



Peace Corps-Philippines

The United States Peace Corps program in the Philippines seeks qualified candidates for the following position:

Peace Corps Back-Up Provider

[Code: Back-Up PCMO)

TYPE OF CONTRACT: Part-Time, Personal Services Contract (PSC)

POSITION FUNCTION

The Back-Up Provider shall provide direct patient care, referrals to outside medical consultants or facilities, i.e. hospital or emergency department, depending on the specific in-country arrangements, and assist with administrative duties and health education when indicated. The Back-Up Provider will also function as a Peace Corps Medical Officer (PCMO) and perform any or all of the PCMO duties. The back-up provider shall be available around-the-clock by telephone or be present in the Health Unit at the Peace Corps Philippines office.

LEVEL OF EFFORT and COMPENSATION

Given the part-time nature of the job, the back-up provider is only expected to report for work once a month (or a minimum of 12 days for a one year contract period), except for the first few days after signing the contract which will be devoted to the mandatory trainings (can be in person or via zoom) to be conducted by the PC Medical Officers, or by the PC Office of the Health Services (OHS) in Washington DC. (*The 'Back-up Provider Training Checklist' is attached as Annex A.*) The back-up provider is not a regular position, is paid only the daily rate, and there are no benefits.

SKILLS AND QUALIFICATIONS

The required skill level for the back-up provider shall be a physician, nurse practitioner, or under limited circumstances and upon approval by the Credentialing Committee, a registered nurse who will provide clinical care for Peace Corps Volunteers and Trainees in the absence of a Peace Corps Medical Officer (PCMO) or assist the PCMO during busy times.

- A. Education:** Graduate of accredited school (MDs must be a graduate of a school listed in this link, Foundation for Advancement of International Medical Education and Research <https://search.wdoms.org/>.)
- B. Current license to practice**
- C. Work Experience:** (a) Three years of clinical/hospital experience in primary care ; (b) Experience in managing mental health issues including counseling of patients; c) Administrative experience (reporting and record management).

D. Skills and Abilities: Ability to communicate effectively in oral /written English (*English fluency is required*); Working knowledge of Microsoft Word, Excel, Access, Outlook; Ability to work effectively as part of an intercultural team; Trustworthy with strong & dependable inter-personal skills.

HOW TO APPLY

Email the following documents to PH-vacancy@peacecorps.gov (indicate ‘Back-up Provider’ on subject box) :

- a. Current Curricula Vitae (CV)
 - specifying all training and work experiences
 - attach scanned copies of current licenses (PRC license), diplomas and certifications
 - explanation for all periods of unemployment greater than three months.
- b. One reference letter from a current clinical colleague
- c. Cover letter – stating reason why the part-time position appeals to applicant & can best perform the job.

Note #1: Only qualified applicants who submit complete requirements will be contacted. In view of the Covid19 pandemic, Peace Corps recruitment process is done by phone, email and zoom platform. May also need a face-to-face interview for the top applicants.

Note #2: Additional requirements may be requested from the emerging top candidates; while for the selected candidate, the list of documents required by the US Embassy for the Security Clearance is attached as Annex B. The issuance of the Security Clearance by the US Embassy is a requirement for employment with the Peace Corps, for both long-term and short-term contractors. Any question, please email fparreno@peacecorps.gov.

Note # 3: Selected candidate must be credentialed by the Credentialing Committee within the Office of Health Services (OHS) in Peace Corps HQ office before the contract offer.

The United States Peace Corps is an Equal Opportunity Employer

The Peace Corps is both a federal agency and a vehicle through which American citizens offer needed assistance to people around the world and, in doing so, promote greater cross-cultural understanding between Americans and the people of the host countries. The fulfillment of the Peace Corps’ mission to foster greater understanding among the world’s citizens requires that we adhere to the highest standards with respect to equal employment opportunity for all Volunteers, employees, and applicants. Discrimination based on factors that have no bearing on a person’s ability to serve and perform his or her duties is not permitted and will not be tolerate.

Annex A: Back-Up Provider Training Checklist

MANDATORY TRAINING AREAS
GENERAL
Brief review of PCMO Roles and Responsibilities
Medical Secretary/Medical Assistant
<ul style="list-style-type: none"> • Role in assisting back-up provider
Meet and discuss relationship/role with back-up provider:
<ul style="list-style-type: none"> • Country Director • Director of Management and Operations • Safety & Security Manager
Meet with other relevant staff (Director of Programming & Training, SARL, and Duty Officer)
Orientation on IT & Cybersecurity c/o IT Specialist
OFFICE OF HEALTH SERVICES
Discuss roles and assistance available from:
<ul style="list-style-type: none"> • International Health Coordinators (IHC) • Counseling and Outreach Unit (COU) • Regional Medical Officers (RMOs) • Regional Mental Health Officers (RMHOs)
HEALTH UNIT ADMINISTRATION
Tour of Health Unit (Office, Exam Room, Pharmacy, Lab)
Communications
<ul style="list-style-type: none"> • Communication system (phones, e-mails, fax, text messages) • Medical Duty phone expectations • Tips on communicating with Volunteers
Review the Medical Duty book contents
Review Medical Kit contents
<ul style="list-style-type: none"> • Provide list of contents and additional drugs given to PCVs
Medical Confidentiality
Review back-up responsibility with inventory management
Documentation and PCMEDICS
<ul style="list-style-type: none"> • PEFs for PCV encounters • MS/MA roles
PEACE CORPS POLICIES
Review Clinical Escalation Policy
<ul style="list-style-type: none"> • Provide and discuss page 1 of TG 185, Attachment A
Discuss Oversight of a Hospitalized Volunteer (TG 305)
Discuss back-up role with COS procedures (TG 330, TG 340)
Review the Field Consultations process (TG 370)
Review the Medical Evacuation process (TG380)
Review the Medical Action Plan (TG 385)
SPECIFIC HEALTH ISSUES
Management of Sexual Assault (MS 243)
<ul style="list-style-type: none"> • Brief overview of policy and forms

<ul style="list-style-type: none"> • Provide and discuss page 2 of TG 185, Attachment A
Post-Exposure Prophylaxis (PEP) (TG 712)
Mental Health/Substance Abuse(TG 510,TG 530, TG 520)
Dental Care (TG 180)
Most Common Health Issues at Post
<ul style="list-style-type: none"> • Review PC treatment protocols
PREFERRED ADD'L TRAINING
Provide copy of PCV Health Handbook
Work in Health Unit (HU) alongside PCMO for several days
Work in HU Quarterly to maintain knowledge
Attend Pre-Service Training sessions or PC Volunteer conferences

Annex B: Requirements for US Embassy Regional Security Office (RSO) Security Clearance for Short-Term Personal Services Contractor with Access to PC Computer Network.

1. Embassy Forms - (a) OMB 1405-0029 Application for Employment
(b) Authorization for Release of Information
2. 2x2 photo
3. Original Passport, to include expired passports;
4. Original PSA issued birth certificate;
5. Original proof of legal status-PSA issued marriage/divorce certificate;
6. Original PRC License;
7. Original Driver's license;
8. Tax Identification Number;
9. Financial documents;
 - a. Latest credit cards bill;
 - b. Loan documents;
 - c. Bank account records;
 - d. Latest household/utilities bills;
 - i. For house renter/tenant, please bring your contract and latest bill.
 - ii. For sub-metered utilities, please bring document of billing signed by land lord/land lady.
10. National health insurance number - Philhealth number or card;
11. National insurance number - Social Security number and loan document, if with outstanding loans;
12. Pag-Ibig membership number and loan document, if with outstanding loans;
13. Military or law enforcement discharge documents/service record, if applicable.