Signing Instructions

U. S. Department of State

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2).

1. Post	2. Agency	3a. Position Number
LOME, TOGO	DEPARTMENT OF STATE	

3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

[X] Yes [ ] No

4. Reason For Submission

[ ] a. Redescription of duties: This position replaces

(Position Number) _____ , *(Title)* Reg. Professional Nurse *(Series)* 0510 *(Grade)* ERR-9

[ ] b. New Position _____

[X] c. Other *(explain)* Vacancy announcement

5. Classification Action	Position Title and Series Code	Grade	Initials	Date *(mm-dd-yyyy)*
a. Post Classification Authority	Registered Professional Nurse - FSN 0510	ERR-9		
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position *(If different from official title)*	7. Name of Employee VACANT
8. Office/Section American Embassy Lome, Togo	a. First Subdivision Management
b. Second Subdivision Health Unit	c. Third Subdivision
9. This is a complete and accurate description of the duties and responsibilities of my position. Vacant Printed Name of Employee — Date *(mm-dd-yyyy)*	10. This is a complete and accurate description of the duties and responsibilities of this position. N/A Printed Name of Supervisor — Date *(mm-dd-yyyy)*
Employee Signature	Supervisor Signature
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. DCM Printed Name 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. A/Management Officer Printed Name of Admin or Human Resources Officer — Date *(mm-dd-yyyy)*
Chief or Agency Head Signature	Admin or HR Officer Signature

13. Basic Function Of Position

Performs professional nursing duties at the Embassy Health Unit on a full-time basis and shares "Duty Medical Officer" on-call after-hours coverage with other Health Care Providers assigned to the Health Unit.

14. Major Duties and Responsibilities _____ % of Time

I- CLINICAL (60%)

A. Evaluates American and LES employees of the State Department and other access-authorized persons seeking medical assistance at the Embassy Health Unit by providing:

1) Initial evaluation including obtaining the patient's history, vital signs, and diagnostic physical assessment which may include: a complaint directed physical exam, EKG monitoring and evaluation, vision and hearing testing, ordering diagnostic laboratory tests and x-rays, performing gynecological and/or obstetrical procedures including Pap smears, Chlamydia testing, and cultures. (Cont'd) (See Addendum 1)

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15. Qualifications Required For Effective Performance

a. Education

Completion of an associate degree program in Nursing or other Nursing program of at least two years in length, from a school of professional nursing approved by a legally designated agency with a valid nursing license is required.

b. Prior Work Experience

At least two years of professional nursing experience.

c. Post Entry Training

Continuing professional nursing education course.

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

English level III (Good working knowledge) is required. French and Ewe/or other local languages at level II are required.

e. Job Knowledge

Must possess current working knowledge of health promotion and illnesses of pediatric and adult populations.

f. Skills and Abilities

Strong interpersonal skills capacity to make decisions in emergency situations in isolated circumstances. Must be able to operate specialized medical equipment such as oxygen equipment, AED and EKG.

16. Position Element

a. Supervision Received

Administrative supervision provided by the Management Officer. Medical supervision provided by the RMO.

b. Supervision Exercised

N/A

c. Available Guidelines

State Department Protocols and Travax.

d. Exercise of Judgment

Is required to make medical judgements in all cases as to existence of any life-threatening condition and when and how to treat or to evacuate seriously ill patients in consultation with the RMO or FSHP.

e. Authority to Make Commitments

Treatment of patients according to appropriate procedures. May decide to recommend evaluation by appropriate medical referral.

f. Nature, Level, and Purpose of Contacts

Extensive patient contacts in U.S. and FSN communities. Relations with local pharmacies, physicians and other health care providers in local community.

g. Time Expected to Reach Full Performance Level

Six months.