

Addendum 1

The incumbent serves in the equivalent capacity of a Foreign Service medical officer at Post, providing primary health care to a large, disparate population. In carrying out these duties, incumbent:

85%

- Facilitates access to the local medical system and serves as patient advocate for American staff who are hospitalized at post by monitoring the patient's care and progress; finds the best consultant, especially those with English language fluency and who are familiar with American medical practices and patient expectations, and supervises and follows their performance and standards of care; translates medical documents as necessary;
- Determines and recommends appropriate medical treatment for medical conditions ranging from minor complaints to serious emergency illnesses or injuries requiring case management or hospitalization and/or medical evacuation; consults on complex cases and medical evacuations by phone, e-mail or other means when the RMO is not at Post.
- When recommending medical evacuations, incumbent confers with the RMO and ensures that the medical unit nurses follow through on MedEvacs, including securing authority and financial data from M/MED, determining MedEvac destination point, and making travel arrangements with HR and GSO;
- Advises employees on health matters, including infant and prenatal care, nutrition, communicable disease prevention, and food/water sanitation; actively develops health education plans and participates in health teaching seminars for the Embassy community;
- Provides physical examinations to employees and dependents prior to departure for home leave and/or onward assignment to another overseas location;
- Evaluates local medical resources to determine their capability to respond to medical emergencies within country; coordinates with local hospitals, surgeons, and medical specialists in the diagnosis, treatment and care of employees and their dependents.
- Works with embassy staff to prepare for and handle emergency and critical care resulting from natural and man-made disasters involving mass casualties, ranging from earthquakes to chemical biological agents and terrorist actions;
- Is available for emergency consultations and serves in a rotating medical officer duty on call schedule.
- Coordinates medical care for high-level visits that include CODELS, cabinet level, and White House visitors.
- Assists with occupational health/safety and environmental management.

5%

When RMO is not at Post, supervises and/or provides professional guidance to three nurses, ensuring that they are kept up-to-date in new procedures, practices, medications, etc. at levels equivalent to US and European standards; ensures that required evaluation reports are completed on time.

10%

Assists with management of the LE Staff health care program by evaluating requests for special leave, treating OTJ injuries, interpreting the results of physical examinations, coordinating driver's exams, and counseling LE Staff on health problems for appropriate referral to private doctors and treatment.