

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. POST

U.S. Embassy Ashgabat

2. AGENCY

State

3a. POSITION NO.

A50202

3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. Yes No

4. REASON FOR SUBMISSION

- a. Redescription of duties: This position replaces
Position No. _____, _____ (Title) _____ (Series) _____ (Grade)
- b. New Position
- c. Other (explain) This description is for a WAE LES Medical Officer. This PD is identical to A50201 full-time LES Medical Officer position.

5. CLASSIFICATION ACTION

Position Title and Series Code

Grade

Initials

Date
(mm-dd-yy)a. Post Classification Authority
Management Officer

Medical Officer FSN-505

11

GLA

02/03/05

b. Other

c. Proposed by Initiating Office

6. POST TITLE POSITION (if different from official title)**7. NAME OF EMPLOYEE****8. OFFICE/SECTION**
MED/DOS

a. First Subdivision

b. Second Subdivision

c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.**10. This is a complete and accurate description of the duties and responsibilities of this position.**_____
Typed Name and Signature of Employee_____
Date(mm-dd-yy)_____
Typed Name and Signature of Supervisor_____
Date(mm-dd-yy)**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.****12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.**

Jereme Mellenthin

11/02/2011

Typed Name and Signature of Section Chief or
Agency Head_____
Date(mm-dd-yy)

Benjamin J. Mills

11/02/2011

Typed Name and Signature of Admin or Human
Resources Officer_____
Date(mm-dd-yy)**13. BASIC FUNCTION OF POSITION**

Provides Health care and medical services to eligible personnel of the US Embassy Ashgabat, their eligible family members and other authorized users. This position is when actually employed (WAE).

14. MAJOR DUTIES AND RESPONSIBILITIES**% OF TIME**

25% - Evaluates diagnoses and treats illnesses and injuries and provides medical advice and guidance to eligible Medical Unit users in the absence of the Foreign Service Health Provider (FSHP).

Immunizes eligible patients as necessary and in accordance with Department of State (DOS) guidelines and monitors post's immunization and preventive medical programs. Performs periodic chart reviews to assure continuity of preventive health programs and notifies eligible personnel of the US Embassy.

Assists in preparation and delivery of health related lectures. Serves as translator for the FSHP or RMO, health related lectures, and fliers.

10% - Screens and reviews US Embassy medical vouchers regarding Medical Plan for locally engaged staff (LES) for reimbursement.

25% - Monitors local health care facilities and local health-related conditions in order to keep post management abreast of continuing or extraordinary areas of health care concern and to provide analysis and advice on local health care facilities and providers for potential use in emergency situations or as circumstances dictate. Serves as translator as needed when utilizing local health care facilities.

20% - Maintains Medical Unit laboratory and equipment. Responsible for organizing quality control logs and performing quality control tests as required. Performs periodic inventories of lab reagents and equipment in order to maintain consistency of testing. Monitors local labs for test availability and appropriate supplies. Performs and provides lab proficiency testing for self and local labs utilizing the proficiency test generated by M/MED/LAB. Maintains log of all tests performed in country or in M/MED/LAB.

10% - Consults with DOS Regional Medical Officer (RMO) in the absence of FSHP, the RMO's staff and M/DGP/MED as necessary regarding the details of problems, diagnoses and treatments of individual patients as well as general health care concerns, procedures and protocols. Coordinates, in the absence of FSHP, the medical evacuation of patients to the United States, the United Kingdom, Turkey or other location as deemed appropriate in accordance with DOS, inter-agency and post policy and procedure.

10% - Coordinates the ordering in conjunction with the FSHP and dispensing of medications (including accounting for controlled/prescription drugs and medications), oversees general inventories of medications, supplies and equipment for the Medical Unit and provides reports on usage and estimates of projected requirements in accordance with post policies and procedures.

Advises Mission personnel on issues of post health planning and concerns, including occupational health and mental health. Consults with Mission personnel as required in preparing reports on health-related issues and remains abreast of medical information and M/DGP/MED reports, directives and procedural guidance.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**a. Education:**

MD Degree, completion of approved internship and valid license to practice in Turkmenistan.

b. Prior Work Experience:

Minimum three years experience as practicing MD, preferred in general or family medicine.

c. Post Entry Training:

Briefings from Embassy's MGT Officer and post designated Health Practitioner.

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

specialization (sp/read):

Level IV English and Russian.

e. Job Knowledges:

Thorough knowledge of medical standards and procedures as well as familiarity with American Medical Standards of treatment.

f. Skills, and Abilities:

Diagnostic and treatment abilities. Good interpersonal skills with ability to understand cultural differences to enable successful interaction with patients and family members under stressful or difficult conditions. Sensitivity and discretion in eliciting personal information. Complete confidentiality with said information. Consistently sound judgment.

16. POSITION ELEMENTS

a. Supervision Received:

Administrative and medical supervision from posts Health Practitioner, Regional Medical Officer and M/DGP/MED.

b. Supervision Exercised:

None

c. Available Guidelines:

M/DGP/MED directives, medical handbooks, Foreign Affairs Manual (FAM) and applicable reference materials.

d. Exercise of Judgment:

Considerable exercise of judgment and tact required to deal with serious and sensitive issues. Professional judgment required to decide course of treatment, need for medevac, consultation, etc.

e. Authority to Make Commitments: None

All expenditures are subject to approval from MGT, FSHP, RMO or authorized contracting officer.

f. Nature, Level, and Purpose of Contacts:

Local MD's, specialists, clinics, laboratories, dentists, pharmacies, hospitals as well as contacts with host government officials responsible for health care issues.

g. Time Expected to Reach Full Performance Level:

Three months.