

MAJOR DUTIES AND RESPONSIBILITIES

A. Provides General Registered Nursing Care

- Provides independent nursing care and, in some cases in the absence of the RMO, FSHP, or local medical provider, 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.
- 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.