

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 <u>LA PAZ</u>	2. Agency <u>STATE</u>	3a. Position Number 310401 A54724		
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 Number) _____ (Title) _____ (Series) _____ (Grade) _____ ☐ b. New Position ☐ c. Other (explain)				
5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	Registered Professional Nurse, 510, FSN/ERR-9			
b.				
c. Proposed by Initiating Office				
6. Post Title of Position (<i>if different from official title</i>)		7. Name of Employee Vacant		
8. Office/Section Management Section		a. First Subdivision Health Unit		
b. Second Subdivision		c. Third Subdivision		
9. This is a complete and accurate description of the duties and responsibilities of my position. Vacant 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)		
13. Basic Function of Position: The incumbent will serve as U.S. Registered Professional Nurse, or Western European equivalent trained Registered Professional Nurse with comparable licensure. The position is located in the Embassy Health Unit (HU) and is under the direct supervision of the Medical Provider (MP) or, in his/her absence, the Management Counselor. The position will provide the full range of professional nursing services to Embassy Americans and occupational health services to Locally Employed (LE) Staff of the Mission.				

14. Major Duties and Responsibilities

1. Performs standard nursing duties in health clinic during assigned work hours

40%

- Assesses vital signs and chief complaint of all patients presenting to the HU, documenting all interactions in chart.
- Utilizes the nursing process in providing patient care (assessment, nursing diagnosis, plan, intervention, and evaluation) to employees (U.S. Direct Hire, LE Staff, any eligible beneficiary) in conjunction with or in the absence of an onsite medical provider -- MP, Post Medical Advisor (PMA) or Regional Medical Officer (RMO).
- Evaluates and assesses patients within the scope of training and expertise by means of health history, observation, interview, physical examination, and other selected diagnostic measures. 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. Reports all findings to medical provider in charge -- MP, PMA, or RMO.
- Administers and documents CLIA waived lab tests as indicated.
- Maintains custody and proper internal controls for the HU, including ordering and inventory control of medical supplies, lab supplies, and medications.
- Maintains an overseas medical record of all employee visits to the HU and telephone interactions.
- Dispenses medications according to protocols approved by MED/MP/RMO.
- Renders first aid and emergency treatment to the sick and injured anywhere on the embassy compound as appropriate.
- 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.
- Provides recommendations for referral to local facilities or providers. Coordinate and monitor care received.
- Performs periodic sanitation inspections as directed by MP/RMO or Admin, in conjunction with other HU staff.
- Tests and maintains emergency equipment and safe haven materials in coordination with RSO.
- Conducts workplace health and safety surveys with the POSHO.
- Maintains accident log/accident reporting per MED/SHEM guidelines.

2. Responsible for the Health Orientation of New Arrivals

5%

- Completes the Patient Registration Form and obtain medical clearances for all eligible beneficiaries.
- Distributes a copy of the Health and Medical Information Booklet to all new employees, outlining services provide by the HU; various roles of health care personnel; services available through the local health care system; and describing public health risks and preventive health behaviors in conjunction with the MP.
- Administers Altitude Assessment and documents vital signs, including height and weight
- Assesses family health and immunization needs.
- Complete age appropriate health promotion reviews.

3. Coordinates Medical Clearance Examinations

5%

- Prepares cables for funds cite requests.
- Schedules medical appointments, labs, and special tests as required by Washington (e.g., colon screening, PSA, mammogram)
- Requests consultations and additional studies to complete the clearance evaluation.
- Assists medical personnel with clinical examinations performed in the Health Unit and perform basic diagnostic assessment tests as approved by the MP.
- Verifies and approves medical and laboratory bills for payment (based on authorization) related to the clearance exam.
- Translates or arranges for translation of medical reports to English in conjunction with the HU administration staff.
- Reviews completed clearance exams for thoroughness and pouch to Medical Clearances.
- Packages and ships lab specimens to MED lab as necessary.

4. Coordinates Medical Evacuations

2%

- Arranges Medical Evacuations through MP and in coordination with MED/Foreign Programs, the Florida Regional Center (FRC), or other Regional Medical Evacuation Site and embassy administrative office
- Draft MED Channel evacuation and other cables with appropriate ICD-10 and CPT Coding.
- Coordinates requests for specialty appointments with MED/Washington or overseas Medevac Site.
- Collaborates with Embassy Administrative office to coordinate medical evacuations.
- Acts as liaison between local providers and MED during emergency evacuations.
- Accompanies patient as a medical attendant as needed.

5. Coordinates local hospitalizations of Foreign Service personnel	3%
- Initiates Form FS-2067, Authorization for Medical Services for Employees and Dependents, for urgent/emergency or elective hospitalizations. - Prepares cables for funds cite requests. - Conducts regular visits to assess the course of care while hospitalized. - Informs MED Foreign Programs and RMO by MED Channel cable of all hospitalizations and status in conjunction with medical providers	
6. Maintains an Immunization Clinic for Routine and Travel Immunizations	25%
- Assesses each new patient's immunization needs and make recommendations. - Follows CDC and ACIP guidelines for immunization of adults and children. - Maintains logs and/or databases with Federal Requirements for records keeping of administered vaccines. - Budgets, orders, and rotates vaccine stock. - Utilizes knowledge of recommended immunization schedules and management/reporting of adverse events.	
7. Serves as point of contact for Regional Medical Officers/MP, and Bureau of Medical Services.	2%
- Control Officer for regional medical visits of MED staff. - Coordinates transmission of medication prescriptions with RMO/MP. - Regular communication by phone and E-mail with RMO/MP.	
8. Maintains current working knowledge and relationship with the local providers and facilities.	5%
- 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 MP /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 MP/RMO and Admin. - Works with the MP/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.	
9. Must be available outside of normal embassy working hours	7%
- Participates in Embassy medical duty call rotation as appropriate. - Responds to urgent telephone request 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.	
10. Reporting requirements	1%
- Monthly Statistics Report for Washington, and in conjunction with MP/RMO provides input to: - Post Medical Capability Database. - Annual Post Health and Safety Report. - Medical portion of Post Differential Report. - Annual Update of Health and Medical Information Guide with distribution to MED. - Maintains or contributes to an Accident Report Log.	
11. Health Promotion program.	2%
- 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.	
12. Additional Administrative Duties	3%
- Regular use and update as appropriate of State Department medical regulations as delineated in 3 Foreign Affairs Manual (FAM).	

- May serve (as appropriate) as Alcohol/Drug Abuse Counselor for post and/or be a member of the Family Advocacy Program. Serves on other committees as appointed.
- Maintains written or electronic record of policies and procedures for the health unit.
- Maintains updated first aid kits, AEDs, and other emergency supplies.
- Assist HR/ER and MED in obtaining medical information and completing documentation for local OWCP claims when necessary.
- Maintains current RN licensure; AHA BLS, AED, First Aid, and ACLS certifications
- Other duties and training as assigned by Admin or the MP/RMO.

15. Qualifications Required For Effective Performance

- a. Education: Graduate of a professional nursing school with a current and unrestricted Registered Nurse license from the U.S., Puerto Rico, or Western European equivalent is required.
- b. Prior Work Experience: At least two years of occupational health and/or primary nursing care experience is required.
- c. Post Entry Training: Position is eligible for: Annual Continuing Nursing Education Conference; Trauma Nursing Course- 1999; Bio Chemical Warfare training; SARS training; Avian Flu training; CPR Training; ACLS training; Annual Fire Safety training; Mass Casualty training; as indicated and appropriate.
- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read): Level IV (fluent) Speaking/Reading English is required.
- e. Job Knowledge: Must have knowledge of general nursing principles and practice. Uses the professional nursing process including assessment, planning, implementation, and evaluation. Must have knowledge of current nursing technology and methods. Must be knowledgeable on medications, biologics, and immunizations generally used in American Medical practice. Additionally, must be able to administer adult and pediatric immunization program according to current CDC standards. Must have good working knowledge or experience in current health promotion recommendations in the U.S. population. Must have experience in management and procurement of expendable medical supplies and equipment for ambulatory standards of care
- f. Skills and Abilities: Must possess basic nursing skills, such as vital signs measurement, injection administration, bedside nursing care.

16. Position Elements

- a. Supervision Received: Direct supervision will be provided by the Medical Provider
- b. Supervision Exercised: None.
- c. Available Guidelines: 3FAM 1900 Series, Bureau of Medical Services (MED) Technical Guidelines. Foreign Service Medical Bulletin. DC-ROM: Standard Operating Procedures for Health Units, MED Website, MED Clinical Nursing Protocols, Embassy Health Manuals.
- d. Exercise of Judgment: Ability to independently identify actual and potential urgent health problems that may require immediate intervention or referral and act within the legal scope of nursing practice, following published MED nursing protocols. Must recognize symptoms that indicate a serious physical, emotional or mental problem and other needs for medical care of all family members. Provide appropriate nursing assessment and intervention within the legal scope of nursing practice, with subsequent follow-up with MP or RMO, as indicated.
- e. Authority to Make Commitments: Initiates referral to competent local resources for medical clearance exams and serious health conditions, including request for hospitalization and/or medical evacuations in consultation with the MP or RMO. Adheres to ICASS agreement as service provider. Initiates medical and pharmaceutical supply orders.
- f. Nature, Level and Purpose of Contacts: Liaison with local health care providers and facilities to maintain contacts at all levels, from local clinics up to the Minister of Health. Maintains good relationships with local providers and facilities, and accompanies patients to said providers and facilities as needed. Communicates regularly with M/MED in Washington.
- g. Time Expected to Reach Full Performance Level: 6 months.