Position Description: Administrative Assistant/ Laboratory Technician

Basic Function of the Position:

This position combines the duties of an administration assistant with that of a laboratory technologist. This position reports to the Foreign Service Health Practitioner and performs variety of professional, operational and technical duties for the Health Unit. Incumbent is responsible to maintain integrity of the Health Unit by performing numerous detailed duties such as gathering patient information, obtaining and scheduling diagnostic examinations. Thereafter evaluating prioritizes this data to provide information for further action. Incumbent act as the laboratory technician and performs wide variety of laboratory tests in the areas of Microbiology, Parasitology, Urinalysis, Blood testing, water and food testing.

Major Duties and responsibilities:

- Manages the operation of the health unit front desk which includes: gathering the patient's database: medical clearances, agency identification, medical history, medications, allergies, contact information and logistical considerations.

- First point of contact with patients directing and managing patient care by scheduling patient appointments in a timely manner with appropriate consultants.

- Interfaces between local medical communities, who are capable of providing U.S. standard care with patients. Also interacts with several government institutions, locally and worldwide, such as OSHA, SHEM, MED/LAB etc. to maintain complex medical/legal/shipping requirements.

- Organizes and maintains medical files and other Health Unit documents according to the Department of State Office of Medical Services policies and procedures. Audits records for completeness, adds forms and documentation to the medical file as needed. Forward documents and records to Washington according to Department of State protocol.

- Writes cables and creates complex documentation independently, requesting medevac, dentavac and psychevac authorization, medical evacuation and funding site requests for reimbursement and hospitalization as needed.

- Creates and manages letters, memos, and other official correspondence for distribution to departments within the Department of State, other U.S. affiliated agencies and host country agencies. - Maintains the Health Units filing system and secures all sensitive documents to maintain patient privacy.

- Edits the post’s Health Booklet, keeping current contact information, phone numbers, and additions/deletions to current practice, and arranges for printing of the booklets as required.

- Maintains and constantly reassesses the local embassy medical resources list; evaluating qualification of local medical professionals, and edits this list for the Health Unit and consular section as needed.

- Maintains crucial "walking blood bank", in this war torn country, for the Health Unit, Management Officer, and Security Office. Maintains and updates the Medical portion of the Post’s Emergency Action Plan.
- Maintains log of all laboratory testing done in the Health Unit. Maintain very active cashbox, used to facilitate diagnostic testing in a timely manner. Strict accounting procedure and quality assurance is maintained. Manage the credit bill system for patients who receive care outside the Health Unit. Maintains a list of bills, payment status, and communicates with hospitals and laboratories to assure payment is received and accounts cleared.

- Coordinates medical screening and examinations for certain locally engaged staff and other Sri Lankan nationals attending training programs in U.S. Assist with coordination of Health Unit representational events. - Coordinates regional travel arrangements for visiting Regional Medical Officer (RMO), Regional Medical Officer/Psychiatrist (RMO/P) and Regional Medical Technologist (RMD).

- Maintains professional relationships with the Health Ministry and its constituent offices concerning disease reporting, disease campaigns, and other issues affecting the Health Unit operation and the health of the official American community.

- Researches and locates available medical resources from local vendors, pharmacies, and suppliers. Backup procurement officer for the health unit to maintain par levels of medications and supplies. - Communicates with pharmaceutical company representatives on updates on products currently marketed in Sri Lanka. Use the Internet and email for researching medical supply sources, both locally and internationally. - Maintains high level of confidentiality, with sensitive but unclassified medical information. Require high degree of ethical behavior.

- Arranges appointments for dental and medical care without side providers as required for official Health Unit users and for occupational health issues for locally engaged staff. - Performs mandatory water specimen collection and testing evaluating results and advising how to rectify when fecal contaminants are found. Maintains high level of hygienic conditions at embassy's cafeteria to prevent wide spread water or fecal contamination of food served to embassy community.

- Prepares documents and specimens for shipment to the U.S. according to Department of State guidelines, maintaining strict FDA, CDC, Pouch and Postal standards to transport Hazardous waste (for example-white powder specimens, avian influenza and contaminated blood.

- Verifies lab and diagnostic results performed by local medical care providers.

- Maintains laboratory qualifications by completing DOS mandatory, yearly, online laboratory competency exams. Operates the medical laboratory of the post's Health Unit and provides the medical officer with the laboratory data that may be necessary for the diagnosis, care, and treatment of patients. Perform a wide variety of laboratory tests, examinations, and determinations many of which are complex and difficult and often not covered in detail by the laboratory procedures manual. The tests are made for diagnostic purposes for employees assigned to the post, for required pre-departure physical examinations of employees and their dependents leaving the post, and for pre-employment physical examination of Foreign Service National job applicants. Tests include: Microbiology - performs a variety of diagnostic tests and makes microscopic examinations of cultures for the purpose of positive identification of numerous specimens of bacteria. Parasitology - performs tests and techniques for identification of parasites. Urinalysis - including chemistries and microscopic analysis. Hematology - test for red and white cell count and for other blood indications as requested by medical officer. Blood Banking - blood typing and cross matching for compatibility for transfusion purposes. Requests replacement of laboratory supplies, equipment, and test kits. At certain posts may perform periodic testing of drinking water for portability. Working environment is Moderate, regularly exposed to pathogens" Viruses, bacteria, parasites, blood, urine, vomitus, stool and pus.