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 NO.
PANAMA	STATE	97-974910/A50022

3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. ☒ **Yes 2** ☐ **No**

4. REASON FOR SUBMISSION

☐ a. Reclassification of duties: This position replaces

Position No. _____ , _____ (Title) _____ (Series) _____ (Grade)

☐ b. New Position

☒ c. Other (explain) To update duties and Responsibilities

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date *(mm-dd-yy)*
a. Post Classification Authority RHRO	Registered Nurse, 510	FSN-9 (ERR); FP/5	DS	01/2005
b. Other HR/OE	Nurse, 510	FSN/9 (ERR)	CW	01/2005
c. Proposed by Initiating Office	Professional R. N.			

6. POST TITLE POSITION (if different from official title)
Nurse

7. NAME OF EMPLOYEE

8. OFFICE/SECTION
U.S. Embassy Panama

a. First Subdivision
Management Section

b. Second Subdivision
Health Unit

c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.

Typed Name and Signature of Employee _____ Date(mm-dd-yy) _____

10. This is a complete and accurate description of the duties and responsibilities of this position.

Typed Name and Signature of Local 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.

Typed Name and Signature of American Supervisor _____ Date(mm-dd-yy) _____

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.

Typed Name and Signature of Human Resources Officer _____ Date(mm-dd-yy) _____

13. BASIC FUNCTION OF POSITION

Serves in the Embassy Health Unit Panama as a primary health care provider. The incumbent provides a full range of professional nursing services to the American and Locally Engaged Staff. The Incumbent is accountable for the overall operation of the Health Unit and staff supervision. The position is located in the Embassy Health Unit and is under the direct supervision of the Management Officer with clinical supervision by the Regional Medical Officer.

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

See attached

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education: Must be a graduate of a professional nursing school or college.

b. Prior Work Experience:
Two years of inpatient care, acute outpatient care, emergency room, public health, occupational health, and/or school health experience is required.

c. Post Entry Training: Must possess a North American nursing license, European equivalent license or Panamanian Nursing License issued by the Technical Health Council (Consejo Técnico de Salud). Must possess basic nursing skills, such as vital signs, measurement, injection administration, bedside nursing care. Must have a current CPR certification (which must be maintained throughout employment). 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.

d. Language Proficiency: Level III (Good Working Knowledge) Speaking/Reading/Writing English is required. Level II (Limited) Speaking/Reading/Writing Spanish is required.

e. Job Knowledge:
Must have up-to-date nursing science and technology understanding. Must be familiar with American nursing standards of care. Must have skills and ability to perform at the fully functional level in the Health Unit with confidence. Must be able to administer adult and pediatric immunization program according to current CDC standards required. Good working knowledge or experience of current health promotion recommendations in US populations is desired. Experience in management/procurement of expendable medical supplies and equipment for ambulatory care clinic is preferred. Must be familiar with American Nursing Standards of Care. Basic knowledge of MS Suite is required.

f. Skills, and Abilities:
Strong interpersonal skills and a client-oriented disposition required. Basic word processing and email skill essential. Must be able to work independently at times with only telephone connection with RMO or FSHP available for consultation purposes. Demonstrate positive attitude and public speaking abilities. Demonstrates empathy and sensitivity to the needs and feelings of others. Must be able to lift equipment that weighs up to 50 pounds in emergency situations.

16. POSITION ELEMENTS

a. Supervision Received: Directly supervised by the Management Counselor. Supervision for medical cases will be from the Regional Medical Officer (RMO), Foreign Service Health Practitioner (FSHP) or MED Washington.

b. Supervision Exercised: One Administrative Assistant/Secretary and one half time Nurse.

c. Available Guidelines: 3 FAM 1900, Office of Medical Services Technical Guidelines, Foreign Service Medical Bulletin, CD-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. 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 interventions.

e. Authority to Make Commitments: Initiates referral to competent local resources from medical clearance exams and serious health conditions, including requests for hospitalization and/or medical evacuations in consultation with the 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 contact at all levels, from local clinics up to the Minister of Health. Communicates regularly with RMO, FSHP and M/MED in Washington.

g. Time Expected to Reach Full Performance Level: One year.

Continuation……

Item 14: Major Duties and Responsibilities 100% of Time

Note: The position description may have some or all of the following duties and responsibilities, as well as other post specific duties identified by the supervisor.

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
- Orientation to the local health care system
- Distribute a 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., colon screening, 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 or FSHP.
- Verify and approve medical and laboratory bills for payment (based on authorization) related to the clearance exam.
- Translate or arrange translation of medical reports to English.
- Review completed clearance exams for thoroughness and scan to Medical Clearances
- Package and ship lab specimens to MED lab as necessary

C. Coordinate Medical Evacuations

- Arrange Med Evacs through FSHP/RMO and in coordination with MED/Foreign Programs, the Florida Regional Center (FRC), or other Regional Medical Evacuation Site.
- Draft MED Channel evacuation and other cables with appropriate ICD-9 and CPT Coding
- Coordinate requests for specialty appointments with MED/Washington or overseas Medevac Site.
- Collaborate with Embassy Administrative office to coordinate medical evacuations
- Request fund cites from MED or appropriate agency
- Liaison between local providers and MED during emergency evacuations
- 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
- Conduct regular visits to assess the course of care while hospitalized
- 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 of 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); or
- 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. 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. 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 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.
- Perform periodic sanitation inspections as directed by the RMO or Admin
- Test and maintain emergency equipment and safehaven materials in coordination with RSO.
- Conduct workplace health and safety surveys with the POSHO.
- 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

- Participates in Embassy medical duty call rotation as appropriate
- 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

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
- 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

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) 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
- 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 Mgt or the RMO