

POSITION: NURSE

BASIC FUNCTION OF POSITION

Provide the full range of professional nursing services to the American Embassy Staff. To provide medical care to Local Employed Staff for (1) on the job injury only and (2) Physicals for Employment.

MAJOR DUTIES AND RESPONSIBILITIES

A. Responsible for the Health Orientation of New Arrivals...2%

- Assess family health and immunization needs
- Orientation to the local health care system

B. Coordinate Medical Clearance Examinations...2%

- Provide basic examinations such as height, weight, Blood pressure, hearing test, eye test and EKG which is required to complete the clearance
- Assist to Post Medical Officer for Gynae exams and pap smears

C. Coordinate Medical Evacuations...2%

- Arrange Med Evacs through FSHP/RMO and in coordination with other Regional medical Evacuation Site in the absence of PMO.
- 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 once passport is available in hand.

D. Coordinate local hospitalizations of Foreign Service personnel..7%

- Conduct regular visits to access the course of care if the patient is locally hospitalized.
- Arrange appointments and Hospitalizations according to the nature of the disease
- Ensure that all appropriate medications are available.

E. Maintain an Immunization Clinic for Routine and Travel Immunizations..20%

- 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.
- Order and rotate vaccine stock

F. Serves as point of contact for Regional Medical Officers/Foreign Service Health Practitioners and Office of Medical Services...5%

- Regular communication by phone and E-mail with RMO/FSHP
- Consult RMO/FSHP in the absence of Post Medical Officer for any serious medical issues and request authorizations when necessary.

G. Maintains an occupational health clinic during assigned work hours...40%

- Maintains custody and proper internal controls for the Health Unit. This includes ordering and inventory control of medical supplies and medications.
- 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.
- Maintenance of controlled drugs and to check inventory quarterly.
- Dispense expired controlled drugs.
- Test and maintain emergency equipment and safehaven materials in coordination with RSO.
- Conduct workplace health and safety surveys with the POSHO.

H. Maintains current working knowledge and relationship with the local providers and facilities...5%

- 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 PMO/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 teh 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.

I. Must be available outside of normal embassy working hours..3%

- 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.
- 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..5%

- Report status of purchase orders for medical supplies to Post Medical Officer monthly.
- Report inventory of vaccines to Post Medical Officer quarterly.
- Annual Update of Health and Medical Information Guide with distribution to MED

K. Health Promotion Program..4%

- Writes health promotion/education articles for the embassy newsletter.
- Conducts health education programs to include first aid, CPR, HIV/STD, smoking cessation and weight control to FSNs.
- To provide basic requirements such as height, weight for Health Promotion Flow Sheet.

L. Additional Administrative Duties...5%

- Regular use and update as appropriate of State Department medical regulations as delineated in 3 Foreign Affairs Manual (FAM).
- Maintains written or electronic record of policies and procedures for the health unit.
- Maintains the narcotic safe and the critical items therein.
- 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 MGT or the RMO.