

PCMO RESPONSIBILITIES

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The PCMO will provide the following medical care and medical administrative services in accordance with the policies promulgated in the Peace Corps Manual and Technical Guidelines for Overseas Medical Staff.

TYPES OF SERVICES

2.1. Medical Care Services

- Provision of primary health care to Trainees and Volunteers, including treatment of common illness and injuries in accordance with accepted professional standards;
- Arranging for prompt Volunteer diagnostic consultations with physicians, dentists, specialists, laboratories, or other facilities, in cases where the provision of medical care requires medical skills or facilities beyond the professional capability of the PCMO or Peace Corps medical facility;
- Establishment and maintenance of a specialist referral system for consulting locally on difficult medical problems;
- Making medical judgments to evacuate Volunteers with medical problems requiring special evaluation or difficult treatments, or both, not available locally and after reaching the medical decision, requesting the PC staff to provide administrative assistance;
- Provision of termination medical/dental examinations, including laboratory and x-ray tests, for all Volunteers;
- Maintenance of current, complete and accurate records of all Volunteer consultations and treatment (including laboratory and x-ray reports) in the Overseas Health Jackets, return of OHJs to VS/MS/Medical Records within 30 days of PCT/PCV departure from country and a daily log book of all Volunteer contacts in the Medical Office or in the field, including name of Volunteer, reason for visit and disposition;
- Provision of health orientation to acquaint all Trainees with the health care program, self-care procedures, local health care facilities, endemic disease, nutrition, and preventive measures;
- Conduct of a continuous in-service health education program for all Volunteers by participation in workshops, mid-year conferences and/or through frequent communications on health and safety;
- Immunization of all Trainees and Volunteers and continuous monitoring of the immunization program to ensure compliance and
- Provision of supportive medical counseling through scheduled site visits to evaluate the physical and emotional states of Volunteers, and to identify potential health or adjustment problems or both.

2.2. Medical Administrative Services

- Participation in meetings and assistance in the formulation of all local Peace Corps policies regarding the health and safety of Volunteers;
- Maintenance and submission of case reports, preparation of a statistical review of diseases and submission of current information on the country medical screening questionnaire;

- Preparation of requests to the Peace Corps Country Director or the Administrative Officer, or both, regarding the ordering and stocking of medical supplies and equipment to assure availability of drugs when needed;
- Maintenance of Volunteer and Trainee Overseas Health Jackets under combination lock, to ensure medical confidentiality and compliance with the provisions of the Privacy Act and Peace Corps Manual Section 268 - Medical Confidentiality;
- Review of all medical expenditures and provision of professional advice to the Country Director concerning payment to ensure that expenditures correspond to services provided and that charges are customary and reasonable;
- Evaluation of the health and living conditions at Volunteer living and training sites. Preparation of written reports on status and professional recommendations for site improvements, if necessary;
- Monitoring and evaluation of local medical services including physicians, labs, hospitals and clinics to ensure care is adequate;
- Preparation of cables on Volunteer health, surgical emergencies, hospitalizations, or other health problems requiring professional consultations;
- Maintenance of effective communications and cooperation with Peace Corps Director and other members of the Peace Corps staff and
- Maintenance of effective inventory controls of drugs, medicines, and supplies.