

Welcome Ammach, Laila | 

This Site: Office of Medical Ser



Office of Medical Services (MED)

## Position Description: Registered Professional Nurse

Office of Medical Services (MED)

### **Position Description: Registered Professional Nurse, FSN-510-9; FP-5 (Full Performance Level)**

Or

### **FSN-510-8; FP-6 (Training Level)**

Item 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 Western European 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 (insert the appropriate supervisor's title). The position will provide the full range of professional nursing services to American and Locally Employed Staff.

Item 14: Major Duties and Responsibilities:

Note: The position description may have some or all of the following duties and responsibilities, as well as other post specific duties identified by the supervisor.

A. Responsible for the Health Orientation of New Arrivals

- 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

B. Coordinate Medical Clearance Examinations

- 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 FSHP.

--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

#### C. Coordinate Medical Evacuations

--Arrange Med Evacs through FSHP/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

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

--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.

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

--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

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

--Control Officer for regional medical visits of MED staff

--Coordinates transmission of medication prescriptions with RMO/FSHP

--Regular communication by phone and E-mail with RMO/FSHP

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.

--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 safehaven materials in coordination with RSO.

--Conduct workplace health and safety surveys with the POSHO.

--Maintain accident log/accident reporting per MED/SHEM guidelines.

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

--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 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

--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

--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

#### L. Additional Administrative Duties

- 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
- Other duties and training as assigned by Admin or the RMO

### **Qualifications Required For The Full Performance Level Registered Professional Nurse With An Unrestricted Registered Nurse License From The U.S., Puerto Rico, Or Western European**

#### **Equivalent – FSN-9; FP-5**

##### Item 15: Qualifications Required

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 occupational health experience, with at least one year being with U.S. Federal agency or U.S. Embassy primary health care facility is required. Previous experience teaching at least three of the following health promotion activities is required: smoking cessation; weight reduction; well child anticipatory guidance; emergency first aid; prenatal classes; community emergency response; CPR; safe food services; healthy lifestyle; stress management and relaxation; drug and alcohol dependence; and/or HIV prevention.

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: Level IV (Fluent) Speaking/Reading English is required. Level II Speaking/Reading (insert local language) is desired.

E. Job Knowledges: The ability to administer adult and pediatric immunization program according to current CDC standards is required. The position requires strong interpersonal skills and a client-oriented disposition. A good working knowledge or experience of current health promotion recommendations in the U.S. population is required. Experience in management and procurement of expendable medical supplies and equipment for ambulatory care clinic is preferred. Must be familiar with American Nursing standards of care. Must be able to perform basic word processing on the computer.

Item 16: Position Elements

A. Supervision Received: Direct supervision will be provided by the Foreign Service Medical Officer at post if co-located. Otherwise, direct supervision will be provided by the Administrative Officer. Supervision for medical cases will be from the Regional Medical Officer (RMO), Foreign Service Health Practitioner (FSHP), or MED Washington.

B. Supervision Exercised: Insert direct and indirect supervisory responsibilities. (This may include one Registered Nurse in the position of supervisor of other RNs working in the HU.)

C. 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.

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 and other needs for medical care of all family members. Provide appropriate nursing assessment and intervention.

E. 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.

F. 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. Communicates regularly with RMO, FSHP, and M/MED in Washington.

G. Time Expected to Reach Full Performance Level: 6 months

**Qualifications Required for the Entry Level (Training Grade)  
Registered Professional Nurse with an Unrestricted Registered  
Nurse License from the U.S., Puerto Rico, or Western European  
Equivalent, FSN-8; FP-6**

Item 15: Qualifications Required

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 one year of hospital or outpatient nursing is required.

C. Post Entry Training: Must possess basic nursing skills, such as vital signs measurement, injection administration, bedside nursing care.

D. Language Proficiency: Level IV (Fluent) Speaking/Reading English is required. Level II Speaking/Reading (insert local language) is desired.

E. Job Knowledges: Must have knowledge of general nursing principles and practice. Uses the professional nursing process including assessment, planing, implementation, and evaluation. Must have knowledge of current nursing technology and methods. Must be knowledgeable on medications, biologics, and immunizations generally used in American Medical practice. Additionally, must be able to administer adult and pediatric immunization program according to current CDC standards. Strong interpersonal skills and a client-oriented disposition is required. Must have good working knowledge or experience in current health promotion recommendations in the U.S. population. Must have experience in management and procurement of expendable medical supplies and equipment for ambulatory standards of care.

#### Item 16: Position Elements

A. Supervision Received: Direct supervision will be provided by the Foreign Service Medical Officer at post if co-located. Otherwise, direct supervision will be provided by the Administrative Officer. Supervision for medical cases will be from the Regional Medical Officer (RMO), Foreign Service Health Practitioner (FSHP), by another locally hired Registered Nurse, or MED Washington.

B. Supervision Exercised: Insert direct and indirect supervisory responsibilities. (Note: One Registered Nurse may supervise other nurses working in the HU.)

C. 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

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 and other needs for medical care of all family members. Provide appropriate nursing assessment and intervention. Within the legal scope of nursing practice, following up with RMO or FSHP sometime later.

E. 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.

F. Nature, Level, and Purpose of Contacts: Liaison with local health care provides and facilities to maintain contacts at all levels, from local clinics up to the Minister of Health. Communicates regularly with M/MED in Washington.

G. Time Expected to Reach Full Performance Level: 6 months

### **Qualifications Required for Full Performance Level Non-Western Training Local Registered Professional Nurse**

**FSN-9; FP-5**

## Item 15: Qualifications Required

- A. Education: Must be a graduate of a professional nursing school or college that has the equivalent of RN training in the U.S. (to be confirmed by the RMO and/or M/MED) and be fully credentialed/licensed in the host country.
- B. Prior Work Experience: At least two years of hospital or outpatient nursing is required, with at least one year of occupational health experience with a U.S. Federal Agency or U.S. Embassy primary health care facility is required. Current training or working knowledge in emergency preparedness, including management of both natural disasters and those caused by weapons of mass destruction is desired. Current CPR certification (which must be maintained throughout employment) is desired. Previous experience teaching at least three of the following health promotion activities is desired: smoking cessation; weight reduction; well-child anticipatory guidance; emergency first aid; prenatal classes; community emergency response; CPR; safe food services; healthy lifestyle; stress management and relaxation; drug and alcohol dependence; and/or HIV prevention.
- C. Post Entry Training: Must possess basic nursing skills, such as vital signs measurement, injection administration, bedside nursing care.
- D. Language Proficiency: Level III (Good Working Knowledge) Speaking/Reading English is required. Level II (Basic) Speaking/Reading (insert local language) is required. Level IV (Fluent) Speaking/Reading (insert local language) is desired.
- E. Job Knowledges: Must have up-to-date nursing science and technology understanding. Must have strong interpersonal skills. Must be familiar with American nursing standards of 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. A good working knowledge or experience of current health promotion recommendations in the U.S. population is desired. Experience in management and procurement of expendable medical supplies and equipment for ambulatory care clinic is preferred. Must be able to perform basic word processing on the computer.

## Item 16: Position Elements

- A. Supervision Received: Direct supervision will be provided by the Foreign Service Medical Officer at post if co-located. Otherwise, direct supervision will be provided by the Administrative Officer. Supervision for medical cases will be from the Regional Medical Officer (RMO, Foreign Service Health Practitioner (FSHP), or MED Washington.
- B. Supervision Exercised: Insert direct and indirect supervisory responsibilities. (Registered Nurse may supervise other Nurses who work in the HU.)
- C. 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
- D. Exercise of Judgement: 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.
- E. 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.

F. 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.

G. Time Expected to Reach Full Performance Level: 6 months

### **Qualifications Required for Entry Level (Training Grade) Non-Western Training Local Registered Professional Nurse**

#### **FSN-8; FP-6**

##### Item 15: Qualifications Required

A. Education: Must be a graduate of a professional nursing school or college that has the equivalent of RN training in the U.S. (to be confirmed by the RMO and/or M/MED) and be fully credentialed/licensed in the host country.

B. Prior Work Experience: At least one year of hospital or outpatient nursing is required.

C. Post Entry Training: Must possess basic nursing skills, such as vital signs measurement, injection administration, bedside nursing care.

D. Language Proficiency: Level III (Good Working Knowledge) Speaking/Reading English is required. Level II (Basic) Speaking/Reading (insert local language) is required. Level IV (Fluent) Speaking/Reading (insert local language) is desired.

E. Job Knowledges: Must have up-to-date nursing science and technology understanding. Must have strong interpersonal skills. Must be familiar with American nursing standards of 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. A good working knowledge or experience of current health promotion recommendations in the U.S. population is desired. Experience in management and procurement of expendable medical supplies and equipment for ambulatory care clinic is preferred. Must be able to perform basic word processing on the computer.

##### Item 16: Position Elements

A. Supervision Received: Direct supervision will be provided by the Foreign Service Medical Officer at post if co-located. Otherwise, direct supervision will be provided by the Administrative Officer. Supervision for medical cases will be from the Regional Medical Officer (RMO, Foreign Service Health Practitioner (FSHP), or MED Washington.

B. Supervision Exercised: Insert direct and indirect supervisory responsibilities. (Registered Nurse may supervise other Nurses who work in the HU.)

C. 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

D. Exercise of Judgement: 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.

E. 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.

F. 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.

G. Time Expected to Reach Full Performance Level: 6 months

**Vacancy Announcement for Full  
Performance Level Registered Professional Nurse, FSN-510-9;  
FP-5; or Entry Level (Training)  
Registered Professional Nurse  
FSN-510-8; FP-6  
(Choose One)**

Open To: All Interested Candidates

Position: (SELECT ONE)

Registered Professional Nurse (Full Performance Level),

FSN-9; FP-5;

OR

Registered Professional Nurse (Training Level),

FSN-8; FP-6

Opening Date: March 10, 2003

Closing Date: March 24, 2003

Work Hours: Insert appropriate work schedule and hours. Example: Full-time; 40 hours/week

Salary: (For Full Performance Level) Not-Ordinarily Resident: FP-5, USD 35,599 p.a. (Starting Salary)

(For Full Performance Level) Ordinarily Resident: FSN-9 Insert appropriate local salary p.a. (Starting Salary)

OR

(For Training Level) Not Ordinarily Resident: FP-6, USD 31,825 p.a. (Starting Salary)

(For Training Level) Ordinarily Resident: FSN-8 Insert appropriate local salary p.a. (Starting Salary)

Note: All Ordinarily Resident applicants must be residing in country and have the required work and/or residency permits to be eligible for consideration.

The U.S. Embassy/Consulate in (insert post name) is seeking individual for the position of Registered Professional Nurse in the Medical Unit.

Basic Function of Position

This position functions as the Post's primary health care provider. The incumbent will be the U.S. professional Community Health Nurse, or Western European equivalent trained professional nurse with comparable licensure. The position is located in the Embassy Health Unit (HU) and is under the direct supervision of (insert the appropriate supervisor's title). The position will provide the full range of nursing services to American and Locally Employed Staff.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact (insert telephone number of HR Office)

Qualifications Required (Note: Please select no more than six of the following requirements. The three requirements marked by an asterisk -- \* -- must be included.)

Note: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

\*1. (Use if recruiting for the Full Performance Level): Graduate of a professional nursing school with a current and unrestricted Registered Nurse license from the U.S., Puerto Rico, or Western European equivalent is required.

\*2. (Use if recruiting for the Full Performance Level): At least two years of occupational health experience, with at least one year being with U.S. Federal agency or U.S. Embassy primary health care facility is required.

OR

(Use if recruiting for the Training Level): At least one year of hospital or outpatient nursing is required.

\*3. Level IV (Fluent) Speaking/Reading English is required.

4. (May use if recruiting for the Full Performance Level): Current training or working knowledge in emergency preparedness, including management of both natural disasters and those caused by weapons of mass destruction is required.

OR

(May use if recruiting for the Training Level): Must possess basic nursing skills, such as vital signs measurement, injection administration, bedside nursing care.

5. (May use if recruiting for the Full Performance Level or the Training Level): The ability to administer adult and pediatric immunization programs according to current CDC standards is required.

6. (May use if recruiting for the Full Performance Level): The ability to provide travel medicine recommendations and health precautions is required.

7. (May use if recruiting for the Full Performance Level):

Previous experience teaching at least three of the following health promotion activities is required: smoking cessation; weight reduction; well child anticipatory guidance; emergency first aid; prenatal classes; community emergency response; CPR; safe food services; healthy lifestyle; stress management and relaxation; drug and alcohol prevention; and/or HIV awareness.

8. (May use if recruiting for the Full Performance Level or the Training Level): Basic word processing skills on a computer is required.

9. (May use if recruiting for the Full Performance Level or the Training Level): Must have strong interpersonal skills.

10. (May use if recruiting for the Full Performance Level or the Training Level): Must be familiar with American nursing standards of care.

11. (May use if recruiting for the Training Level): Must have knowledge of general nursing principles and practices.

12. (May use if recruiting for the Training Level): Must be able to use professional nursing process including assessment, planning, implementation, and evaluation.

13. (May use if recruiting for the Training Level): Must be knowledgeable of medications, biologics, and immunizations generally used in American Medical practice.

14. (May use if recruiting for the Training Level): Must have a good working knowledge or experience in current health promotion recommendations in the U.S. population.

15. (May use if recruiting for the Training Level): Must have experience in management and procurement of expendable medical supplies and equipment for ambulatory care setting.

**Vacancy Announcement for Full Performance Level Non-Western Trained Local Registered Professional Nurse, FSN-510-9; FP-5, or Entry Level (Training) Local Registered Professional Nurse, FSN-510-8; FP-6 (Choose One)**

Open To: All Interested Candidates

Position: (SELECT ONE)

Registered Professional Nurse (Full Performance Level),

FSN-9; FP-5;

OR

Registered Professional Nurse (Training Level),

FSN-8; FP-6

Opening Date: March 10, 2003

Closing Date: March 24, 2003

Work Hours: Insert appropriate work schedule and hours. Example: Full-time; 40 hours/week

Salary: (For Full Performance Level) Not-Ordinarily Resident: FP-5, US\$35,599 p.a. (Starting Salary)

(For Full Performance Level) Ordinarily Resident: FSN-9, Insert appropriate local salary p.a. (Starting salary)

OR

(For Training Level) Not Ordinarily Resident: FP-6, USD 31,825 p.a. (Starting Salary)

(For Training Level) Ordinarily Resident: FSN-8, Insert appropriate local salary p.a. (Starting Salary)

Note: All Ordinarily Resident applicants must be residing in country and have the required work and/or residency permits to be eligible for consideration.

The U.S. Embassy/Consulate in (insert post name) is seeking individual for the position of Registered Professional Nurse in the Medical Unit.

Basic Function of Position

This position functions as a fully credentialed/licensed professional nurse in the host country. The position is located in the Embassy Health Unit (HU) and is under the direct supervision of (insert the appropriate supervisor's title). The position will provide the full range of professional nursing services to American and Locally Employed Staff.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact (insert telephone number of HR Office)

Qualifications Required (Note: Please select no more than six of the following requirements. The three requirements marked by an asterisk -- \* -- must be included.)

Note: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

\*1. (Use if Recruiting for the Full Performance Level or Training Level): Must be a graduate of a professional nursing school or college that has the equivalent of RN training in the U.S. (to be confirmed by the RMO and M/MED) and be fully credentialed/licensed in the host country.

\*2. (Use if recruiting for the Full Performance Level): At least two years of hospital or

outpatient nursing is required, with at least one year of occupational health experience with a U.S. Federal Agency or U.S. Embassy primary health care facility is required.

OR

(Use if recruiting for the Training Level): At least one year of hospital or outpatient nursing is required.

\*3. (Use if recruiting for the Full Performance Level and Training Level): Level III (Good Working Knowledge) Speaking/Reading English is required. Level II (Basic) Speaking/Reading (insert local language) is required.

4. (May use if recruiting for the Full Performance Level or Training Level): Must possess basic nursing skills, such as vital signs measurement, injection administration, and bedside nursing care.

5. (May use if recruiting for the Training Level): Must be able to perform basic word processing on the computer.

6. (May use if recruiting for the Full Performance Level or Training Level): Must have up-to-date nursing science and technology understanding.

7. (May use if recruiting for the Full Performance Level or Training Level): Must have strong interpersonal skills.

8. (May use if recruiting for the Full Performance Level or Training Level): Must be familiar with American nursing standards of care.

9. (May use if recruiting for the Full Performance Level or Training Level): Must be able to administer adult and pediatric immunization program according to current CDC standards.

**Site  
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The Systems Integration Office (SIO) manages this site as a portal for information from the U.S. State Department. External links to other Internet sites should not be construed as an endorsement of the views or privacy policies

