



U. S. Department of State

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2).

1. Post Vienna	2. Agency Department of State	3a. Position Number A59225		
3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block. <input type="checkbox"/> Yes <input type="checkbox"/> No				
4. Reason For Submission <input type="checkbox"/> a. Redescription of duties: This position replaces (Position Number) _____ (Title) _____ (Series) _____ (Grade) _____ <input type="checkbox"/> b. New Position _____ <input type="checkbox"/> c. Other (explain) _____				
5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority				
b. Other				
c. Proposed by Initiating Office	Physician Assistant or Nurse Practitioner; FSN: 505	10	CWJ	3/4/2016
6. Post Title Position (If different from official title)	7. Name of Employee			
8. Office/Section Management Section	a. First Subdivision Regional Medical Office			
b. Second Subdivision	c. Third Subdivision			
9. This is a complete and accurate description of the duties and responsibilities of my position.		10. This is a complete and accurate description of the duties and responsibilities of this position.		
Printed Name of Employee _____ Date (mm-dd-yyyy) _____		Printed Name of Supervisor _____ Date (mm-dd-yyyy) _____		
Employee Signature		Supervisor Signature		
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.		12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.		
Printed Name of Chief or Agency Head _____ Date (mm-dd-yyyy) _____		Printed Name of Admin or Human Resources Officer _____ Date (mm-dd-yyyy) _____		
Chief or Agency Head Signature <i>Kathleen Glasgow MP</i>		Admin or HR Officer Signature <i>Carol W. Jones</i> 3/4/2016		
13. Basic Function Of Position The NP/PA in this position will provide outpatient primary care medical services to patients covered under the Department of State Medical Program plus occupational health coverage for all Mission Employees. They are expected to participate in the regular call schedule as well as provide after-hours medical consultations, referrals, and provide medical supervision of the Health Unit staff during the absences of the post MP/RMO.				
14. Major Duties and Responsibilities _____ % of Time 1) 75% Provide primary medical care and appropriate health information and disease prevention programs to include, but not limited to pediatric care, gynecology, general internal medicine, travel medicine and immunizations, obstetrical care, orthopedic, and general surgical evaluations to all patients covered under the Department of State Medical Program. They will also provide occupational health services to all Mission employees including LES and DHA staff members. The incumbent will provide first aid emergency care for anyone injured or acutely ill on the Embassy compound during the work day, including visitors and contractors. 2) 10% Identify and evaluate the capabilities of local providers and facilities on an ongoing basis. Make recommendations and effect medical referrals and/or medical evacuations of ill or injured personnel as appropriate. Provides the Office of Medical Services with reports of programs, activities, and statistical reports as directed. Participates on the on-call medical schedule including full (Continue on blank sheet)				

Addendum 1

coverage for the MP/RMO in their absence from post.

3) 5% Advise patients on health resources in the community and region. Provides appropriate group and individual patient education to meet both individual and community needs.

4) 5% Assist in planning and training for disaster preparation plans of Mission.

5) 5% Serves as medical consultant for high level Mission visits.

15. Qualifications Required For Effective Performance

a. Education

Must have completed a formal Physician's Assistance Training program or a Master's level or Doctorate level Nurse Practitioner Program in a U.S. or Western-equivalent reconized training program and must hold valid and current certificates in their respective curriculums.

b. Prior Work Experience

A minimum of one year clinical experience in a primary care specialty with at least 50% of the provider's time involved in direct patient care during the last five years.

c. Post Entry Training

Will be required to maintain their BLS and ACLS certifications throughout employment. They must maintain their PA or NP certifications throughout employment.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (*sp/read*). Level IV English (Fluent) spoken and written---an ability to present medical findings in a clear and concise manner to medical and non-medical personnel

e. Job Knowledge

Good working knowledge of all aspects of clinical medicine is required. The incumbent must quickly gain on-the-job knowledge of the local health care system and mechanisms of successful interactions with the system.

f. Skills and Abilities

The applicant must be a skilled and experienced clinician who recognizes and understands the problems of delivering health care to a large and diverse group of personnel and their family members. The ability to locally and objectively analyze patient problems, apply sound clinical judgement in assessing possible solutions is required. The incumbent must possess a high degree of integrity, decisiveness and fairness in order to equably apply the regulations and policies of the MED program to all patients.

16. Position Element

a. Supervision Received

Position reports to the MP/RMO. In the absence of an MP/RMO, the position will report to the Management Counselor administratively, the Regional Medical Officers supporting post, clinically

b. Supervision Exercised

Provides technical guidance and support to the nursing and administrative staff daily. In the absence of the MP/RMO the position will provide all supervisory guidance and support to the nursing and administrative staff.

c. Available Guidelines

3 FAM 1900 Series; Office of Medical Services medical Services Technical Guidelines; CD-ROM: Standard Operating Procedures for Health Units; MED Website; MP, RMO, RMM, RMO-P, and further personalized resources at the Office for Medical Services

d. Exercise of Judgment

Required to make sound medical judgements at all times. Must prioritize task and schedule priorities to ensure high quality health care. Understands the time constraints and relative importance of projects assigned and consistently meets expectations. Provides useful feedback to supervisor on a regular basis. Maintains patient confidentiality and respects PII and medically sensitive information at all times.

e. Authority to Make Commitments

The incumbent has the authority to make any and all necessary commitments relating to care of the ill or injured patient including prescribing medications and recommending hospitalizations or medical evacuations. The incumbent will receive assistance from the MP/RMO/RMO-P/MED Washington or the post Management Counselor in committing USG funds and in interpretation of MED policy and regulations regarding the appropriations of USG funds for medical services.

f. Nature, Level, and Purpose of Contacts

Daily contact in providing health care and guidance to all USG personnel and eligible family members. Contacts with all levels of local medical resources including medical providers/facilities, and high level government officials involved with public health or Ministry of Health concerns.

g. Time Expected to Reach Full Performance Level

1 year