

U.S. Department of State  
**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3FAH-2)				
1. Post <b>Panama City, Panama</b>		2. Agency <b>Department of State</b>		3a. Position Number <b>A50025</b>
3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
4. Reason For Submission <input type="checkbox"/> a. Redescription of duties: This position replaces (Position Number) _____ (Title) _____ (Series) _____ (Grade) <input checked="" type="checkbox"/> b. New Position _____ <input type="checkbox"/> c. Other (explain) _____				
5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority <b>HR</b>	<b>Medical Officer – FSN-505</b>	<b>FSN-11 FP-4</b>	<b>TLO</b>	<b>09/09/14</b>
b. Other				
c. Proposed by Initiating Office <b>MGT</b>	<b>Medical Doctor</b>			
6. Post Title of Position (if different from official title) <b>Medical Doctor</b>		7. Name of Employee <b>Vacant</b>		
8. Office/Section <b>Management Section</b>		a. First Subdivision <b>Health Unit</b>		
b. Second Subdivision		c. Third Subdivision		
9. This is a complete and accurate description of the duties and responsibilities of my position.  <b>Vacant</b>  _____ 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 this 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)		
<b>13. Basic Function of Position</b> Provide direct medical services to Direct Hire employees and their families covered under the Department of State Medical Program at U.S. Embassy, Panama; and see LE staff if there is a life threatening injury or illness while on the job. Work under direct supervision of the Regional Medical Officer (RMO), and provide medical supervision of the Health Unit, during the absence of the RMO. Responsible for medical consultations, referrals or coordination of hospital care, as well as medical evacuations (Medevac's).				

#### 14. Major Duties and Responsibilities

% Of Time

85%

The incumbent provides primary health care to a diverse population. In carrying out these duties, he/she:

- Facilitates access to the local medical system and serves as patient advocate for American staff who receive services from the local system; finds the best consultants who would be most familiar with American medical practices and patient expectations 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 evacuations; writes prescriptions for medicines as required; consults on cases with the Regional Medical Officer (RMO) via email or phone on complex cases.
- When a medical evacuation is recommended by the RMO, follows through on medevacs, including securing authority and financial data from M/MED, determining medevac destination point, and coordinating travel arrangements with Human Resources (HR), Financial Management Office (FMO), and travel section.
- Advises employees on preventive, occupational and public health matters, including prenatal care, normal developmental milestones, immunization programs; healthy nutrition, communicable disease prevention and food/water sanitation.
- Participates in teaching health seminars for the Embassy community.
- Performs physical examinations for prospective applicants whose offer is contingent upon completion of a medical clearance, and reviews medical clearances of official Embassy drivers.
- Provides physical examinations to employees and dependents prior to departure for home leave and/or onward assignment to another overseas location.
- Assists with evaluations of local medical resources to determine their capability to respond to medical emergencies in-country; coordinates with local hospitals, surgeons and medical specialists in the diagnosis, treatment and care of employees and their dependents.
- Assists in preparing Embassy staff for emergencies and critical care resulting from natural or man-made disasters involving mass casualties, ranging from earthquakes to chemical or biological agents and terrorist actions.
- Is available for emergency consultations and services on a 24-hour, seven day per week basis; coordinates with and advises HU nurse and the RMO when planning to be absent from the region.
- Assists with coordination of medical care for VIP visits.
- Assists with occupational health/safety and environmental management.
- Prepares monthly and case-specific reports to MED/Washington.
- Other duties as required.

#### Inventory Control

15%

Ensures Health Unit is adequately equipped to perform basic patient care and examinations.

**NOTA: 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:**

Medical Doctor (M.D.) University degree is required and a current license to practice medicine in Panama is required.

### **b. Prior Work Experience:**

Minimum three years of current full-time experience as a Medical Doctor in primary care is required.

### **c. Post Entry Training:**

6 months to learn applicable U.S. and Department of State laws, regulations, procedures and guidelines.

### **d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):**

Spanish level III (good working knowledge) Speaking/Reading/Writing is required. English Level III (good working knowledge) Speaking/Reading/Writing is required.

### **e. Job Knowledge:**

Must have general practice knowledge and understanding to evaluate and appropriately treat all types of cases seen in the Health Unit. Specifically: Must have knowledge and understanding of EKG interpretation, Basic X-ray and laboratory interpretation skills required. Must have knowledge of Western standard medical hygiene and sterile technique. Should be aware of occupational, safety and health administration regulations in line with U.S./European standards. Must have the ability to suture, draw blood, start intravenous lines, perform EKG, operate a vital sign monitor, audiometer, tympanometry, Automatic External Defibrillator.

### **f. Skills and Abilities:**

Must be sensitive to needs and feelings of others, and be approachable with every person in the Embassy in order to obtain and maintain the trust and confidence of employees and dependents. Maturity, stability, objectivity, resourcefulness, adaptability and sound professional judgment are essential in this position. Must have a customer service orientation. Should have basic computer knowledge and be able to use Microsoft Office. BLS certification required. Ability in professional medical terminology is required. Ability to write prescriptions is required.

## **16. Position Elements**

### **a. Supervision Received:**

The incumbent of the position is supervised by the Regional Medical Officer.

### **b. Supervision Exercised:**

Supervise Health Unit administrative and nursing staff in the absence of the RMO.

### **c. Available Guidelines:**

M/MED (ibid) guidance, 3 FAM, circular and cables updating, Medical texts and journals, CME publications and circulars.

### **d. Exercise of Judgment:**

Required to make sound professional judgment, sometimes in crisis situations, at all times. Must prioritize tasks to ensure high quality health care. Provide useful feedback to supervisor on a regular basis.

### **e. Authority to Make Commitments:**

Has some latitude in making commitments involving Embassy health unit resources, however must first seek approval from RMO, M/MED and Post Management.

### **f. Nature, Level and Purpose of Contacts:**

Daily contact in providing healthcare and guidance with USG personnel and family members of various USG agencies at all organizational levels. All levels within the medical community in Panama and the U.S. May be required to work with host country military and/or ministry personnel at the highest levels in an emergency. Regular contact with Hospitals and Ministry of Health senior administrators.

### **g. Time Expected to Reach Full Performance Level:**

One year.