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	2. AGENCY	3a. POSITION NO.
Bogota	Department of State	

3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "yes" block.

☐ **Yes** ☐ **No**

4. REASON FOR SUBMISSION

☐ a. Reclassification of duties: This position replaces

(Position No.) *(Title)* *(Series)* *(Grade)*

☐ b. New Position

☐ c. Other (explain _____

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date *(mm-dd-yy)*
a. Post Classification Authority	Registered Nurse, 510	FSN-9		2.2.16
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position *(if different from official title)* Nurse	**7. Name of Employee**
8. Office/Section Management Office (MGT)	**a. First Subdivision** Health Unit (MED)
b. Second Subdivision	**c. Third Subdivision**

9. This is a complete and accurate description of the duties and responsibilities of my position.

Printed Name of Employee

Signature of Employee — Date *(mm-dd-yyyy)*

10. This is a complete and accurate description of the duties and responsibilities of this position.

Printed Name of Supervisor

Signature of Supervisor — Date *(mm-dd-yyyy)*

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.

Printed Name of Chief or Agency Head

Signature of Chief or Agency Head — Date *(mm-dd-yyyy)*

12. I have satisfied myself that this is an accurate description of the position and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

Printed Name of Admin or Human Resources Officer

Signature of Admin or Human Resources Officer — Date *(mm-dd-yyyy)*

13. Basic Function Of Position

This position functions as the Post's primary health care provider. The incumbent will serve as the U.S. Registered Professional Nurse, or local equivalent trained Registered Professional Nurse with comparable licensure. The position is located in the Embassy Health Unit (HU) and is under the direct supervision of the Medical Provider at post. The position will provide the full range of professional nursing services to American and Locally Employed Staff.

14. Major Duties And Responsibilities **% OF TIME**

Maintains an occupational health clinic during assigned work hours **20%**

- Maintains custody and proper internal controls for the Health Unit. This includes 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); or
- 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. 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 HU.
- 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 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.

Maintains an Immunization Clinic for Routine and Travel Immunizations **15%**

- 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

Maintains current working knowledge and relationship with the local providers and facilities **10%**

- 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 MP/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

Must be available outside of normal embassy working hours **10%**

- 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

Health Promotion Program **10%**

- 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

Responsible for the Health Orientation of New Arrivals **5%**

- 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 **5%**

- Prepare cables for fund cite requests
- Schedule medical appointments, labs, and special tests as required by Washington (e.g., colon screening, PSA, mammogram)
- 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 or MP.
- Verify and approve medical and laboratory bills for payment (based on authorization) related to the clearance exam.
- Translate or arrange translation of medical reports 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 **5%**

- Arrange Med Evacs through MP/RMO and in coordination with MED/Foreign Programs, the Florida Regional Center (FRC), 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 Embassy Administrative 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 **5%**

- Initiate Form FS-2067, 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.

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

- Control Officer for regional medical visits of MED staff
- Coordinates transmission of medication prescriptions with RMO/MP
- Regular communication by phone and E-mail with RMO/MP

Reporting requirements **5%**

- Monthly Statistics Report for Washington, and in conjunction with RMO or MP 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

Additional Administrative Duties **5%**

- Regular use and update as appropriate of State Department medical regulations as delineated in 3 Foreign Affairs Manual (FAM)
- Serves on Mission 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
- Other duties and training as assigned by Admin, MP or the RMO

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:
Professional degree from a nursing school or college that has the equivalent of Registered Nurse (RN) training in the U.S. and be fully credentialed in the host country is required.

b. Prior Work Experience:
At least two years of hospital or outpatient nursing experience that includes experience with health promotion activities 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.

d. Language Proficiency:
English level 4 (fluent) is required. Spanish level 2 (limited knowledge) is required.

e. Knowledge:
Must have up-to-date nursing science and technology understanding;
Must be familiar with American nursing standards of care;
Good working knowledge of current health promotion recommendations in the U.S. population is required.

f. Skills and Abilities
- Must possess intermediate nursing skills, such as vital signs measurement, injection administration, and bedside nursing care;
- Must have skills and ability to perform at the fully functional level in the Health Unit with confidence;
- Must be able to work independently at times with only telephone connection with RMO or FSHP available for consultation purposes;
- Must be able to administer adult and pediatric immunization program according to current CDC standards;
- Must have strong interpersonal skills;
- Must have basic skill in the use of Microsoft Office (Word, Excel and Outlook).

16. Position Elements

a. Supervision Received:
Direct supervision will be provided by the Medical Provider (MP) at post. Supervision for medical cases will be from the Regional Medical Officer (RMO), Medical Provider (MP), or MED Washington.

b. Available Guidelines:
3 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, Embassy Health Manuals.

c. 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.

d. Authority to Make Commitments

Initiates 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. Adheres to ICASS agreement as service provider. Initiates medical and pharmaceutical supply orders.

e. Nature, Level and Purpose of Contacts:

Liaison with local health care providers and facilities to maintain contacts at all levels, from local clinics up to the Minister of Health.

f. Supervision Exercised

None.

g. Time Required to Perform Full Range of Duties after Entry into the Position

Six (6) months.