

## **Position Title: Nurse-Local trained-trainee**

### **13. BASIC FUNCTION OF POSITION:**

Provides the range of registered nursing health care services, including the rendering of first aid, immunizations, as well as evaluating and assessing a variety of medical conditions through physical examination, and selecting the appropriate treatment under signed written nursing protocols or referral to the RMO or FSHP. Maintains liaison with local health care providers. Conducts health orientations for new arrivals and performs various other medical administrative functions.

### **14. MAJOR DUTIES AND RESPONSIBILITIES:**

A. Provides General Registered Nursing Care 80%

- Provides independent nursing care and, in some cases in the absence of the RMO or FSHP, provides initial medical care that may be life-saving.
- Screens patients for medical walk-in and appointments. Obtains brief statements of purpose for visit. Records patient's medical information and vital signs, such as height, weight, temperature, blood pressure, pulse, allergies, prescription and non-prescription medication requirements. Conducts triage for each patient (telephone or walk-in), to prioritize treatment and level of care required. Evaluates and assesses patients within the scope of registered nursing by means of health history, observation, interview, physical examination, and other selected diagnostic measures.
- Consults with or refers to the RMO/FSHP any changes to the patient's treatment plans as indicated by patient's responses and conditions.
- 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, including triage and signed written nursing protocols.
- Dispenses medications according to protocols approved by the RMO and/or FSHP, and educates patients on all medications prescribed.
- Renders first aid and emergency treatment to the sick and injured anywhere on the embassy compound.
- Visits patients at home or in the hospital to evaluate health status and monitor care provided.
- Provides nursing care in a hospital setting, as appropriate and needed, or in the health unit that substitutes for a hospital in some locations.
- Provides follow-up care to patients once discharged from the hospital.
- Performs periodic sanitation inspections as directed by the RMO and/or FSHP.

- Collects specimens such as urine, sputum, and stool for laboratory examination and completes necessary laboratory forms.
- Performs immunization for routine and travel immunizations. Assesses each new patient's immunization needs and makes recommendations. Follows CDC guidelines for immunization of adults and children. Maintains logs and /or databases within Federal Requirements for record-keeping of administered vaccines. Is knowledgeable of recommended immunization schedules and management/reporting of adverse events.
- Assists in testing and maintaining emergency equipment, supplies, and safe haven materials in coordination with the RMO/FSHP.
- Provides nursing counseling services within scope of practice; offers referrals to appropriate resources and assists with the assessment of mental health services in the community.
- Coordinates and/or arranges medical evacuation activities by providing nursing care and administrative support prior to, during and following evacuation. Also assists with patient with medical services access in interval prior to evacuation. Accompanies patient as a medical attendant as needed.
- Provides information to the members of the embassy community on topics such as health education, disease prevention, and develop health improvement plans.

## **B. Manages Medical Liaison Activities with Local Health Providers**

- Based on the RN's knowledge of the services provided in Item A (above), develops and maintains liaison with local providers and facilities by establishing effective professional medical relationships with local physicians and health care facilities in order to negotiate and maximize access to the outside facilities, coordinate care, and resolve conflicts. In the course of such, acts as the patient advocate in order to gain full access the local health care system. Maintains familiarity and medical rapport with the local health professionals.
- Develops and maintains a referral list.
- Expedites employee access to and dealing with local health facilities.
- Prepares patients for, and assists with, outside examinations and treatments.
- In coordination with the RMO and/or FSHP or LE Staff Nurse Practitioner, assesses level and quality of care at clinics, laboratories, blood banks, hospitals and individual physicians. The Embassy nurse's contacts are made within the private and public health care sectors. Contacts may include Section Chiefs at the Ministry of Health, administrators and physicians of local medical facilities (hospitals, laboratories), American health care institutions (Center for Disease Control "CDC"), various local community health leaders (school nurses, physicians) , Non-Government Organization (NGO) leaders (i.e. Doctors without Borders) , and other diplomatic personnel including medical staff at other Embassies.

## **C. Health Unit Administration**

- Arranges medical clearance examinations.
- Manages ordering and inventory control of medical supplies and medications.
- Produces reports.
- Maintains records of all employee visits to the Health Unit.
- Drafts cables, clarifying administrative questions and coordinates the preparation of monthly, annual and/or other special statistical data reports.

**D. Conducts Health Orientation of New Arrivals.**

- Completes the Patient registration Form and obtains medical clearances of all eligible beneficiaries.
- Provides orientation to public health risks and preventive health behaviors.
- Assesses family health and immunization needs.
- Describes services provided by the health unit and various roles of health care personnel.
- Provides orientation to the local health care system.
- Distributes a copy of the Health Information Guide booklet to all new employees.
- Assists in providing age appropriate health promotion reviews.

**E. Reporting requirements**

**20%**

- 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

**F. Health Promotion Program**

- Provides health promotion and safety activities at the consulate. In coordination with Medical Officer and CLO, evaluate the canteen periodically.
- Provide regularly scheduled checks of domestic helpers and private car drivers, when requested by their American employer.
- 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.

**G. 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 Counsel or 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 the Post Medical Officer, the Management Officer, or the RMO.

## **15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

- a. **Education:** Graduate from a professional nursing school in India is required. Incumbent should have a nursing license.
- b. **Prior Work Experience:** At least one year of hospital or outpatient nursing experience is required.
- c. **Post Entry Training:** Must possess basic nursing skills, such as measurement of vital signs, administration of injections, and bedside nursing care.
- d. **Language Proficiency:** Level III (Good working knowledge) Speaking/Reading/Writing English is required. Level III (Good Working Knowledge) of Hindi speaking/reading/writing is required.
- e. **Job Knowledge:** Must have knowledge of general nursing principles and practice. Uses the professional nursing process including assessment, planning, implementation, and evaluation. Must have knowledge of current nursing technology and methods. Must be knowledgeable on medications, laboratory tests, 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.
- f. **Skills and Abilities:** Ability to develop and manage U.S. Consulate, Mumbai's health care program, under the medical supervision of the Foreign Service Health Practitioner (FSHP), Post Medical Officer (PMO) and the Regional Medical Officer (RMO). The incumbent must show initiative in identifying objectives, exercise good management practices and follow-through, and must be cognizant of the laws and regulations surrounding patient privacy issues. Must be able to work independently of the PMO.

## **16. POSITION ELEMENTS**

- a. **Supervision Received:** The incumbent will be directly supervised under the Post Medical Adviser and Regional Medical Officer and indirectly by the Management Officer at Post. Supervision for medical cases will be from the RMO, Foreign Service Health Practitioner (FSHP), and M/MED Washington. In the absence of the PMO, guidance will be taken from the RMO.
- b. **Supervision Exercised:** None.
- c. **Available Guidelines:** 16 FAM 113.9; 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/Consulate 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 of medical care of all family members. Provide appropriate nursing assessment and intervention, within the legal scope of nursing practice, following up with the RMO or FSHP as soon as possible.
- 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 Post Medical Officer. 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 M/MED in Washington.
- g. **Time Expected to Reach Full Performance Level:** two years