



Embassy of the United States of America
Kyiv, Ukraine

JOB OPPORTUNITY ANNOUNCEMENT

#018

Date: May 4, 2012

TO: ALL MISSION PERSONNEL

FROM: TERRY ALSTON– HUMAN RESOURCES OFFICER

SUBJECT: REGISTERED NURSE (RN), HEALTH UNIT

Interested candidates who meet the definition (see *Definition*) are invited to apply for this position or refer qualified candidates to the Embassy Human Resources Office. Application procedures are outlined at the end of this notice. Questions should be directed to the Human Resources Office.

POSITION TITLE: Registered Nurse (RN)

POSITION OPEN TO: U.S. Citizen Eligible Family Members ONLY–
All Agencies (see definition on the second page)

POSITION SCHEDULE: When Actually Employed (WAE)

GRADE LEVEL: FP-05* (full performance level)

OFFICE LOCATION: Health Unit

OPENING DATE: Immediate

DEADLINE: May 20, 2012

**** Final grade for this position will be determined by Department of State in Washington DC based on the credentials of a successful candidate.**

DEFINITIONS:

U.S. Citizen Eligible Family Member (USEFM) is:

- (1) U.S. citizen; and
- (2) The spouse or domestic partner (*as defined in 3 FAM 1610*) of the sponsoring employee, or a child of the sponsoring employee who is an unmarried child at least 18 years old; and
- (3) Listed on the travel orders *or approved Form OF-126, Foreign Service Residence and Dependency Report*, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan; and who is under chief of mission authority, and either:
 - (a) Resides at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; or
 - (b) Resides at an involuntary separate maintenance allowance (ISMA) location authorized under [3 FAM 3232.2](#). If residing at an ISMA location, the individual will not be listed on the sponsoring officer's travel orders, but will have a Form [SF-1190, Foreign Allowances Application, Grant and Report](#), processed authorizing ISMA.

BASIC FUNCTION OF POSITION:

This position functions as the Western trained registered professional nurse. The position is located in the Embassy Health Unit and is under the direct supervision of the Foreign Service Health Practitioner. The position will provide the full range of professional nursing services to United States government employees and their EFM's.

MAJOR DUTIES AND RESPONSIBILITIES:

A. Responsible for the health orientation of new arrivals.

- Complete the Patient Registration Form and obtain medical clearances for all eligible beneficiaries
- Orientation to public health risks and preventive health behaviors
- Assess family health and immunization needs
- Describe services provided by the health unit and various roles of health care personnel
- Distribute copy of the Health and Medical Information Booklet to all new employees.
- Complete age appropriate health promotion reviews

B. Coordinate medical Clearance Examinations

- Prepare cables for fund cite requests
- Schedule medical appointments, labs, and special tests as required by Washington (e.g., sigmoid, PSA, mammogram)
- Request consultations and additional studies to complete the clearance evaluation.
- Assist medical personnel with clinical examinations performed in the Health Unit and perform basic diagnostic assessment tests as approved by the RMO.

- Verify and approve medical and laboratory bills for payment (based on authorization) related to the clearance exam.
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- Review completed clearance exams for thoroughness and send to Medical Clearances.
- Package and ship lab specimens to MED lab as necessary

C. Coordinate Medical Evacuations

- Arrange Med Evacs through FSHP/RMO and MED to Medical Evacuation Site or Washington, DC
- Draft MED Channel evacuation and other cables with appropriate ICD-9 and CPT Coding
- Coordinate requests for specialty appointments with MED/Washington, DC/Florida Regional Center or overseas Medevac Site.
- Collaborate with Embassy Administrative office to coordinate medical evacuations
- Request fund cites from MED or appropriate agency
- Assist patient with medical services access in interval prior to evacuation
- Accompany patient as a medical attendant as needed.

D. Coordinate local hospitalizations of Foreign Service personnel

- Initiate Form DS-3067, Authorization for Medical Services for Employees and Dependents, for urgent/emergency or elective hospitalizations.
- Request fund cites from MED or appropriate agency
- Inform MED Foreign Programs and RMO by MED Channel cable of all hospitalizations and status.

E. Maintain an Immunization Clinic for Routine and Travel Immunizations

- Assess each new patient's immunization needs and make recommendations
- Follow CDC and ACIP guidelines for immunization of adults and children
- Maintain logs and/or databases with Federal Requirements for record keeping of administered vaccines
- Budget, order, and rotate vaccine stock
- Knowledge of recommended immunization schedules and management/reporting of adverse events

F. Serves as point of contact for Regional Medical Officers/Foreign Service Health Practitioners and Office of medical Services

- Control Officer for regional medical visits or MED staff
- Coordinates transmission of medication prescriptions with RMO/FSHP
- Regular communication by phone and E-mail with RMO/FSHP

G. Maintains an occupational health clinic during assigned work hours

- Maintains custody and proper internal controls for the Health Unit. This includes ordering and inventory control of medical supplies and medications.
- Utilize the nursing process in providing patient care (assessment, nursing diagnosis, plan, intervention, and evaluation) to employees (US Direct Hire, LES, any eligible beneficiary)
- Evaluate and assess patients within the scope of training and expertise by means of health history, observation, interview, physical examination, and other selected diagnostic measures. 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. This will include triage.
- Maintains an overseas medical record (paper or electronic) of all employee visits to the HU.
- Dispenses medications according to protocols approved by the RMO.

- Renders first aid and emergency treatment to the sick and injured anywhere on the embassy compound
- Visits patient at home or in the hospital as necessary to evaluate health status and monitor care provided.
- Provides follow-up care to patients once discharged from the hospital.
- Perform periodic sanitation inspections as directed by the RMO or Admin
- Test and maintain emergency equipment and safehaven materials in coordination with RSO.
- Maintain accident log/accident reporting per MED/SHEM guidelines.

H. Maintains current working knowledge and relationship with the local providers and facilities.

- Maintains a list of acceptable local medical consultants and a copy of their credentials with updates every two years
- Identifies quality providers and facilities in area and works with FSHP/RMO to develop referral network of best providers/facilities based on training, currency of knowledge and access to best facilities
- Establishes effective relationships with local physicians and health care facilities to maximize access, coordinate care and resolve conflicts
- Monitor local public health issues that may have a potential impact on the embassy community and coordinate with the RMO and Admin
- Works with the RMO and post medical advisor to assess level of care at clinics, laboratories, blood banks, hospitals and individual physicians with regular updates of the Post Medical Capability Database to MED
- Communicates regularly with the post medical advisor

I. Must be available outside of normal embassy working hours

- Responds to urgent telephone requests for medical information from the duty officer during off-duty hours
- May be required to travel as a medical attendant during a medical evacuation
- Attends continuing medical education conferences held outside of country as scheduled
- May be required to make hospital visits during off-duty hours to monitor an individual's care
- Available to respond to the embassy on an emergency basis
- Participates in Embassy medical duty call rotation as appropriate

J. Reporting requirements

- 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
 - Annual Update of Health and Medical Information Guide with distribution to MED
 - Maintains or contributes to an Accident Report Log
 - Medical portion of Post Differential Report

K. Health Promotion Program

- Writes health promotion/education articles for the embassy newsletter
- Provides health promotion and safety activities at the embassy
- 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

L. 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, on Embassy 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 Admin or the RMO

REQUIRED QUALIFICATIONS:

EDUCATION:

➤ Must be a graduate of a professional nursing school with a current and unrestricted nursing license from the U.S., Puerto Rico, or Western European Equivalent is required.

WORK EXPERIENCE:

➤ At least two years of nursing experience. Prefer an RN with one year with U.S. Federal agency or U.S. Embassy primary health care facility. Previous experience teaching at least three of the following health promotion activities is preferred: smoking cessation; weight reduction; child wellness anticipatory guidance; emergency first aid; prenatal classes; community emergency response; CPR; safe food services; healthy lifestyle; stress management and relaxation; drug and alcohol dependence; first aid, and/or HIV prevention.

LANGUAGE PROFICIENCY:

➤ Level IV (fluent) speaking/writing ability in English is required.

POST ENTRY TRAINING:

On the job administrative training or working knowledge in emergency preparedness, MEDEVAC, reporting, VIP visits, and management of both natural disasters and those caused by weapons of mass destruction will be provided. Current CPR certification (which must be maintained throughout employment) is required. CPR can be renewed through the Health Unit.

JOB KNOWLEDGE:

➤ The ability to administer adult and pediatric immunization programs according to current CDC standards is required. The position requires strong interpersonal skills and a client-oriented disposition. A good working knowledge or experience of current health promotion recommendations in the U.S. population is required. Experience in management and procurement of expendable medical supplies and equipment for ambulatory clinical care is preferred. Must be familiar with American Nursing standards of care. Must be able to perform basic word processing on the computer. The RN must be willing to practice using nursing protocols.

HOW TO APPLY FOR THIS POSITION:

✓ Effective August 1, 2010 Office of Overseas Employment announced new Universal Application for Employment (DS-174) as a mandatory application for any locally recruited positions. To apply for this position all interested candidates should fill out the DS-174 and submit it to the Embassy Human Resources Office by COB **May 20, 2012.**

The new DS-174 is available on the official U.S. Embassy website under the Employment Opportunities section: <http://ukraine.usembassy.gov/job-opportunities.html>.

Universal Application for Employment (DS-174) should be completed, signed and emailed to: KyivHR@state.gov or faxed to: [521-51-55](tel:521-51-55).

Note: Only those applications that are received in the Human Resources Office *before* the closing date will be eligible for consideration. Any application package that doesn't include the UAE (DS-174) will be considered incomplete and will not receive further consideration for recruitment.

ADDITIONAL SELECTION CRITERIA:

- The position has been designated as sensitive and therefore must have recruitment restricted to U.S. Citizens ONLY. The incumbent of the position must be able to obtain and hold a **TOP Secret (TS) Clearance as determined by the Bureau of Diplomatic Security.**
- US Citizen EFMs who are currently employed under *Family Member Appointment (FMA)* must work for 90 calendar days in their current position before being able to apply for advertised position.
- US Citizen EFMs and NORs who are currently employed under *Personal Services Agreement (PSA)* must work for 90 calendar days in their current position before being able to apply for advertised position.
- **U.S. Veterans and U.S. Citizen EFMs will be given preference in hiring over other equally qualified candidates in accordance with Section 301 (c) of the Foreign Service Act of 1980.** Candidates who claim *U.S. Veterans hiring preference* must provide a copy of their Form DD-214 with their application. Candidates who claim U.S. Citizen EFMs hiring preference should indicate their EFM status in the application form.
- All qualified EFM candidates will be interviewed by the Post Employment Committee and the hiring office. The PEC selects the candidate for the position and conveys that selection to the Front Office for concurrence.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The U.S. Mission in Kyiv provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

CLEARED: SStewart– Health Unit(by email)