medical and laboratory bills for payment related to the clearance examination.
- Reviews completed clearance exams for thoroughness and pouches to Medical Clearances. Packages and ships lab specimens to MED lab as necessary.

#### C. Coordinates Medical Evacuation

- Arranges medevacs as directed by RMO/FSHP in coordination with London Medevac Center or MED/Foreign Programs.
- Assists the Administrative Assistant in coordinating care for patients medevac'd to Vienna.
- In the absence of the Administrative Assistant, RMO/FSHP, drafts MED Channel evacuation and other cables with appropriate ICD-9 and CPT coding, requests fund cites from MED or appropriate agency, coordinates requests for specialty appointments with MED/Washington or overseas medevac site, and coordinates medevac with Embassy Administrative office.
- Liaisons between local providers and MED during emergency evacuations
- Assists patient with medical services access in interval prior to evacuation
- Accompanies patient as a medical attendant as needed.

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

- In absence of Administrative Assistant, initiates form FS-3067 for urgent/emergency or elective hospitalizations and requests fund cites from MED or appropriate agency.
- In absence of RMO/FSHP, conducts regular visits to assess the course of care while hospitalized and informs MED Foreign Programs by MED Channel cable of all hospitalizations and status.

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

- Assesses each new patient's immunization needs and make recommendations.
- Follows CDC and ACIP guidelines for immunization of adults and children.
- Maintains logs and/or databases with Federal Requirements for record keeping of administered vaccines.
- Budgets, orders, and rotates vaccine stock.
- Has knowledge of recommended immunization schedules and management/reporting of adverse events.

F. In Absence of RMO/FSHP, serves as point of contact for the Office of Medical Services and serves as control officer for regional medical visits of MED staff.

#### 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.
- Utilizes the nursing process in providing patient care (assessment, nursing diagnosis, plan, intervention, and evaluation) to employees (US Direct Hire, LES, any eligible beneficiary); or
- Evaluates and assesses 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 Health Unit.
- 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 Admin
- Test and maintain emergency equipment and safehaven materials in coordination with RSO.
- Conduct workplace health and safety surveys with the POSHO as directed by the RMO.
- Maintain accident log/accident reporting per MED/SHEM guidelines.

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

- Assists the RMO, FSHP and Administrative Assistant in maintaining 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 Admin
- 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

- In the absence of the RMO and FSHP, 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, and may be required to make hospital visits during off-duty hours to monitor an individual's care or travel as a medical attendant during a medical evacuation
- Attends continuing medical education conferences held outside of country as scheduled
- 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
  - Medical portion of Post Differential Report
  - Annual Update of Health and Medical Information Guide with distribution to MED
- Maintains or 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

Additional Administrative Duties

10%

--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/or be 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

Back-up for other nurses in the section. Other duties as assigned by the RMO. 10%

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15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:

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

b. Prior Work Experience:

At least two years of hospital or outpatient nursing is required.

c. Post Entry Training:

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

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read)

Level IV (Fluent) speaking/reading English is required. Level II speaking/reading German is desired.

e. Job Knowledges:

The ability to administer adult and pediatric immunization program according to current CDC standards is required. Strong client-oriented interpersonal skills is required. A working knowledge of current health promotion recommendations in the U.S. population is required. Experience in management and procurement of medical supplies and equipment for ambulatory care clinic is preferred. Must be familiar with American Nursing standards of care.

f. Skills and Abilities:

Must be able to perform basic word processing on the computer

16. POSITION ELEMENTS

a. Supervision Received:

Direct supervision will be provided by the Foreign Service Health Practitioner at post. Supervision for medical cases will be from the Regional Medical Officer (RMO), Foreign Service Health Practitioner (FSHP) or MED Washington.

b. Supervision Exercised:

None

c. Available Guidelines:

3FAM 1900 Series, Office of Medical Services Technical Guidelines, Foreign Service Medical Bulletins, CD-ROM: Standard Operating Procedures for Health Units, MED Website, MED Clinical Nursing Protocols, Post Health Manuals.

- d. 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. Provide appropriate nursing assessment and intervention.
- e. Authority to Make Commitments:  
If directed by RMO or FSHP, initiates referral to competent local resources for serious health conditions, including requests for hospitalization and/or medical evacuations. Adheres to ICASS agreement as service provider. Initiates medical and pharmaceutical supply orders.
- f. Nature, Level, and Purpose of Contacts:  
None.
- g. Time Required to Reach Full Performance Level:  
6 months.



