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  
Hanoi

2. Agency  
STATE

3a. Position Number

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

☐ Yes  ☒ No  If yes, please provide position number:

4. Reason for Submission

☐ a. Redescription of duties: this position replaces

(Position Number) ____________ , (Title) ____________ (Series) ____________ (Grade)

☒ b. New Position

☒ c. Other (explain) New position, implement SJD

5. Classification Action

a. Post Classification Authority

Nurse Practitioner/Physician Assistant (NP/PA), 0510

FSN-10/FP-04  HR/OE  Feb 2018

b. Other

RSC-EAP-PCD

Nurse Practitioner, FSN-510

FSN-10/FP-4  PH/WG  05/11/2022

c. Proposed by Initiating Office

6. Post Title Position (If different from official title)

Nurse Practitioner/Physician Assistant

7. Name of Employee

8. Office /Section

Management Office

a. First Subdivision

Medical Unit

b. Second Subdivision

N/A

c. Third Subdivision

N/A

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

Printed Name of Employee Date (mm-dd-yyyy)

Employee Signature

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

Printed Name of Supervisor Date (mm-dd-yyyy)

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.

Printed Name of Chief or Agency Head Date (mm-dd-yyyy)

Chief or Agency Head Signature

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 HR Officer Date (mm-dd-yyyy)

Admin or HR Officer Signature

A. SJD text that is in BLACK (no color) must be maintained by post with no modification.
B. SJD option text in GREEN requires post to enter values that are specific to the local position.
C. SJD option text in BLUE designates an option that may be used if required in the local position. If not required, text in BLUE should be deleted.
13. Basic Function of Position

The Nurse Practitioner/Physician Assistant (NP/PA) in this position is responsible for providing a full range of primary care, preventative, occupational health and emergency medical services for the U.S. Embassy's official community. Services will be provided through direct patient evaluation, examination and treatment. The NP/PA is responsible for determining when hospitalization/medical evacuation is required and arranging all appropriate aspects of patient care. They are expected to participate in the regular call schedule as well as provide after-hours medical consultations, referrals, and provide medical supervision of the Medical Unit staff in the absence of the MP/RMO.

14. Major Duties and Responsibilities

- **Direct Patient Care Responsibilities (70%)**
  Provides primary and preventative health care services across the lifespan to include pediatric care, gynecology and obstetrical care, general internal medicine, travel medicine and immunizations, orthopedic and general surgical evaluations to all patients covered under the Department of State Medical Program. Provides Occupational Health services to all Mission employees including LES and DHA staff members. Obtains history of medical complaint. Reviews past medical history, current medications and drug allergies. Provides physical examination of the patient. Discusses with the patient/parent medical findings and assessment. Orders appropriate tests from medical unit resources or other specialty facilities in the community. Reviews medical test results with the patient/parent. Provides treatment through prescriptions, therapeutic minor surgical procedures, and/or medical appliances such as splints or dressings. Refers patients to expert medical consultants for specialized medical care in the community, at the regional medevac center, or in the U.S. as deemed necessary. Refers to hospital facility for inpatient medical care in the local community, at the regional medevac center, or in the U.S. Provides follow-up care and monitor patient by continued assessment of medical interventions and their recovery progress. Documents all care and services provided using customary methods of charting and review of reports. Provides routine and travel vaccinations. Prescribes electronically. Offers or refers for mental health support. Responds to child and spousal abuse. Emphasizes prevention of malaria and other tropical and infectious diseases. Establishes healthy lifestyle programs and support patients in their adjustments to the Foreign Service. Ensures patient confidentiality. Serves as a patient advocate.
  Consults with other health care team members. Maintains professional credentials, licensure and continuing education requirements. Participates in the on-call medical schedule including full coverage for the MP/RMO in their absence from post.
  Provides first aid and emergency care for anyone injured or acutely ill on the Embassy compound during the work day, including visitors and contractors.

- **Diplomatic Responsibilities (10%)**
  Identifies and evaluates the capabilities of local hospitals, providers and laboratories for types of services and standards of care. Recommends ill or injured patients as appropriate for medical referrals and/or medical evacuations. Collaborates with local health care officials. Liaises with local and international experts. Ensures safe blood supplies. Reviews local pharmacies and pharmaceutical manufacturers. As part of the medical response team, identifies illnesses and conditions that could threaten the health and well-being of Mission personnel and takes appropriate preventative action. Collaborates with the Center for Disease Control (CDC). Advises Ambassador or Chief of Mission (COM) on health issues affecting the Mission.
  Monitors food and water safety. Comprehends and applies Workmans' Compensation and health insurance plans. Assists with pre-employment or fitness for duty evaluations and driver's physical examinations of local employees.

- **Emergency Medical Response Duties (10%)**
  Assists RMO/MP with all medical aspects of post's emergency preparedness program which includes counter-terrorism measures and responses to terrorist attacks and incidents involving chemical, nuclear and biological weapons, as well as natural disasters and mass casualty events. Participates in HU educational activities including providing training sessions for nurses in the use of emergency equipment, emergency response guidelines, trauma responses to mass casualty events, medical response for emergency situations such as chemical and biological weapons, and infectious emergencies such as pandemic influenza, Zika and, Ebola virus outbreaks. Provides input in the medical section of post's Emergency Action Plan (EAP) to ensure it is kept current. Serves as medical consultant for high level Mission visits. Assists with planning and providing emergency medical training to Mission personnel. Teaches CPR and first aid. Coordinates post pandemic medical response.
Provides medical leadership in crisis. Provides emergency medical and prolonged care to patients during mass casualty events and evacuations.

**Medical Unit Administrative Functions (10%)**
Provides indirect management of Medical Unit personnel and resources in the absence of the RMO/MP. Ensures Universal Precautions. Provides MED with reports of programs, activities, and statistical data as directed. Adheres to quality assurance procedures and Standard Operating Procedures (SOPs). Maintains medical expertise through participating in required medical training, medical literature review, and continuing medical education credits needed for licensure and board certification.

SJD Option: Other duties:
Provides work guidance for (list titles and class of Health Unit positions not supervised, but for whom provide work guidance).

**Note:** This position description in no way states or implies that these are the only duties to be performed by the incumbent. Incumbent will be required to perform other duties as assigned by the agency.

15. Qualifications Required For Effective Performance
   a. Education
      SJD Option A - Nurse Practitioner: Must have completed a recognized and accredited Master's level Nurse Practitioner program and must hold and maintain a valid licensure and current certification(s) in the respective curriculum within the host country, country of citizenship, or the U.S.

      SJD Option B - Physician Assistant: Must have completed a Bachelor level Physician Assistant program and must hold and maintain a valid licensure and current certification(s) in the respective curriculum within the host country, country of citizenship, or the U.S.

   b. Prior Work Experience
      SJD Option A - Nurse Practitioner: A minimum of two (2) years of clinical experience as a Nurse Practitioner in a primary or urgent care setting with at least 50% of their time spent in clinical care situations is required.

      SJD Option B - Physician Assistant: A minimum of two (2) years of clinical experience as a Physician Assistant in a primary or urgent care setting with at least 50% of their time spent in clinical care situations is required.

   c. Post Entry Training
      Maintenance of current Nurse Practitioner/Physician Assistant licensure and certification(s) is required throughout employment. BLS and ACLS certification is required; these can be acquired through MED-sponsored CME or equivalent. Training will be provided on DOS/MED regulations, policies, SOPs, FAM/FAH and other guidelines related to working in an overseas health unit.

   d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read). English level IV (Fluent) Reading/Writing/Speaking is required.
e. Job Knowledge
Incumbent must be a skilled and experienced clinician with excellent working knowledge of all aspects of clinical medicine. Must recognize and understand the challenges of delivering health care to a large and diverse population including family members. Incumbent must quickly gain on-the-job knowledge of the local health care system and mechanisms of successful interactions with the system.

f. Skills and Abilities
The incumbent must possess the ability to objectively analyze patient problems, utilize competent decision-making skills, and apply sound judgment in assessing possible solutions. Must possess a high degree of integrity, decisiveness and fairness in order to equitably apply regulations and policies of the medical program. Must be sensitive to the needs and perspective of others and be approachable. Maturity, stability, objectivity, resourcefulness, adaptability and sound professional judgment are essential.

16. Position Element
a. Supervision Received
Direct clinical and administrative supervision will be provided by the RMO/MP at post. If there is no RMO/MP assigned to post or in the absence of the RMO/MP, the incumbent will report to the Management Counselor administratively and to the supervising RMO supporting post, clinically.

b. Supervision Exercised

SJD Option B: Position has no direct supervisory responsibilities. In the absence of the RMO/MP, the incumbent will provide indirect supervisory guidance and support to the medical unit staff.

c. Available Guidelines
Work is performed under broad guidelines, policies, regulations, and legislation including guidance from the Bureau of Medical Services, Departmental policies and practices, government regulations, 16 FAM Medical Guidelines, MED SharePoint page, MED/QM/ISO documents and additional resources within the Bureau of Medical Services. Guidelines of state licensure and professional certifying bodies are applicable in performing the requirements of the position.

d. Exercise of Judgment
Incumbent is required to make sound medical judgment at all times. Must prioritize and schedule tasks to ensure high quality health care. Understands time constraints and relative importance of projects assigned; consistently strives to meet expectations. Provides constructive feedback to supervisor on a regular basis. At all times, maintains patient confidentiality and respects PII and medically sensitive information.

e. Authority to Make Commitments
The incumbent has the authority to make any and all necessary commitments relating to care of the ill or injured patients including prescribing medications and recommending hospitalizations or medical evacuations. Incumbent will receive assistance from the MP/RMO/RMOP/MED Washington or the post Management Counselor in committing USG funds and in interpretation of MED policy and regulations regarding the appropriation of USG funds for medical services.

f. Nature, Level, and Purpose of Contacts
Internal Contacts: Maintains contact with all ICASS eligible members of the Mission in the purpose of providing health care and guidance.

External Contacts: Maintains contact with all levels of local medical resources including medical
providers/facilities and high-level government officials involved with public health or Ministry of Health concerns.

g. Time expected to Reach Full Performance Level
   One year.