

6. Assists with minor surgical procedures.
7. If performing as an EKG/ECG technician must be cross trained to fill this role.
8. Assists with collecting laboratory samples as required. Practical knowledge of laboratory procedures and guidelines.
9. Knowledge of medical supply par levels and able to assist the HSA or designee in ordering required supplies.
10. Assures a safe and clean working environment at all times.
11. Participates as member of health care team to ensure that needed equipment, supplies and logs are available, clean, functional and up to date.
12. Must adhere to principals, procedures and techniques for appropriate patient care and take direction from registered nurses and onsite administrative personnel.
13. Must appropriately document patient/resident encounters according to current standards of care using electronic health records.
14. Performs record keeping functions in accordance with program policies and position.
15. Maintains functional proficiency and ease of use utilizing electronic health records as required by, and appropriate to, position.
16. Completes and passes all discipline specific competencies testing, initially and annually.
17. Completes all initial, annual and ad hoc training as required/assigned.
18. Maintains patient confidentiality, and confidentiality of medical records, in compliance with the Privacy Act and HIPAA regulations in all work activities.
19. Adheres to, and maintains awareness of, IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC.
20. Attends and participates in general/medical staff meetings.
21. Other duties as assigned.

DUTY HOURS / ON-CALL REQUIREMENTS

1. IHSC operates 24/7/365; this position is required to respond during an emergency activation.
2. This full time position requires availability to work day, evening and night shifts. Availability during weekends and holidays is also required.
3. On-call availability is not required for this position.

SECURITY REQUIREMENTS

1. The Department of Homeland Security's Personnel Security Unit (PSU) must render a Preliminary Favorable Fitness Determination to be considered a qualified candidate.
2. A Complete Favorable Fitness Determination must be rendered by PSU upon completion of initial and subsequent background investigations to meet the requirements of this position and maintain appropriate clearance throughout employment under the contract.

PHYSICAL DEMANDS

1. Required to walk unaided at a normal pace for up to 10 minutes and maintain balance.
2. Required to respond to any medical emergency within 4 minutes, where a fast walk or jog may be necessary to provide assistance.
3. Required to perform CPR/emergency care standing or kneeling.

12 February 2016

4. Must have the ability to assist sick, injured or aging detainees or staff exiting the building during an emergency (may require lifting, dragging, wheeling or carrying someone who weighs significantly more than self).
5. Must be able to see, hear and smell with or without the use of aides if necessary (exceptions on a case by case basis).
6. Must easily alternate between kneeling and standing.
7. Must be able to lift, push, or carry 30 pounds.
8. Must perform the duties in a stressful and often austere environment without physical limitations.
9. Must be capable of standing on hard services (cement floors) for long periods of time.

SUPERVISORY CONTROLS

This is a contract position and supervisory controls will be set forth by the contract vendor. Technical oversight will be provided by the Government Technical Monitor (GTM).

ACKNOWLEDGEMENT

My signature below acknowledges that I have read, understand and am able to perform, the duties and requirements of this position description.

Employee: _____
Sign / Print

Date

Witness: _____
Sign / Print

Date

12 February 2016

COMPLIANCE MONITORING SPECIALIST- IHSC HQ-MQM

Contract Position Description

INTRODUCTION

The ICE Health Services Corps (IHSC) exists within the organizational structure of the United States Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO) under the supervision of the Department of Homeland Security (DHS). The United States Public Health Service (USPHS) Commissioned Corps Officers, civil service staff and contractors comprise the healthcare professionals working together to provide quality healthcare services. IHSC serves as the medical experts for ICE for detainee health care.

MISSION

IHSC's mission is to provide medical care to maintain the health of individuals in the custody of ICE through an integrated health care delivery system, based on nationally recognized correctional, detention and residential health care standards. The Agency is committed to providing healthcare services to protect the nation's health, reduce global disease and provide medical support for the law enforcement mission of the safe apprehension, enforcement and removal of detained individuals involved in immigration proceedings. IHSC is committed to ensuring a system of care that is ethical, responsible, and accountable through rigorous surveillance and monitoring activities.

ATTRIBUTES AND PROFESSIONAL QUALITIES

1. Strong oral and written communication skills.
2. Strong organizational skills and attention to detail.
3. Critical thinking skills.
4. Leadership and project management.
5. Strength in working independently.
6. Integrity, honesty and strong work ethic.

REQUIRED EDUCATION AND EXPERIENCE

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education

1. High School Diploma, or GED equivalent.
2. Associate Degree in Health related field from accredited institution, desired (or in progress)
3. Education, training and experience in healthcare which provides the desired knowledge, skills and abilities necessary to perform the position's duties and responsibilities.

REQUIRED LICENSURE/CERTIFICATION

1. Maintains Heartsaver® CPR AED certification through the American Heart Association®.

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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of and experience with collecting data, determining accuracy and appropriateness based on the required elements
2. Knowledge of organization and responsibilities of all levels of government operations
3. Knowledge of computer systems documentation
4. Knowledge of medical terminology
5. Knowledge of, and proficiency in, common MicroSoft Office Programs, specifically MicroSoft Word, Excel, Outlook, PowerPoint and SharePoint
6. Knowledge, skills and ability to use basic information technology resources, e.g. email, internet, word processing, spreadsheets, powerpoint presentations, smartphone, copier, scanner, etc
7. Knowledge, skills and ability to locate, read and understand complex reports in handwritten and electronic formats
8. Ability to track progress of report at all times
9. Ability to generate status reports routinely and upon request
10. Ability to monitor calendars and identify reports with near or expired due dates
11. Ability to submit alert reminders to appropriate staff
12. Ability to maintain version control on all documents and allow access to stakeholders, leadership and other authorized personnel
13. Ability to apply standard “naming conventions” to documents and titles, as well as subject lines, to clearly describe or reflect the content of the document. Naming conventions should be consistent, logical and user friendly
14. Ability to review responses to ensure the request has been met
15. Ability to close out a report based on required criteria
16. Ability to post and route reports for collaborative review and responses
17. Ability to file reports for future reference and use
18. Ability to maintain working files and final reports
19. Ability to submit reports for final review and cc appropriate personnel
20. Ability to develop and perform audit on established quality measures
21. Ability to independently perform the functions/duties listed above, where applicable, with minimal to no supervision
22. Ability to communicate effectively in both written and oral formats to perform the functions/duties listed above
23. Ability to research and query reports
24. Ability to retrieve reports from electronic-based system
25. Ability to use statistical analysis for reporting
26. Ability to manage multiple complex tasks

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27. Ability to communicate proficiently in English (verbal and written) in order to develop rapport with co-workers and stakeholders
28. Ability to navigate in an electronic work environment, including web based training, communications and sharepoint

MAJOR DUTIES AND RESPONSIBILITIES

1. Upon receipt of reports, generate and assign reports accordingly
2. Ensure workloads are accounted for and reports are tracked and monitored for compliance
3. Coordinate with appropriate personnel to ensure all reports are acted on immediately upon receipt
4. Secure and maintains all reports in accordance with all established policies, procedures and regulations
5. Work collaboratively with the Unit Chiefs of Medical Quality Management and Medical Case Management
6. Submit weekly/monthly/annual reports of activities to MQM Unit Chief and MCM Unit Chief
7. Attend work related meetings as scheduled
8. Complete training as required
9. Follows supervisory chain of command
10. Perform other duties and responsibilities as assigned

ON-CALL REQUIREMENTS

1. IHSC operates 24/7/365; this position may be required to respond during an emergency activation.
2. On-call availability is not required for this position.

SECURITY REQUIREMENTS

1. The Department of Homeland Security's Personnel Security Unit (PSU) must render an Initial Preliminary Favorable Fitness Determination to be considered a qualified candidate.
2. A Complete Favorable Fitness Determination must be rendered by PSU upon completion of initial, and between, subsequent background investigations to meet the requirements of this position.

PHYSICAL DEMANDS

1. Required to walk unaided at a normal pace for up to 10 minutes and maintain balance.
2. Required to respond to any medical emergency within 4 minutes, where a fast walk or jog may be necessary to provide assistance.

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3. Required to perform CPR/emergency care standing or kneeling.
4. Must have the ability to assist sick, injured or aging detainees or staff exiting the building during an emergency (may require lifting, dragging, wheeling or carrying someone who weighs significantly more than self).
5. Must be able to see, hear and smell with or without the use of aides if necessary
6. (exceptions on a case by case basis).
7. Must easily alternate between kneeling and standing.
8. Must be able to lift, push, or carry 30 pounds.
9. Must perform the duties in a stressful and often austere environment without physical limitations.
10. Must be capable of standing on hard services (cement floors) for long periods of time.

SUPERVISORY CONTROLS

This is a contract position and supervisory controls will be set forth by the contract vendor. Technical oversight will be provided by the Government Technical Monitor (GTM).

ACKNOWLEDGEMENT

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Employee: _____
Sign / Print Date

Witness: _____
Sign / Print Date

14 May 2016

CONTRACTING OFFICER'S REPRESENTATIVE ASSISTANT

Contract Position Description

INTRODUCTION

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MISSION

IHSC's mission is to provide medical care to maintain the health of individuals in the custody of ICE through an integrated health care delivery system, based on nationally recognized correctional, detention and residential health care standards. The Agency is committed to providing healthcare services to protect the nation's health, reduce global disease and provide medical support for the law enforcement mission of the safe apprehension, enforcement and removal of detained individuals involved in immigration proceedings. IHSC is committed to ensuring a system of care that is ethical, responsible, and accountable through rigorous surveillance and monitoring activities.

ATTRIBUTES AND PROFESSIONAL QUALITIES

1. Strong oral and written communication skills.
2. Strong organizational skills and attention to detail.
3. Critical thinking skills
4. Strength in working independently.
5. Integrity, honesty and unquestionable ability to maintain confidentiality.

REQUIRED EDUCATION AND EXPERIENCE

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education

1. A combination of education, training and experience which provides the desired knowledge skills and abilities to perform the positions duties and responsibilities.
2. Minimum of one year of direct experience with, and high level of proficiency in Microsoft Office programs, specifically Microsoft Word®, Excel, Outlook and SharePoint.

REQUIRED LICENSURE/CERTIFICATION

1. This position does not require privileging by IHSC.
2. Maintains Heartsaver® CPR AED certification through the American Heart Association®.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

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1. Knowledge of, and moderate to high proficiency in, common Microsoft Office programs, specifically Microsoft Word, Excel, Outlook and SharePoint.
2. Ability to critically review documents and determine appropriate disposition according to program requirements.
3. Ability to establish and maintain appropriate boundaries related to various stakeholders.
4. Must be able to appropriately prioritize a spectrum of duties from the routine to unexpected high priority.
5. Ability to establish and maintain positive working relationships in a multi-stakeholder environment.
6. Exceptional verbal and written communication skills in addition to understanding appropriate email etiquette.
7. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with vendors, applicants, co-workers and other stakeholders.
8. Ability to navigate in an electronic work environment including, web based training and communications.
9. Knowledge of regulations (HIPAA/Privacy Act) regarding the confidentiality of applicant information as well as Personally Identifiable Information (PII).

MAJOR DUTIES AND RESPONSIBILITIES

1. Receive, review and execute appropriate action based on review of received security documents.
2. Performs extensive and detailed electronic record keeping functions in accordance with program policies and position.
3. Performs appropriate electronic and/or verbal communication based on applicant document review and or change in applicant PSU status.
4. Maintains high level of proficiency and ease in use of Excel spreadsheets, SharePoint, and Microsoft Office.
5. Will act as liaison between the vendor, applicant, Personnel Security Unit, Contracting Officers and others with a need-to-know status.
6. Must adapt readily to change in process and procedures as well as applying problem solving skills to overcome a rapidly changing environment to ensure consistency and efficiency of productivity.
7. Appropriate filing and maintenance of documents containing sensitive PII, in accordance with agency policy.
8. Frequent analyzing of multiple sources of data for content and accuracy. Discrepancies in data reporting will be identified, clarified and reconciled through a standardized process.
9. Completes all initial, annual and ad hoc training as required/assigned.
10. Maintains applicant/vendor confidentiality, and confidentiality of all collected data, in compliance with the Privacy Act and HIPAA regulations in all work activities.
11. Adheres to, and maintains awareness of, IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC.
12. Attends and participates in staff meetings as established.
13. Other duties as assigned.

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ON-CALL REQUIREMENTS

1. IHSC operates 24/7/365; this position may be required to respond during an emergency activation.
2. On-call availability is not required for this position.

SECURITY REQUIREMENTS

1. The Department of Homeland Security's Personnel Security Unit (PSU) must render an Initial Preliminary Favorable Fitness Determination to be considered a qualified candidate.
2. A Complete Favorable Fitness Determination must be rendered by PSU upon completion of initial, and between, subsequent background investigations to meet the requirements of this position.
3. An additional non-disclosure statement will need to be signed for this position.

PHYSICAL DEMANDS

1. Physically capable of performing duties and responsibilities as listed above.
2. Sitting for prolonged periods of time.
3. Frequent use of common office technology such as the computer, telephone etc.
4. Ability to lift, carry and move up to 30 lbs.

SUPERVISORY CONTROLS

This is a contract position and supervisory controls will be set forth by the contract vendor. Technical oversight will be provided by the Government Technical Monitor (GTM).

ACKNOWLEDGEMENT

My signature below acknowledges that I have read, understand and am able to perform, the duties and requirements of this position description.

Employee: _____
Sign / Print

Date

Witness: _____
Sign / Print

Date

14 March 2016

Custody Resource Coordinator

Contract Position Description

JOB SUMMARY

The Custody Resource Coordinator (CRC) assists ERO and detention facility staff in maintaining a safe detention environment and provides services and support to individuals in ICE custody on issues that commonly affect the ICE detainee population such as responsive support to trauma, sexual abuse and assault, domestic violence, human trafficking, and, medical and mental health care.

The duty location of each CRC will be at an ICE detention facility or Family Residential Center. At each duty location, the CRC will be responsible for working with ERO and facility staff to determine needed services (e.g. assistance with language translation, standards compliance, facilitation of detainee-staff communication and developing educational programming for ERO, medical, and contract facility staff). In addition, the CRC will act as a liaison with community resources to provide a range of support activities for detainees who could benefit from connection to resources both in detention and upon discharge.

Each CRC will report to a Custody Resource Program Manager (CRP PM) located at ERO Headquarters in Washington, DC.

ATTRIBUTES AND PROFESSIONAL QUALITIES

1. Strong oral and written communication skills.
2. Excellent interpersonal skills.
3. Critical thinking skills.
4. Cultural competency.
5. Integrity and honesty.
6. Experience in a detention/correctional or residential healthcare setting (preferred, not required).

REQUIRED EDUCATION AND EXPERIENCE

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education

1. Bachelor's degree in social work accredited by the Council on Social Work Education, or an equivalent degree.
2. Preferred: Master's degree in social work accredited by the Council on Social Work Education, or an equivalent degree.
3. Also preferred, but not required: Clinical license in good standing in the state in which the facility is located, that authorizes independent clinical practice.
4. At least two years of related experience (e.g., experience providing trauma-informed programming, experience working with immigrants or foreign-born individuals) and have

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knowledge of program objectives, policies, procedures and requirements conducting a case management program at a local level.

5. Experience working in or with individuals in a confinement setting.
6. At least two years of experience providing services to vulnerable populations.
7. Experience with and an understanding of situations that contribute to family stress, problems and crisis situations.
8. Also preferred, but not required: Experience providing service to and/or coordinating services for transgender individuals.

REQUIRED LICENSURE / CERTIFICATION

1. Maintains current certification in either the American Heart Association Basic Life Support Course (BLS) or the American Red Cross CPR/BLS Course.
2. As per CDC guidelines – candidates must provide proof of a negative TB skin test, as well immunization from the following diseases: Hepatitis B, MMR, Varicella and Influenza.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of the case management process commensurate with training and education at a minimum at the bachelor's level.
2. Fluent in Spanish.
3. Ability to work in a multi-cultural and multi-lingual environment.
4. Ability to utilize telephonic interpreter/translation services to complete assigned duties if not fluent in a language the detainee understands.
5. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
6. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with patients, co-workers and other stakeholders.
7. Ability to establish and maintain positive working relationships in a multidisciplinary environment.
8. Ability to navigate in an electronic work environment including electronic health records, web based training and communications.
9. Knowledge of, and moderate proficiency in, common Microsoft Office programs, specifically Microsoft Word, Excel, Outlook and SharePoint.

MAJOR DUTIES AND RESPONSIBILITIES

ERO and facility staff support

1. Assist ERO and detention facility staff as a resource to facilitate the compliance of applicable agency policies and detention standards. Facilitate discussions and communicate directly with detainees. Areas of facilitation include but are not limited to the following topic areas: allegations of sexual abuse and assault, identification and monitoring of pregnant detainees, resources for detainees in segregated housing or special management units, and admission and release.
2. Address ERO and facility staff questions or concerns related to specific detainees.

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3. Conduct informational sessions where staff can learn and share best practices and responses regarding issues that commonly affect the detainee population (e.g. trauma, abuse, sexual assault, domestic violence, human trafficking, child abuse).
4. Coordinate post-sexual abuse and assault allegation-related activities per agency policy and applicable detention standards.
5. Provide additional services that will support an effective and efficient custody environment, as determined by ERO facility and field office leadership and the Custody Resource Program staff and leadership.
6. As appropriate, coordinate effectively with ERO personnel on Alternative to Detention (ATD) programs.

Programming

1. Conduct removal planning with detainees such as referrals and connections to resources in home country to support removals.
2. Conduct release planning for pregnant women and other vulnerable populations – referrals to housing, medical and needed support services.
3. Lead group sessions, and facilitate peer-support groups and workshops with detainees on relevant topics, such as safety, coping skills, resiliency, parenting, and empowerment.

Outreach

1. Liaise and partner with local, national, and international resources to provide detainees services in detention and upon release from detention, including access to resources in cities and countries of final destination.

Other

1. Collaborate on, implement, and evaluate facility programming that addresses and supports a holistic trauma-informed care approach.
2. In an effort to advance the mission of the program and enhance the CRC's knowledge-base, the CRC may travel to headquarters and/or other relevant sites, as needed, to participate in training events.
3. Other duties as assigned by the CRP PM, or the Government Technical Monitor (GTM), or the CRP Contracting Officer's Representative (COR) in conjunction with the ICE facility COR.

DUTY HOURS/ ON-CALL REQUIREMENTS

This full time position requires availability to work days, specific hours determined by the facility and the program. This position does not require on-call duty, and there is no overtime permitted.

SECURITY AND OTHER REQUIREMENTS

1. The Department of Homeland Security's Personnel Security Unit (PSU) must render an Initial Preliminary Favorable Fitness Determination to be considered a qualified candidate.

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2. A Complete Favorable Fitness Determination must be rendered by PSU upon completion of initial, and between, subsequent background investigations to meet the requirements of this position.
3. Must be a U.S. citizen.

PHYSICAL DEMANDS

1. Must perform the duties in a stressful and often austere environment without physical limitations.
2. Must be capable of standing on hard services (cement floors) for long periods of time.

SUPERVISORY CONTROLS

This is a contract position and supervisory controls will be set forth by the contract vendor. Technical oversight will be provided by the GTM.

ACKNOWLEDGEMENT

My signature below acknowledges that I have read, understand and am able to perform, the duties and requirements of this position description.

Employee: _____
Sign / Print

Date

Witness: _____
Sign / Print

Date

Contract Position Description**INTRODUCTION**

The ICE Health Services Corps (IHSC) exists within the organizational structure of the United States Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO) under the supervision of the Department of Homeland Security (DHS). The United States Public Health Service (USPHS) Commissioned Corps Officers, civil service staff and contractors comprise the healthcare professionals working together to provide quality healthcare services. IHSC serves as the medical experts for ICE for detainee health care.

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IHSC's mission is to provide medical care to maintain the health of individuals in the custody of ICE through an integrated health care delivery system, based on nationally recognized correctional, detention and residential health care standards. The Agency is committed to providing healthcare services to protect the nation's health, reduce global disease and provide medical support for the law enforcement mission of the safe apprehension, enforcement and removal of detained individuals involved in immigration proceedings. IHSC is committed to ensuring a system of care that is ethical, responsible, and accountable through rigorous surveillance and monitoring activities.

ATTRIBUTES AND PROFESSIONAL QUALITIES

1. Strong oral and written communication skills.
2. Excellent interpersonal skills.
3. Critical thinking skills.
4. Cultural competency.
5. Integrity and honesty.

REQUIRED EDUCATION AND EXPERIENCE

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education

1. High School Diploma or GED equivalent.
2. Experience in a detention/correctional or residential healthcare setting preferred (not required).
3. Minimum of one year experience in a healthcare setting as a medical record technician, medical record clerk, unit secretary, or similar position where the processing of electronic medical/health records was part of the daily responsibilities.
4. Minimum of one year experience processing release of information requests which includes requesting health records from providers as well as releasing health care information in accordance with organizational policies/procedures as well as applicable laws.

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REQUIRED LICENSURE/CERTIFICATION

1. This position does not require privileging by IHSC.
2. Maintains Heartsaver® CPR AED certification through the American Heart Association®.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of and a high level of proficiency with computers and common Microsoft Office programs, specifically Microsoft Outlook, Word, SharePoint, and Excel.
2. Ability to work approximately 95% of time using computers, scanners, printers, telephone and be literate in their usage and able to troubleshoot. Ability to learn new equipment and required processes in a fast paced environment.
3. Able to work independently within skill level and identify when assistance or guidance is needed.
4. Knowledge of the basic principles of standard electronic medical record procedures, methods, and requirements to perform routine medical records duties.
5. Ability to understand and become knowledgeable of the procedures, rules, operations, sequence of steps, documentation requirements, time requirements, functions, and workflow to process electronic medical records, to review records for accuracy and completeness, and to keep track of processing deadlines.
6. Knowledge of medical terminology.
7. Ability to recognize information inconsistencies and take appropriate action to resolve.
8. Ability to maintain an electronic medical record system and ensure compliance with all agency governance and guidance on handling medical records in an appropriate manner.
9. Ability to work in a multi-cultural and multi-lingual environment.
10. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
11. Ability to respond to all requests diplomatically and tactfully whether by telephone, in person, or in writing
12. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with co-workers, outside healthcare providers, and other stakeholders.
13. Ability to establish and maintain positive working relationships in a multidisciplinary environment.
14. Ability to navigate in an electronic work environment including electronic health records, web based training and communications.
15. Knowledge of regulations (FOIA/Privacy Act/HIPAA) regarding the confidentiality of patient medical records and information as well as Personally Identifiable Information (PII).
16. Ability to establish time saving, efficient work processes and operations. Ability to work professionally, effectively, efficiently and independently.
17. Must be able to multi-task effectively and must be detail oriented.

MAJOR DUTIES AND RESPONSIBILITIES

1. Receives health information requests, maintains tracking system for each.
2. Ensures requested information is appropriately and accurately gathered, accurately secured

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- (password protected) and released to the requestor within deadline requirements.
3. Keeps requestor notified of any anticipated or unexpected delays.
 4. Tracks compliance with release of information timelines.
 5. Makes timely reminder calls to the healthcare organizations inquiring about requested information not received.
 6. Search for and create “new” patient in electronic health record when necessary for filing/scanning documents.
 7. Files/scans documents in appropriate sections of the electronic medical record within prescribed time period.
 8. Appropriately documents all release of information in the electronic health record according to standard practices.
 9. Routes clinical reports to appropriate clinic staff within prescribed time period.
 10. Archives clinical information from the medical record within prescribed time period in accordance with established IHSC policy and procedures.
 11. Corresponds with outside medical facilities and contract vendors to request pertinent medical information to place in the medical record using appropriate and authorized ICE and IHSC forms. Tracks requests and performs follow-up ensuring receipt of information requested.
 12. Reviews all documentation for completeness and routes incomplete documents to the appropriate provider for correction prior to placing/scanning in the medical records.
 13. Maintains all health documentation according to IHSC policy and procedures to maintain privacy and confidentiality.
 14. Maintains patient confidentiality and confidentiality of medical records in compliance with the Privacy Act and Freedom of Information Act in all work activities. Protects the patient’s right to privacy by ensuring only authorized individuals have access to medical information.
 15. Uses multiple electronic mediums (SharePoint, EHR) to process material (e.g., correspondence, tabular data, reports, etc.) to prepare, update, and maintain records and provide required and requested information to appropriate personnel.
 16. Performs record keeping functions in accordance with program policies and position.
 17. Assists in categorizing, organizing, and maintaining file systems in IHSC Headquarters File Room as well as assisting with documenting and preparing files and records in anticipation of record retention and archiving.
 18. Maintains a high level of proficiency and ease of use utilizing electronic health records.
 19. Provides basic technical advice and assistance to IHSC personnel on records management questions/guidance.
 20. Processes transfers of ICE records to approved storage facilities.
 21. Processes retrieval requests from a storage facility.
 22. Coordinates the approval of IHSC requests to dispose of records.
 23. Conducts inventory of program office records, including type and location.
 24. Tracks and reports information using Excel and the office’s matter tracking system.
 25. Assists with various records management projects.
 26. Requests records from National Archives and Records Administration (NARA) in response to requests. Tracks these requests, copies/scans records as required to fulfil request, document release of information, and return records to correct Federal Record Center location.
 27. As instructed, assists with creation, editing, approval routing, and electronic maintenance of IHSC forms.

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28. As instructed, assists with review, tracking, routing, and electronic maintenance of systems for records archiving.
29. Completes and passes all discipline specific competencies testing, initially and annually.
30. Completes all mandatory, initial, annual and ad hoc training as required/assigned.
31. Adheres to and maintains awareness of IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC.
32. Adheres to and participates in IHSC's Safety, Prevention, Infection and Control, Quality Improvement, Patient Education and other programs and collateral duties as appropriate to position.
33. Keeps Technical Monitor aware of issues, problems, concerns.
34. Attends and participates in general/medical staff meetings.

DUTY HOURS / ON-CALL REQUIREMENTS

1. This position may be based in Washington, DC at IHSC HQ or at an IHSC field site.
2. Telework is authorized for this position after 90 days at the discretion of the GTM for eligible staff.
3. On-call availability is not required for this position.

SECURITY REQUIREMENTS

1. The Department of Homeland Security's Personnel Security Unit (PSU) must render an Initial Preliminary Favorable Fitness Determination to be considered a qualified candidate.
2. A Complete Favorable Fitness Determination must be rendered by PSU upon completion of initial, and between, subsequent background investigations to meet the requirements of this position.

PHYSICAL DEMANDS

1. Required to walk unaided at a normal pace for up to 10 minutes and maintain balance.
2. Required to respond to any medical emergency within 4 minutes, where a fast walk or jog may be necessary to provide assistance.
3. Required to perform CPR/emergency care standing or kneeling.
4. Must have the ability to assist sick, injured or aging detainees or staff exiting the building during an emergency (may require lifting, dragging, wheeling or carrying someone who weighs significantly more than self).
5. Must be able to see, hear and smell with or without the use of aides if necessary (exceptions on a case by case basis).
6. Must easily alternate between kneeling and standing.
7. Must be able to lift, push, or carry 30 pounds.
8. Must perform the duties in a stressful environment without physical limitations.
9. Must be capable of standing on hard services (cement floors) for long periods of time.

SUPERVISORY CONTROLS

2017 May 25

LICENSED VOCATIONAL NURSE- IMMUNIZATION-SPANISH LANGUAGE FLUENCY

Contract Position Description

INTRODUCTION

The ICE Health Services Corps (IHSC) exists within the organizational structure of the United States Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO) under the supervision of the Department of Homeland Security (DHS). The United States Public Health Service (USPHS) Commissioned Corps Officers, civil service staff and contractors comprise the healthcare professionals working together to provide quality healthcare services. IHSC serves as the medical experts for ICE for detainee health care.

MISSION

IHSC's mission is to provide medical care to maintain the health of individuals in the custody of ICE through an integrated health care delivery system, based on nationally recognized correctional, detention and residential health care standards. The Agency is committed to providing healthcare services to protect the nation's health, reduce global disease and provide medical support for the law enforcement mission of the safe apprehension, enforcement and removal of detained individuals involved in immigration proceedings. IHSC is committed to ensuring a system of care that is ethical, responsible, and accountable through rigorous surveillance and monitoring activities.

ATTRIBUTES AND PROFESSIONAL QUALITIES

1. Strong oral and written communication skills.
2. Excellent interpersonal skills.
3. Critical thinking skills.
4. Cultural competency.
5. Integrity and honesty.
6. Verbal and written proficiency in Spanish required.

REQUIRED EDUCATION AND EXPERIENCE

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education

1. Graduate from an approved, accredited Vocational/Practical Nurse program located in a State, the District of Columbia, or a U.S. territory.
2. Must have a minimum of one year experience in a hospital, medical office or outpatient clinical setting.
3. Previous vaccination experience required.

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4. Experience in a detention/correctional or residential healthcare setting (preferred, not required).

REQUIRED LICENSURE/CERTIFICATION

1. Maintains current, active and unrestricted LVN/LPN license by the state in which the duty station is located. Any changes to license must be reported to employer immediately.
2. Maintains professional clinical skills via continuing education opportunities as required by the state of practice.
3. This position does not require privileging by IHSC.
4. Maintains BLS for Healthcare Providers® certification through the American Heart Association®.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of current vaccine preventable diseases, immunization guidelines, and vaccination schedules for all ages including state, federal and international requirements.
2. Ability and proficiency to properly use equipment, materials and supplies in simple diagnostic and treatment procedures.
3. Ability to work in a multi-cultural and multi-lingual environment, working with residents to overcome barriers to obtaining health care.
4. Ability to utilize telephonic interpreter/translation services to complete assigned duties if not fluent in a language the patient understands.
5. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
6. Ability to communicate proficiently in English and Spanish (verbal and written) in order to develop positive rapport with patients, co-workers and other stakeholders.
7. Ability to establish and maintain positive working relationships in a multidisciplinary environment.
8. Ability to navigate in an electronic work environment including electronic health records, web based training and communications.
9. Proficiency in, common Microsoft Office applications, specifically Microsoft Word, Excel, Outlook and SharePoint.
10. Knowledge of regulations (HIPAA/Privacy Act) regarding the confidentiality of patient medical records and information as well as Personally Identifiable Information (PII).
11. Must pass initial Security Investigation by ICE prior to first day on duty and maintain clearance for the duration of employment.

MAJOR DUTIES AND RESPONSIBILITIES

1. Provides direct care to patients within discipline Scope of Practice and performs functions in accordance with current accepted practice, licensure, and/or certification.

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2. Provides treatment of persons throughout the life span as appropriate to discipline and facility setting.
3. May be expected to respond to and or coordinate response to medical emergencies.
4. Educates residents about the importance of immunizations, following recommended immunization schedules, possible side effects of immunizations, and aftercare.
5. Prepares vaccines according to manufacturer's instructions and administer them using safe and proper techniques and a system of double checks to ensure accuracy.
6. Administers and evaluates tuberculosis skin tests and refers clients as needed per protocol.
7. Completes appropriate vaccination and resident health records to ensure correct vaccines are administered and documented.
8. Monitors the immunization status and requirements of residents diagnosed with HIV, Hepatitis Band C in accordance with the State and County Health Department guidelines and best clinical practice.
9. Handles and disposes of biological, sharps, and other required supplies in a safe and secure manner.
10. Serves as a resource for medical personnel regarding the administration of required immunizations using current state and federal (CDC) standards.
11. Reports cases of suspected abuse and neglect of children and adults to the proper authorities in accordance with department policy and state law.
12. Evaluates health care needs of residents and assists RN in the development of nursing care plans to meet those needs.
13. Assists with gathering resident data during sick call and medical appointments.
14. Obtains medical information on residents using pre-established questionnaire and appropriately refers abnormal findings or responses or stated medical problems to the RN, mid-level provider or physician.
15. Maintains safety when dispensing medications and is continually cognizant of the potential hazards of drug hoarding and trafficking among residents.
16. Provide patient/resident education as appropriate.
17. May coordinate health care needs of residents with healthcare team and referrals to off-site providers as appropriate for facility.
18. Assures a safe and clean working environment at all times.
19. Participates as member of health care team to ensure that needed equipment, supplies and logs are available, clean, functional and up to date.
20. Provides radiological services in accordance with scope of practice and state licensure. These services will be primarily to conduct tuberculosis surveillance i.e. digital single view chest xrays.
21. Collect laboratory specimens as requested per IHSC policy and procedures.
22. Administers medications and treatments as ordered/recommended in accordance with scope of practice and state licensure.
23. Must adhere to practical nursing principals, procedures and techniques for appropriate patient care and take direction from registered nurses and onsite administrative personnel.
24. Must adhere to medication administration guidelines, understand pharmaceutical agents and their desired effect recognize adverse effects and take appropriate corrective measures.

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25. Must appropriately document patient/resident encounters according to current standards of care using electronic health records.
26. Performs record keeping functions in accordance with program policies and position.
27. Maintains functional proficiency and ease of use utilizing electronic health records as required by, and appropriate to, position.
28. Completes and passes all discipline specific competencies testing, initially and annually.
29. Completes all initial, annual and ad hoc training as required/assigned.
30. Maintains patient confidentiality, and confidentiality of medical records, in compliance with the Privacy Act and HIPAA regulations in all work activities. Educates residents on their rights related to privacy of medical information.
31. Adheres to, and maintains awareness of, IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC.
32. Adheres to, and participates in, IHSC's Safety, Prevention, Infection and Control, Quality Improvement, Patient Education and other programs and collateral duties as appropriate to position.
33. Attends and participates in general/medical staff meetings.
34. Based on the facility needs, may be required to perform duties similar but not limited to those in this position description.

DUTY HOURS / ON-CALL REQUIREMENTS

IHSC operates 365/24/7 you may be required to respond telephonically during emergency call back roster activation.

1. This full time position requires availability to work day, evening and night shifts. Availability during weekends and holidays is also required.
2. On-call availability is not required for this position.

SECURITY REQUIREMENTS

1. The Department of Homeland Security's Personnel Security Unit (PSU) must render an Initial Preliminary Favorable Fitness Determination to be considered a qualified candidate.
2. A Complete Favorable Fitness Determination must be rendered by PSU upon completion of initial, and between, subsequent background investigations to meet the requirements of this position.

PHYSICAL DEMANDS

1. Required to walk unaided at a normal pace for up to 10 minutes and maintain balance.
2. Required to respond to any medical emergency within 4 minutes, where a fast walk or jog may be necessary to provide assistance.

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3. Required to perform CPR/emergency care standing or kneeling.
4. Must have the ability to assist sick, injured or aging detainees or staff exiting the building during an emergency (may require lifting, dragging, wheeling or carrying someone who weighs significantly more than self).
5. Must be able to see, hear and smell with or without the use of aides if necessary (exceptions on a case by case basis).
6. Must easily alternate between kneeling and standing.
7. Must be able to lift, push, or carry 30 pounds.
8. Must perform the duties in a stressful and often austere environment without physical limitations.
9. Must be capable of standing on hard services (cement floors) for long periods of time.

SUPERVISORY CONTROLS

This is a contract position and supervisory controls will be set forth by the contract vendor. Technical oversight will be provided by the Government Technical Monitor (GTM).

ACKNOWLEDGEMENT

My signature below acknowledges that I have read, understand and am able to perform, the duties and requirements of this position description.

Employee: _____
Sign / Print

Date

Witness: _____
Sign / Print

Date

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FAMILY NURSE PRACTITIONER (APP)

Contract Position Description

INTRODUCTION

The ICE Health Services Corps (IHSC) exists within the organizational structure of the United States Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO) under the supervision of the Department of Homeland Security (DHS). The United States Public Health Service (USPHS) Commissioned Corps Officers, civil service staff and contractors comprise the healthcare professionals working together to provide quality healthcare services. IHSC serves as the medical experts for ICE for detainee health care.

MISSION

IHSC's mission is to provide medical care to maintain the health of individuals in the custody of ICE through an integrated health care delivery system, based on nationally recognized correctional, detention and residential health care standards. The Agency is committed to providing healthcare services to protect the nation's health, reduce global disease and provide medical support for the law enforcement mission of the safe apprehension, enforcement and removal of detained individuals involved in immigration proceedings. IHSC is committed to ensuring a system of care that is ethical, responsible, and accountable through rigorous surveillance and monitoring activities.

ATTRIBUTES AND PROFESSIONAL QUALITIES

1. Strong oral and written communication skills.
2. Analytical skills and ability to navigate complex system.
3. Strong interpersonal and active listening skills.
4. Strong organizational and time management skills.
5. Demonstrates strong problem solving, judgement and decision making skills.
6. Demonstrates Integrity, honesty, and cultural competency.

REQUIRED EDUCATION AND EXPERIENCE

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education

1. Graduate from an accredited Family Nurse Practitioner program located in a State, the District of Columbia, or a U.S. territory. The degree issuing institution and/or program must be accredited by an entity recognized by the U.S. Department of Education.
2. A minimum of one year of clinical provider experience in direct patient care as a certified family nurse practitioner, or the approval of IHSC's Medical Director based on the receiving sites ability to mentor and teach the newly licensed provider.

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3. Experience in a detention/correctional or residential healthcare setting (preferred, not required).

REQUIRED LICENSURE/CERTIFICATION

1. Must have an unrestricted, current RN and Advanced Practice Registered Nurse license in the state in which the duty station is located. Any changes to license must be reported to employer immediately
2. Board Certification as Family Nurse Practitioner by the ANCC or AANP.
3. Fulfills the obligation(s) of state licensing board to maintain state licensure including completion and maintenance of collaborative practice agreements and prescriptive authority agreements.
4. Fulfills obligation(s) of ANCC or ANNP to maintain board certification.
5. Maintains unrestricted license with the Drug Enforcement Agency (DEA) and in state in which the duty station is located to prescribe controlled medications.
6. Maintains BLS for Healthcare Providers® certification through the American Heart Association®.
7. This position does not require privileging by IHSC.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of and ability to apply professional principles, procedures, and techniques to patient care.
2. Knowledge of drugs and therapeutics when prescribing and dispensing medication.
3. Practical knowledge of laboratory procedures and guideline; skill in collecting a variety of samples.
4. Ability to properly use equipment, materials and supplies in simple diagnostic and treatment procedures.
5. Ability to work in a multi-cultural and multi-lingual environment.
6. Ability to utilize telephonic interpreter/translation services to complete assigned duties if not fluent in a language the patient understands.
7. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
8. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with patients, co-workers and other stakeholders.
9. Ability to establish and maintain positive working relationships in a multidisciplinary environment.
10. Ability to navigate in an electronic work environment including electronic health records, web based training and communications.
11. Knowledge of, and moderate proficiency in, common Microsoft Office programs, specifically Microsoft Word, Excel, Outlook and SharePoint.
12. Knowledge of regulations (HIPAA/Privacy Act) regarding the confidentiality of patient medical records and information as well as Personally Identifiable Information (PII).
13. Verbal and written proficiency in Spanish (preferred, not required).

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MAJOR DUTIES AND RESPONSIBILITIES

1. Provides direct care to detainees/patients via scheduled appointments, emergency or urgent care visits.
2. Consults with the physician/Clinical Director for complex medical and/or psychiatric patients as required by IHSC policy. Complete orders recommended/authorized by the physician.
3. Provides infirmary care including admission, discharge, and daily rounds for detainees/patients that require higher level of medical care and monitoring.
4. Performs comprehensive history and physical evaluations, behavioral health care, and minor outpatient surgical procedures for detainees/patients as required by IHSC policy, or as required for detainee medical complaint.
5. Works within and performs functions as outlined in the IHSC Advanced Practice Provider (APP) Scope of Practice and the Controlled Prescribing Scope of Practice for APPs.
6. Works within and performs functions as outlined in state collaborative practice and prescriptive authority agreements.
7. Applies knowledge of drugs and therapeutics when prescribing medication. Maintains safety when ordering/dispensing medications and is continually cognizant of the potential hazard of drug hoarding and trafficking among detainees.
8. Coordinates health care needs of detainees/patients including referrals to off-site consultants.
9. Orders and interprets diagnostic and therapeutic tests relative to the resident's age-specific needs.
10. Interprets Tuberculin skin tests (TSTs) and diagnostic studies, manages Direct Observation Therapy (DOT) for treatment of active or latent tuberculosis.
11. Takes appropriate infection control actions in accordance with IHSC policy and guidance.
12. Adheres to universal precautions and properly disposes of all sharps.
13. Utilizes and documents interpretation and/or translation and/or assisted communication services as needed to ensure ability to communicate with detainees or others who are Limited English Proficient (LEP) or have a communication disability or impediment.
14. Provides relevant patient health education to detainees verbally and/or with handouts.
15. Documents detainee care visits in the required health record using required format, in compliance with IHSC policy and guidance.
16. Maintains functional proficiency and ease of use utilizing electronic health records as required by, and appropriate to, position.
17. Maintains patient confidentiality and confidentiality of medical records in compliance with the Privacy Act and HIPAA regulations in all work activities.
18. Completes all training as required/assigned.
19. Provides treatment of persons throughout the life span as appropriate to discipline and facility setting.
20. Assists in the orientation and training of medical and mental health personnel in mental health policy and procedures.
21. Completes all training as required/assigned.
22. Assists with preparation for accreditation and ongoing compliance with standards as assigned.
23. Completes and passes all discipline specific competencies testing, initially and annually.

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24. Completes all initial, annual and ad hoc training as required/assigned.
25. Adheres to, and maintains awareness of, IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC.
26. Adheres to, and participates in, IHSC's Safety, Prevention, Infection and Control, Quality Improvement, Patient Education and other programs and collateral duties as appropriate to position.
27. Attends and participates in general/medical staff meetings.
28. Participates in the APP peer review process
29. Assists with preparation for accreditation and ongoing compliance with standards as assigned.
30. Assists with mentoring and orienting new NPs or PAs as required.
31. Other duties as assigned.

DUTY HOURS / ON-CALL REQUIREMENTS

1. IHSC operates 24/7/365; this position is required to respond during an emergency activation.
2. This full time position is required to provide rotational on-call coverage and may need to return to the facility to provide care during the coverage period.
3. This position requires availability to work day and evening shifts. Availability during weekends and holidays is also required.

SECURITY REQUIREMENTS

1. The Department of Homeland Security's Personnel Security Unit (PSU) must render an Initial Preliminary Favorable Fitness Determination to be considered a qualified candidate.
2. A Complete Favorable Fitness Determination must be rendered by PSU upon completion of initial, and between, subsequent background investigations to meet the requirements of this position.

PHYSICAL DEMANDS

1. Required to walk unaided at a normal pace for up to 10 minutes and maintain balance.
2. Required to respond to any medical emergency within 4 minutes, where a fast walk or jog may be necessary to provide assistance.
3. Required to perform CPR/emergency care standing or kneeling.
4. Must have the ability to assist sick, injured or aging detainees or staff exiting the building during an emergency (may require lifting, dragging, wheeling or carrying someone who weighs significantly more than self).
5. Must be able to see, hear and smell with or without the use of aides if necessary (exceptions on a case by case basis).
6. Must easily alternate between kneeling and standing.
7. Must be able to lift, push, or carry 30 pounds.
8. Must perform the duties in a stressful and often austere environment without physical limitations.
9. Must be capable of standing on hard services (cement floors) for long periods of time.

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NURSE PRACTITIONER – PEDIATRIC (APP)

Contract Position Description

INTRODUCTION

The ICE Health Services Corps (IHSC) exists within the organizational structure of the United States Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO) under the supervision of the Department of Homeland Security (DHS). The United States Public Health Service (USPHS) Commissioned Corps Officers, civil service staff and contractors comprise the healthcare professionals working together to provide quality healthcare services. IHSC serves as the medical experts for ICE for detainee health care.

MISSION

IHSC's mission is to provide medical care to maintain the health of individuals in the custody of ICE through an integrated health care delivery system, based on nationally recognized correctional, detention and residential health care standards. The Agency is committed to providing healthcare services to protect the nation's health, reduce global disease and provide medical support for the law enforcement mission of the safe apprehension, enforcement and removal of detained individuals involved in immigration proceedings. IHSC is committed to ensuring a system of care that is ethical, responsible, and accountable through rigorous surveillance and monitoring activities.

ATTRIBUTES AND PROFESSIONAL QUALITIES

1. Strong oral and written communication skills.
2. Excellent interpersonal skills.
3. Critical thinking skills.
4. Cultural competency.
5. Integrity and honesty.
6. Experience in a detention/correctional or residential healthcare setting (preferred, not required).

REQUIRED EDUCATION AND EXPERIENCE

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education

1. Graduate from an accredited Nurse Practitioner program located in a State, the District of Columbia, or a U.S. territory.
2. A minimum of one year of clinical provider experience in direct patient care as a Certified Pediatric Nurse Practitioner, or the approval of IHSC's Medical Director based on the receiving sites ability to mentor and teach the newly licensed provider.
3. A minimum of one year experience with pediatric immunization.
4. Experience in a detention/correctional or residential healthcare setting (preferred, not required).

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REQUIRED LICENSURE/CERTIFICATION

1. Certified Pediatric Nurse Practitioner – Primary Care (CPNP-PC) by the Pediatric Nursing Certification Board (PNCB)
or
2. Board Certification through the American Nurses Credentialing Center (ANCC) as Pediatric Primary Care Nurse Practitioner (PPCNP-BC)
3. Must have an unrestricted, current RN and Advanced Practice Registered Nurse license in the state in which the duty station is located. Any changes to license must be reported to employer immediately
4. Maintains BLS for Healthcare Providers® certification through the American Heart Association®.
5. This position does not require privileging by IHSC.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of pediatric immunization schedule(s) and appropriate application and contraindications.
2. Knowledge of and ability to apply professional nursing principles, procedures, and techniques to pediatric patient care.
3. Knowledge of drugs and therapeutics when prescribing and dispensing medication to pediatric population (as allowed through state licensure).
4. Practical knowledge of laboratory procedures and guideline; skill in collecting a variety of samples.
5. Ability to properly use equipment, materials and supplies in simple pediatric diagnostic and treatment procedures.
6. Ability to work in a multi-cultural and multi-lingual environment.
7. Ability to utilize telephonic interpreter/translation services to complete assigned duties if not fluent in a language the patient understands.
8. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
9. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with patients, co-workers and other stakeholders.
10. Ability to establish and maintain positive working relationships in a multidisciplinary environment.
11. Ability to navigate in an electronic work environment including electronic health records, web based training and communications.
12. Knowledge of, and moderate proficiency in, common Microsoft Office programs, specifically Microsoft Word, Excel, Outlook and SharePoint.
13. Knowledge of regulations (HIPAA/Privacy Act) regarding the confidentiality of patient medical records and information as well as Personally Identifiable Information (PII).
14. Verbal and written proficiency in Spanish (preferred, not required).

MAJOR DUTIES AND RESPONSIBILITIES

1. Responsible for the implementation, oversight, clinical management, and operations of

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immunization program.

2. Provides direct care to pediatric patients within discipline Scope of Practice and performs functions in accordance with current accepted practice, licensure, certification, credentialing and or granted privileges.
3. Primarily provides direct care to pediatric population, but may provide treatment of persons throughout the life span as permitted within scope of practice.
4. May be expected to respond to and or coordinate response to medical emergencies.
5. Functions independently to perform age appropriate history and physicals for acute, chronic and complex medical conditions.
6. Performs physical examinations appropriate to age and developmental stage.
7. Assess, treat and evaluate pediatric patients who represent with medical complaints during sick call, walk-ins and/or chronic care clinics.
8. Provides emergency and First Aid treatment to include but not limited to suturing, when required.
9. Performs minor surgical procedures as needed.
10. Prescribes appropriate pharmacologic and non-pharmacologic treatment modalities.
11. On a weekly or as needed basis, reviews/re-evaluates cases requiring ongoing medical/pharmaceutical intervention.
12. Complete orders recommended/authorized by the physician.
13. Plant and reads tuberculin skin test (purified protein derivative – PPD) and provides Direct Observation Therapy (DOT) of INH/B6 to those residents requiring it.
14. Provides relevant health education to residents and residents parents verbally and/or with handouts.
15. Collaborate with the multidisciplinary team members regarding the health care needs of the residents and coordinate referrals to off-site providers as required.
16. Maintains safety when dispensing medications and is continually cognizant of the potential hazard of drug hoarding and trafficking among residents.
17. Collect blood, urine, sputum, culture specimens, etc. and performs laboratory analysis for early detection of communicable and/or other contagious diseases.
18. Orders and interprets appropriate diagnostic and therapeutic tests and provides necessary treatment and/or medications as required.
19. Initiate direct and indirect action to isolate and quarantine cases and provide health, safety and treatment/management for all employees and residents at the facility when contagious/communicable illnesses have been identified.
20. If an Infirmary (Medical Health Unit) is onsite, may do daily rounds on patients and notify the Physician, or Clinical Director of any abnormal findings.
21. May assist with providing radiological services according to the scope of practice in the state licensed. These services will be primarily to conduct tuberculosis surveillance i.e. digital single view chest x-rays.
22. Consult with Clinical Director or Pediatrician for management of complex medical conditions.
21. Performs record keeping functions in accordance with program policies and position.
22. Maintains functional proficiency and ease of use utilizing electronic health records as required by, and appropriate to, position.
23. Completes and passes all discipline specific competencies testing, initially and annually.
24. Completes all initial, annual and ad hoc training as required/assigned.

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25. Maintains patient confidentiality, and confidentiality of medical records, in compliance with the Privacy Act and HIPAA regulations in all work activities.
26. Adheres to, and maintains awareness of, IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC.
27. Adheres to, and participates in, IHSC's Safety, Prevention, Infection and Control, Quality Improvement, Patient Education and other programs and collateral duties as appropriate to position.
28. Attends and participates in general/medical staff meetings.
29. Other duties as assigned.

DUTY HOURS / ON-CALL REQUIREMENTS

IHSC operates 365/24/7 you may be required to respond telephonically during emergency call back roster activation.

1. This full time position is required to be available telephonically when off site.
2. This full time position requires availability to work day and evening shifts. Availability during weekends and holiday may also be required.

SECURITY REQUIREMENTS

1. The Department of Homeland Security's Personnel Security Unit (PSU) must render an Initial Preliminary Favorable Fitness Determination to be considered a qualified candidate.
2. A Complete Favorable Fitness Determination must be rendered by PSU upon completion of initial, and between, subsequent background investigations to meet the requirements of this position.

PHYSICAL DEMANDS

1. Required to walk unaided at a normal pace for up to 10 minutes and maintain balance.
2. Required to respond to any medical emergency within 4 minutes, where a fast walk or jog may be necessary to provide assistance.
3. Required to perform CPR/emergency care standing or kneeling.
4. Must have the ability to assist sick, injured or aging detainees or staff exiting the building during an emergency (may require lifting, dragging, wheeling or carrying someone who weighs significantly more than self).
5. Must be able to see, hear and smell with or without the use of aides if necessary (exceptions on a case by case basis).
6. Must easily alternate between kneeling and standing.
7. Must be able to lift, push, or carry 30 pounds.
8. Must perform the duties in a stressful and often austere environment without physical limitations.
9. Must be capable of standing on hard services (cement floors) for long periods of time.

SUPERVISORY CONTROLS

This is a contract position and supervisory controls will be set forth by the contract vendor. Technical oversight will be provided by the Government Technical Monitor (GTM).

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NURSE PRACTITIONER – PSYCHIATRIC (APP-BH)

Contract Position Description

INTRODUCTION

The ICE Health Services Corps (IHSC) exists within the organizational structure of the United States Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO) under the supervision of the Department of Homeland Security (DHS). The United States Public Health Service (USPHS) Commissioned Corps Officers, civil service staff and contractors comprise the healthcare professionals working together to provide quality healthcare services. IHSC serves as the medical experts for ICE detainee health care.

MISSION

IHSC's mission is to provide medical care to maintain the health of individuals in the custody of ICE through an integrated health care delivery system, based on nationally recognized correctional, detention and residential health care standards. IHSC is committed to providing health care services to protect the nation's health, reduce global disease and provide medical support for the law enforcement mission of the safe apprehension, enforcement and removal of detained individuals involved in immigration proceedings. IHSC is committed to ensuring a system of care that is ethical, responsible, and accountable through rigorous surveillance and monitoring activities.

ATTRIBUTES AND PROFESSIONAL QUALITIES

1. Strong oral and written communication skills.
2. Analytical skills and ability to navigate complex system
3. Strong interpersonal and active listening skills
4. Strong organizational and time management skills
5. Demonstrates strong problem solving, judgement and decision making skills
6. Demonstrates Integrity, honesty, and cultural competency.
7. Verbal and written proficiency in Spanish (preferred, not required).

REQUIRED EDUCATION AND EXPERIENCE

1. Graduate from an accredited Psychiatric Mental Health Nurse Practitioner (PMHNP) program located in the United States the District of Columbia, or a U.S. territory. The degree issuing institution and/or program must be accredited by an entity recognized by the U.S. Department of Education.
2. A minimum of one year of clinical provider experience in direct patient care as a board certified PMHNP. The government may waive the one year experience requirement based on the receiving site's ability to mentor and teach the newly licensed provider.

3. Experience in a detention/correctional or residential health care setting (preferred, not required).

REQUIRED LICENSURE/CERTIFICATION

1. Must have an unrestricted, current RN and Advanced Practice Registered Nurse (as a Psychiatric Mental Health Nurse Practitioner) license in the state in which the duty station is located. Any changes to license must be reported to employer immediately.
2. Maintains current board certification as PMHNP by the American Nurse Credentialing Center (ANCC) or the American Association of Nurse Practitioners (AANP).
3. Fulfills the obligation(s) of state licensing board to maintain state licensure including completion and maintenance of collaborative practice agreements and prescriptive authority agreements.
4. Fulfills obligation(s) of ANCC or ANNP to maintain board certification.
5. Maintains unrestricted license with the Drug Enforcement Agency (DEA) and in the state in which the duty station is located to prescribe controlled medications.
6. Maintains BLS for Healthcare Providers® certification through the American Heart Association®.
7. This position does not require privileging by IHSC.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of and ability to apply professional nursing principles, procedures, and techniques to patient care.
2. Knowledge of drugs and therapeutics when prescribing and dispensing medication.
3. Practical knowledge of laboratory procedures and guidelines.
4. Ability to properly use equipment, materials and supplies in simple diagnostic and treatment procedures.
5. Ability to utilize telephonic interpreter/translation services to complete assigned duties if not fluent in a language the detainee understands.
6. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
7. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with patients, co-workers, and other stakeholders.
8. Ability to establish and maintain positive working relationships in a multidisciplinary and multi-lingual environment.
9. Ability to navigate in an electronic work environment including electronic health records, web based training and communications.
10. Knowledge of, and moderate proficiency in, common Microsoft Office programs, specifically Microsoft Word, Excel, Outlook and SharePoint.
11. Knowledge of regulations (HIPAA/Privacy Act) regarding the confidentiality of patient medical records and information as well as Personally Identifiable Information (PII).
12. Comprehensive knowledge of managing non-compliant patients, special needs populations, and patients with significant deficits in coping skills.
13. Knowledge of forensic psychiatry and nursing concepts and principles – preferred

MAJOR DUTIES AND RESPONSIBILITIES

1. The PMHNP functions within the scope of his/her specialty under the clinical oversight of the Chief of Psychiatry, the Clinical Director (or designee), a designated consulting psychiatrist, and in accordance with a completed IHSC Scope of Practice agreement.
2. The PMHNP operates under well-accepted practices and principles of psychiatric and medical care providers and in accordance with the IHSC Scope of Practice and as outlined in IHSC Policy. The incumbent consults with the Clinical Director (or designee), Psychiatrist, and other behavioral health providers for management of complex psychiatric conditions and in accordance with IHSC policy.
3. The PMHNP works independently and as a member of a multi-disciplinary team. The incumbent coordinates mental health patient care, off-site referrals, and collaborative duties through scheduled appointments, sick call, or walk-ins.
4. The PMHNP diagnoses and treats acute and chronic psychiatric disorders. This includes providing counseling, support, and prescribing various medications in accordance with the approved IHSC Scope of Practice and in accordance with IHSC policy.
5. Works within and performs functions as outlined in state collaborative practice and prescriptive authority agreements.
6. Applies knowledge of drugs and therapeutics when prescribing medication. Maintains safety when dispensing medications and is continually cognizant of the potential hazard of drug hoarding and trafficking among detainees.
7. Orders and interprets diagnostic and therapeutic tests relative to the detainees psychiatric needs.
8. Provides urgent or emergent mental health evaluation and initiates appropriate action based upon IHSC operating memorandums and policies, to include emergent use of involuntary chemical restraint.
9. Follows IHSC policies in the management of significant mental illness including prevention of homicidal/suicidal ideation, plan or intent.
10. Provides tele-psychiatry services in accordance with IHSC policy for patients at other IHSC facilities as required, and only in the states the provider is licensed, to include:
 - a. Working with the patient's local primary care provider (PCP) to coordinate care for any identified medical concerns.
 - b. Using IHSC video conferencing equipment and electronic medical records (EMR) software to examine and record the patient's plan of care.
11. If a Medical Housing Unit is onsite, may admit, discharge, and perform daily rounds on patients and notify Clinical Director (or designee) of any abnormal findings.
12. Provides relevant health education to detainees verbally and/or with handouts.
13. Completes all initial, annual and ad hoc training as required/assigned.
14. Completes and passes all discipline specific competencies testing, initially and annually.
15. Assists in the orientation and training of medical and mental health personnel in mental health policy and procedures.
16. Maintains functional proficiency and ease of use utilizing electronic health records as required by, and appropriate to, the position.
17. Performs record keeping functions in accordance with program policies and position.
18. Documents detainee care visits in the required health record using required format, in compliance with IHSC policy and guidance.

19. Solicits and reviews mental health records for detainees.
20. Maintains patient confidentiality, and confidentiality of medical records, in compliance with the Privacy Act and HIPAA regulations in all work activities.
21. Adheres to, and maintains awareness of, IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC.
22. Assists with preparation for accreditation and ongoing compliance with standards as assigned.
23. Adheres to IHSC's Safety, Prevention, Infection and Control, Quality Improvement, Patient Education and other programs and collateral duties as appropriate to position. Participates in quality assurance/quality improvement activities as assigned.
24. Participates in the Peer Review process as required.
25. Attends general/mental health staff meetings
26. Performs other duties as assigned.

DUTY HOURS / ON-CALL REQUIREMENTS

1. IHSC operates 24/7/365; this position is required to respond during an emergency activation.
2. This full time position is required to provide rotational on-call coverage and may need to return to the facility to provide care during the coverage period.
3. This position requires availability to work day and evening shifts. Availability during weekends and holidays is also required.
4. The incumbent will be required to provide on-call mental health duty coverage as needed after regular work hours and may need to return to the facility outside of normal work hours for urgent mental health needs.

SECURITY REQUIREMENTS

1. The Department of Homeland Security's Personnel Security Unit (PSU) must render an Initial Preliminary Favorable Fitness for Duty Determination to be considered a qualified candidate.
2. A Complete Favorable Fitness Determination must be rendered by PSU upon completion of initial, and between, subsequent background investigations to meet the requirements of this position.

PHYSICAL DEMANDS

1. Required to walk unaided at a normal pace for up to 10 minutes and maintain balance.
2. Required to respond to any medical emergency within 4 minutes, where a fast walk or jog may be necessary to provide assistance.
3. Required to perform CPR/emergency care standing or kneeling.
4. Must have the ability to assist sick, injured or aging detainees or staff exiting the building during an emergency (may require lifting, dragging, wheeling or carrying someone who weighs significantly more than self).
5. Must be able to see, hear and smell with or without the use of aides if necessary (exceptions on a case by case basis).
6. Must easily alternate between kneeling and standing.

7. Must be able to lift, push, or carry 30 pounds.
8. Must perform the duties in a stressful and often austere environment without physical limitations.
9. Must be capable of standing on hard services (cement floors) for long periods of time.

SUPERVISORY CONTROLS

This is a contract position and supervisory controls will be set forth by the contract vendor. Technical oversight will be provided by the Government Technical Monitor (GTM).

ACKNOWLEDGEMENT

My signature below acknowledges that I have read, understand and am able to perform, the duties and requirements of this position description.

Contract Staff: _____
Sign / Print Date

Witness: _____
Sign / Print Date

Outpatient Code Reviewer and Documentation Specialist

Washington D.C. – Health Information Technology Unit

Field and HQ

Contract Position Description

INTRODUCTION

The ICE Health Services Corps (IHSC) exists within the organizational structure of the United States Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO) under the supervision of the Department of Homeland Security (DHS). The United States Public Health Service (USPHS) Commissioned Corps Officers, civil service staff and contractors comprise the healthcare professionals working together to provide quality healthcare services. IHSC serves as the medical experts for ICE for detainee health care.

MISSION

IHSC's mission is to provide medical care to maintain the health of individuals in the custody of ICE through an integrated health care delivery system, based on nationally recognized correctional, detention and residential health care standards. The Agency is committed to providing healthcare services to protect the nation's health, reduce global disease and provide medical support for the law enforcement mission of the safe apprehension, enforcement and removal of detained individuals involved in immigration proceedings. IHSC is committed to ensuring a system of care that is ethical, responsible, and accountable through rigorous surveillance and monitoring activities.

ATTRIBUTES AND PROFESSIONAL QUALITIES

1. Strong oral and written communication skills.
2. Excellent interpersonal skills.
3. Critical thinking skills
4. Cultural competency.
5. Integrity and honesty.

REQUIRED EDUCATION AND EXPERIENCE

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education

1. Minimum requirement: High school diploma or equivalent. A degree in Health Information Science or Healthcare Informatics is preferred but not required.
2. Minimum of three years' experience working in a healthcare setting with electronic health records.
3. Minimum of three years' experience working with assigning/reviewing Outpatient coding, to include CPT/E&M, and documentation practices. Previous experience with providing accurate outpatient coding reviews.
4. Experience in assigning/reviewing ICD-9-CM and ICD-10-CM codes.
5. Experience with the eClinicalWorks electronic health record (preferred but not required).

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6. Experience in a detention/correctional or residential healthcare setting (preferred, not required).

REQUIRED LICENSURE/CERTIFICATION

Qualified candidate will have one (or more) of the below certifications.

1. An approved AAPC and/or AHIMA certifications that are current to include:
 - a. Certified Coding Specialist (CCS), Certified Coding Specialist-Physician-based (CCS-P),
 - b. Certified Professional Coder (CPC),
 - c. Certified Professional Medical Auditor (CPMA),
 - d. Clinical Documentation Improvement Professional (CDIP),
 - e. Certified Documentation Expert Outpatient (CDEO),
 - f. Other credentials may be considered.
2. All certifications must be maintained in accordance with the credentialing agency.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of and experience in collecting data, determining accuracy and appropriateness of data based on policy and processes.
2. Ability to create and retrieve reports from electronic health records system.
3. Ability to identify a range of health information management/medical records issues and refer to the appropriate staff and management.
4. Knowledge of the basic principles of standard medical record procedures, methods, and requirements to perform a full range of routine medical records management.
5. Must be able to type on a computer key board at minimum of 40 words per minute.
6. Ability to manage multiple, complex projects.
7. Ability to coordinate projects from the concept stage to completion.
8. Knowledge of computer systems documentation.
9. Knowledge of medical terminology.
10. Ability to work with minimal supervision.
11. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with co-workers and other stakeholders.
12. Ability to establish and maintain positive working relationships in a multidisciplinary environment.
13. Ability to navigate in an electronic work environment including electronic health records, web based training and communications.
14. Knowledge of, and high proficiency in, Microsoft Office (Word, Excel, Outlook, SharePoint, OneNote, Lync), and with Adobe Acrobat Pro.
15. Operational knowledge of office equipment. i.e. printers, scanners, eFax, telephone, voicemail
16. Ability to perform basic statistical analysis
17. Knowledge of regulations regarding the confidentiality of patient medical records and Personally Identifiable Information (PII).
18. Extensive knowledge of outpatient coding (CPT and E&M), ICD-9/ICD-10, acceptable documentation practices and Medicare Fee Schedules

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MAJOR DUTIES AND RESPONSIBILITIES

1. Serves as the subject matter expert on outpatient coding and acceptable documentation practices.
2. Review a variety of completed outpatient medical encounters for accurate outpatient code assignment.
3. Ensure all outpatient medical encounters contain proper documentation to support code assignment.
4. Analyze and report all coding review findings, provide recommendations and actions to improve documentation and coding accuracy to appropriate personnel.
5. Identify focus areas of improvement for each medical provider based on the medical record reviews.
6. Provide education, either formal or informal via phone and/or oral presentation, for medical staff with regards to ICD- 9/ICD-10 and CPT coding, usage, and documentation requirements.
7. Develop all training to include goals, objectives, and lesson plans on proper use of and troubleshooting issues related to electronic health record, current ICD and CPT coding.
8. Accurately and routinely reviews data quality in electronic health record and other documents according to IHSC policy and procedures.
9. Performs data entry into various data collection systems for statistical analysis.
10. Assist management in planning, collecting, aggregating, analyzing and disseminating patient information and aggregate clinical data.
11. Assist staff to fully utilize the electronic health record information systems and processes.
12. Possess a working knowledge of facility medical protocols, policies, procedures, regulatory standards and guidelines.
13. Effectively recognize and verify accuracy of data in the electronic health record.
14. Demonstrate efficiency with the processing of medical records in the electronic health records.
15. Maintains functional proficiency and ease of use utilizing electronic health records as required by, and appropriate to, position.
16. Completes all initial, annual and ad hoc training as required/assigned.
17. Maintains patient confidentiality, and confidentiality of medical records, in all work activities.
18. Adheres to the Department of Homeland Security, Immigration & Custom Enforcement and ICE Health Service Corps Policies, Procedures, Directives, and Operational Memoranda.
19. Maintains awareness of the Privacy Act of 1974, Performance Based National Detention Standards, American Correctional Association and National Commission on correctional Health Care Standards.
20. Performs monitoring and documentation in accordance with contract requirements.
21. Attends and participates in general/medical staff meetings.
22. Other duties as assigned within scope of this position description.

SCHEDULE CONSIDERATIONS:

1. On-call availability is not required for this position.

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PHYSICIAN ASSISTANT

Contract Position Description

INTRODUCTION

The ICE Health Services Corps (IHSC) exists within the organizational structure of the United States Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO) under the supervision of the Department of Homeland Security (DHS). The United States Public Health Service (USPHS) Commissioned Corps Officers, civil service staff and contractors comprise the healthcare professionals working together to provide quality healthcare services. IHSC serves as the medical experts for ICE for detainee health care.

MISSION

IHSC's mission is to provide medical care to maintain the health of individuals in the custody of ICE through an integrated health care delivery system, based on nationally recognized correctional, detention and residential health care standards. The Agency is committed to providing healthcare services to protect the nation's health, reduce global disease and provide medical support for the law enforcement mission of the safe apprehension, enforcement and removal of detained individuals involved in immigration proceedings. IHSC is committed to ensuring a system of care that is ethical, responsible, and accountable through rigorous surveillance and monitoring activities.

ATTRIBUTES AND PROFESSIONAL QUALITIES

1. Strong oral and written communication skills.
2. Analytical skills and ability to navigate complex system
3. Strong interpersonal and active listening skills
4. Strong organizational and time management skills
5. Demonstrates strong problem solving, judgement and decision making skills.
6. Demonstrates Integrity, honesty, and cultural competency.
7. Verbal and written proficiency in Spanish (preferred, not required).

REQUIRED EDUCATION AND EXPERIENCE

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education

1. Graduate from an accredited Physician Assistant program located in a State, the District of Columbia, or a U.S. territory. Must be accredited by the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) or one of its predecessors. The degree issuing institution and/or program must be accredited by an entity recognized by the U.S. Department of Education.
1. Must have a minimum of one year of clinical provider experience in direct patient care as a licensed Physician Assistant, or the approval of IHSC's Medical Director based on the receiving sites ability to mentor and teach the newly licensed provider.

2. Experience in a detention/correctional or residential healthcare setting (preferred, not required).

REQUIRED LICENSURE/CERTIFICATION

1. Must have an unrestricted, current Physician Assistant license in the state in which the duty station is located. Any changes to license must be reported to employer immediately.
2. Board Certification as a Physician Assistant by the American Board of Medical Specialties (ABMS) or National Commission on Certification of Physician Assistants (NCCPA).
 - *Candidates not board certified at the time of hiring must be presented to the IHSC Medical Director for concurrence.*
 - *Physician Assistants not completing board certification within 18 months of hire will not be considered qualified.*
3. Fulfills the obligation(s) of state licensing board to maintain state licensure including completion and maintenance of collaborative practice agreements and prescriptive authority agreements.
4. Fulfills obligation(s) of NCCPA to maintain board certification.
5. Maintains unrestricted license with the Drug Enforcement Agency (DEA) and in state in which the duty station is located to prescribe controlled medications.
6. This position does not require privileging by IHSC.
7. Maintains BLS for Healthcare Providers® certification through the American Heart Association®.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of and ability to apply professional principles, procedures, and techniques for Physician Assistants to patient care.
2. Knowledge of drugs and therapeutics when prescribing and dispensing medication.
3. Practical knowledge of laboratory procedures and guideline; skill in collecting a variety of samples.
4. Ability to properly use equipment, materials and supplies in simple diagnostic and treatment procedures.
- 5.
6. Ability to work in a multi-cultural and multi-lingual environment.
7. Ability to utilize telephonic interpreter/translation services to complete assigned duties if not fluent in a language the patient understands.
8. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
9. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with patients, co-workers and other stakeholders.
10. Ability to establish and maintain positive working relationships in a multidisciplinary environment.
11. Ability to navigate in an electronic work environment including electronic health records, web based training and communications.
12. Knowledge of, and moderate proficiency in, common Microsoft Office programs, specifically Microsoft Word, Excel, Outlook and SharePoint.

13. Knowledge of regulations (HIPAA/Privacy Act) regarding the confidentiality of patient medical records and information as well as Personally Identifiable Information (PII).

MAJOR DUTIES AND RESPONSIBILITIES

1. Provides direct care to detainees/patients via scheduled appointments, emergency or urgent care visits.
2. Consults with the physician/Clinical Director for complex medical and/or psychiatric patients as required by IHSC policy. Complete orders recommended/authorized by the physician.
3. Provides infirmary care including admission, discharge, and daily rounds for detainees/patients that require higher level of medical care and monitoring.
4. Performs comprehensive history and physical evaluations, behavioral health care, and minor outpatient surgical procedures for detainees/patients as required by IHSC policy, or as required for detainee medical complaint.
5. Works within and performs functions as outlined in the IHSC Advanced Practice Provider (APP) Scope of Practice and the Controlled Prescribing Scope of Practice for APPs.
6. Works within and performs functions as outlined in state collaborative practice and prescriptive authority agreements.
7. Applies knowledge of drugs and therapeutics when prescribing medication. Maintains safety when ordering/dispensing medications and is continually cognizant of the potential hazard of drug hoarding and trafficking among detainees.
8. Coordinates health care needs of detainees/patients including referrals to off-site consultants.
9. Orders and interprets diagnostic and therapeutic tests relative to the resident's age-specific needs.
10. Interprets Tuberculin skin tests (TSTs) and diagnostic studies, manages Direct Observation Therapy (DOT) for treatment of active or latent tuberculosis.
11. Takes appropriate infection control actions in accordance with IHSC policy and guidance.
12. Adheres to universal precautions and properly disposes of all sharps.
13. Utilizes and documents interpretation and/or translation and/or assisted communication services as needed to ensure ability to communicate with detainees or others who are Limited English Proficient (LEP) or have a communication disability or impediment.
14. Provides relevant patient health education to detainees verbally and/or with handouts.
15. Documents detainee care visits in the required health record using required format, in compliance with IHSC policy and guidance.
16. Maintains functional proficiency and ease of use utilizing electronic health records as required by, and appropriate to, position.
17. Maintains patient confidentiality and confidentiality of medical records in compliance with the Privacy Act and HIPAA regulations in all work activities.
18. Completes all training as required/assigned.
19. Provides treatment of persons throughout the life span as appropriate to discipline and facility setting.
20. Assists in the orientation and training of medical and mental health personnel in mental health policy and procedures.
21. Completes all training as required/assigned.
22. Assists with preparation for accreditation and ongoing compliance with standards as assigned.

23. Completes and passes all discipline specific competencies testing, initially and annually.
24. Completes all initial, annual and ad hoc training as required/assigned.
25. Adheres to, and maintains awareness of, IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC.
26. Adheres to, and participates in, IHSC's Safety, Prevention, Infection and Control, Quality Improvement, Patient Education and other programs and collateral duties as appropriate to position.
27. Attends and participates in general/medical staff meetings.
28. Participates in the APP peer review process
29. Assists with preparation for accreditation and ongoing compliance with standards as assigned.
30. Assists with mentoring and orienting new NPs or PAs as required.
31. Other duties as assigned.

DUTY HOURS / ON-CALL REQUIREMENTS

1. This full time position requires availability to work day and evening shifts. Availability during weekends and holidays is also required.
2. This full time position is required to provide rotational on-call coverage and may need to return to the facility to provide care during the coverage period.
3. IHSC operates 24/7/365; this position is required to respond during an emergency activation.

SECURITY REQUIREMENTS

1. The Department of Homeland Security's Personnel Security Unit (PSU) must render an Initial Preliminary Favorable Fitness Determination to be considered a qualified candidate.
2. A Complete Favorable Fitness Determination must be rendered by PSU upon completion of initial, and between, subsequent background investigations to meet the requirements of this position.

PHYSICAL DEMANDS

1. Required to walk unaided at a normal pace for up to 10 minutes and maintain balance.
2. Required to respond to any medical emergency within 4 minutes, where a fast walk or jog may be necessary to provide assistance.
3. Required to perform CPR/emergency care standing or kneeling.
4. Must have the ability to assist sick, injured or aging detainees or staff exiting the building during an emergency (may require lifting, dragging, wheeling or carrying someone who weighs significantly more than self).
5. Must be able to see, hear and smell with or without the use of aides if necessary (exceptions on a case by case basis).
6. Must easily alternate between kneeling and standing.
7. Must be able to lift, push, or carry 30 pounds.
8. Must perform the duties in a stressful and often austere environment without physical limitations.

PSYCHIATRIST - CHILD AND ADOLESCENT

Contract Position Description

INTRODUCTION

The ICE Health Services Corps (IHSC) exists within the organizational structure of the United States Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO) under the supervision of the Department of Homeland Security (DHS). The United States Public Health Service (USPHS) Commissioned Corps Officers, civil service staff and contractors comprise the healthcare professionals working together to provide quality healthcare services. IHSC serves as the medical experts for ICE for resident health care.

MISSION

IHSC's mission is to provide medical care to maintain the health of individuals in the custody of ICE through an integrated health care delivery system, based on nationally recognized correctional, detention and residential health care standards. The Agency is committed to providing healthcare services to protect the nation's health, reduce global disease and provide medical support for the law enforcement mission of the safe apprehension, enforcement and removal of detained individuals involved in immigration proceedings. IHSC is committed to ensuring a system of care that is ethical, responsible, and accountable through rigorous surveillance and monitoring activities.

ATTRIBUTES AND PROFESSIONAL QUALITIES

1. Strong oral and written communication skills.
2. Excellent interpersonal skills.
3. Critical thinking skills.
4. Cultural competency.
5. Integrity and honesty.

REQUIRED EDUCATION AND EXPERIENCE

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education

1. Doctor of Medicine or Doctor of Osteopathic Medicine from a school in the United States or;
2. Doctor of Medicine or equivalent degree from a foreign medical school that provided education and medical knowledge substantially equivalent to accredited schools in the United States as established by:
 - a. The National Committee on Foreign Medical Education and Accreditation (NCFMEA) and

- b. Permanent certification by the Educational Commission for Foreign Medical Graduates (ECFMG).
3. Minimum of one year experience as a licensed practicing psychiatrist.
4. Experience in a detention/correctional or residential healthcare setting (preferred, not required).

REQUIRED LICENSURE / CERTIFICATION

1. Permanent, full, and unrestricted license to practice medicine independently in the state in which the duty station is located. The license must be maintained in a permanent, full, and unrestricted status during the term of employment. Any changes to license must be reported to employer immediately.
2. Child and Adolescent Board Certification by The American Board of Psychiatry and Neurology, Inc. (ABPN).
3. Any candidate who is not board certified at the time of hiring must be presented to the IHSC Medical Director for concurrence. Please note:
 - *Effective January 1, 2012, ABPN will require a physician to become Board certified within seven years following successful completion of ACGME-accredited or ABPN approved residency training in their primary specialty or ACGME-accredited subspecialty.*
 - *Graduates can take the ABPN Certification Examination as many times as allowed during the seven-year period.*
 - *Individuals who have completed an accredited residency program prior to January 1, 2012 will have until January 1, 2019 to become board certified.*
 - *Individuals who do not become certified during the seven-year period (or before January 1, 2019 for those who completed residency training before January 1, 2012) will be required to (1) repeat the required clinical skills evaluations; and (2) complete one stage of MOC (90 CME credits, 24 self-assessment CME credits, and one PIP Unit that includes a clinical and feedback module) in order to be credentialed to take the ABPN Certification Examination.*
1. This position requires privileging by IHSC.
2. Maintains BLS for Healthcare Providers® certification through the American Heart Association.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of the indications and contraindications, complications and techniques in the various psychiatric treatment and diagnostic modalities.
2. Ability and proficiency to properly use equipment, materials and supplies in simple diagnostic and treatment procedures.
3. Teaching experience acknowledging a level of expertise and capacity for developing and accessing clinical educational programs.
4. Ability to work in a multi-cultural and multi-lingual environment.
5. Ability to utilize telephonic interpreter/translation services to complete assigned duties if not fluent in a language the patient understands.
6. Ability to adapt to sudden changes in schedules and flexibility in work requirements.

7. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with patients, co-workers and other stakeholders.
8. Ability to establish and maintain positive working relationships in a multidisciplinary environment.
9. Ability to navigate in an electronic work environment including electronic health records, web based training and communications.
10. Moderate proficiency in, common Microsoft Office programs, specifically Microsoft Word, Excel, Outlook and SharePoint.
11. Knowledge of regulations (HIPAA/Privacy Act) regarding the confidentiality of patient medical records and information as well as Personally Identifiable Information (PII).
12. Verbal and written proficiency in Spanish (preferred, not required).

MAJOR DUTIES AND RESPONSIBILITIES

1. Provides direct care to patients within discipline Scope of Practice and performs functions in accordance with current accepted practice, licensure, certification, credentialing and or granted privileges.
2. Provides age appropriate screening, treatment, and patient instruction pertinent to the discipline and facility setting for acute and chronic conditions.
3. May be expected to respond to and or coordinate response to medical emergencies.
4. Prescribes and monitors psychiatric medication treatment services including monitoring the side effects of medication and/or adverse reactions.
5. Offers comprehensive psycho-educational information with each medication/somatic treatment regarding the patient's mental illness, emotional disturbance or behavior disorder, treatment goals, potential benefits and the risk of treatment, self-monitoring aids, and identifies support groups for therapeutic assistance.
6. Utilizes the evidence-based algorithms for decision-making regarding patient assessment and medication management.
7. Utilizes Assessment of Involuntary Movement Scale (AIMS) is used if identified treatment carries the risk of inducing a movement disorder.
8. Adheres to medical standards in accordance with IHSC policies, American Psychiatric Association standards, and legal requirements.
9. Determines the need for core treatment and specialty services for identified patients in a full range of psychiatric problems.
10. Performs various diagnostic and treatment procedures, including cognitive and behavioral psychotherapy, supportive individual and group psychotherapy, somatic therapies (including the use of traditional and atypical drugs).
11. Provides professional, recovery based psychiatric care considerate of cultural and ethnic diversity and focuses on empowering individuals to change their own lives.
12. Assures patients are treated with dignity and are consulted when evaluating and/or revising treatment and services.
13. Utilizes evidence-based practices to promote recovery, reduces stigma and unconditionally enhance the quality of life.

14. Assures a positive therapeutic milieu exists during treatment and emphasizes recovery goals.
15. Participates in comprehensive performance improvement and utilization management plans to include:
 - Quality and appropriateness of services,
 - Evaluation of patient-based functions,
 - Decreasing the escalation of healthcare costs, and
 - Improvement in patient outcomes.
16. Prepares or oversees the preparation of documentation, testimony, and written orders needed for care, treatment, medical records, legal actions, referrals, performance development, credentials/privileges, and administrative requirements.
17. Provides expert guidance to the Director and other staff in all matters pertaining to mental health treatment (modalities and medications), and mental health programs both domestic and international.
18. Analyzes public health care trends, in the mental health area, of related special population groups and assists in developing and implementing policies and guidelines to improve mental health services of such groups.
19. Assumes responsibility for the non-psychiatric medical evaluation, diagnosis and treatment of patients for whom she or he is responsible in the absence of non-psychiatric physicians in emergency situations and within incumbent's competency and scope of practice.
20. Provides clinical supervision to mental health staff.
21. Spends at least 60% of time in direct patient care to meet the performance targets set by the IHSC.
22. Provides specialized medical services to "outpatients" and provides psychiatric care to patients in the Medical Housing Unit. Specific duties involve all aspects of health care delivery. The incumbent will work in concert with both facility staff and consultant specialists in various clinical areas.
23. Acts as a mental health consultant to medical staff, providing oversight and direction related to the provision of mental health care.
24. Examines and orders appropriate diagnostic testing and provides necessary treatment and/or medications as required. Refers selected cases to consultant specialists when necessary. Refers residents requiring hospitalization to a community hospital and to an appropriate admitting physician.
25. Ensures that proper evaluations and treatments are carried out and documented. Incumbent shall constantly monitor and evaluate the quality of patient care, providing data to the departmental Performance Improvement program, and other agencies or committees as required.
26. May be required to see patients who are not in the category of his/her expertise but within his or her scope of practice.
27. Assures proper maintenance of medical records, preparation of reports, etc., as related to the area of responsibility. Makes recommendations on matters of policy, procedures, training, personnel, and equipment as related to specific area of responsibility.
28. Performs record keeping functions in accordance with program policies and position.
29. Maintains functional proficiency and ease of use utilizing electronic health records as required by, and appropriate to, position.

30. Completes and passes all discipline specific competencies testing, initially and annually.
31. Completes all initial, annual and ad hoc training as required/assigned.
32. Maintains patient confidentiality, and confidentiality of medical records, in compliance with the Privacy Act and HIPAA regulations in all work activities.
33. Adheres to, and maintains awareness of, IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC.
34. Adheres to, and participates in, IHSC's Safety, Prevention, Infection and Control, Quality Improvement, Patient Education and other programs and collateral duties as appropriate to position.
35. Attends and participates in general/medical staff meetings.
36. Other duties as assigned.

DUTY HOURS / ON-CALL REQUIREMENTS

IHSC operates 24/7/365 you may be required to respond telephonically during emergency call back roster activation.

1. This full time position is required to provide rotational on-call coverage and may need to return to the facility during non-core hours to provide care.

SECURITY REQUIREMENTS

1. The Department of Homeland Security's Personnel Security Unit (PSU) must render a Preliminary Favorable Fitness Determination to be considered a qualified candidate.
2. A Complete Favorable Fitness Determination must be rendered by PSU upon completion of initial and subsequent background investigations to meet the requirements of this position.

PHYSICAL DEMANDS

1. Required to walk unaided at a normal pace for up to 10 minutes and maintain balance.
2. Required to respond to any medical emergency within 4 minutes, where a fast walk or jog may be necessary to provide assistance.
3. Required to perform CPR/emergency care standing or kneeling.
4. Must have the ability to assist sick, injured or aging residents or staff exiting the building during an emergency (may require lifting, dragging, wheeling or carrying someone who weighs significantly more than self).
5. Must be able to see, hear and smell with or without the use of aides if necessary (exceptions on a case by case basis).
6. Must easily alternate between kneeling and standing.
7. Must be able to lift, push, or carry 30 pounds.
8. Must perform the duties in a stressful and often austere environment without physical limitations.
9. Must be capable of standing on hard surfaces (cement floors) for long periods of time.

SUPERVISORY CONTROLS

PSYCHIATRIST

Contract Position Description

INTRODUCTION

The ICE Health Services Corps (IHSC) exists within the organizational structure of the United States Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO) under the supervision of the Department of Homeland Security (DHS). The United States Public Health Service (USPHS) Commissioned Corps Officers, civil service staff and contractors comprise the healthcare professionals working together to provide quality healthcare services. IHSC serves as the medical experts for ICE for detainee health care.

MISSION

IHSC's mission is to provide medical care to maintain the health of individuals in the custody of ICE through an integrated health care delivery system, based on nationally recognized correctional, detention and residential health care standards. The Agency is committed to providing healthcare services to protect the nation's health, reduce global disease and provide medical support for the law enforcement mission of the safe apprehension, enforcement and removal of detained individuals involved in immigration proceedings. IHSC is committed to ensuring a system of care that is ethical, responsible, and accountable through rigorous surveillance and monitoring activities.

ATTRIBUTES AND PROFESSIONAL QUALITIES

1. Strong oral and written communication skills.
2. Excellent interpersonal skills.
3. Critical thinking skills.
4. Cultural competency.
5. Integrity and honesty.
6. Verbal and written proficiency in Spanish (preferred, not required).
7. Experience in a detention/correctional or residential healthcare setting (preferred, not required).

REQUIRED EDUCATION AND EXPERIENCE

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education

1. Doctor of Medicine or Doctor of Osteopathic Medicine from a school in the United States or;
2. Doctor of Medicine or equivalent degree from a foreign medical school that provided education and medical knowledge substantially equivalent to accredited schools in the United States as established by:
 - a. The National Committee on Foreign Medical Education and Accreditation (NCFMEA) and
 - b. Permanent certification by the Educational Commission for Foreign Medical Graduates (ECFMG).
3. Minimum of one year experience as a licensed practicing psychiatrist.

REQUIRED LICENSURE / CERTIFICATION

1. Permanent, full, and unrestricted license to practice medicine independently in the state in which the duty station is located. The license must be maintained in a permanent, full, and unrestricted status during the term of employment. Any changes to license must be reported to employer immediately.
2. Board Certification by The American Board of Psychiatry and Neurology, Inc. (ABPN). Or,
3. Board Certification by The American Board of Psychiatry and Neurology, Inc. (ABPN). within 18 months of hiring.
4. Any candidate who is not board certified at the time of hiring must be presented to the IHSC Medical Director for concurrence.

Please note:

- *Effective January 1, 2012, ABPN will require a physician to become Board certified within seven years following successful completion of ACGME-accredited or ABPN approved residency training in their primary specialty or ACGME-accredited subspecialty.*
 - *Graduates can take the ABPN Certification Examination as many times as allowed during the seven-year period.*
 - *Individuals who have completed an accredited residency program prior to January 1, 2012 will have until January 1, 2019 to become board certified.*
 - *Individuals who do not become certified during the seven-year period (or before January 1, 2019 for those who completed residency training before January 1, 2012) will be required to (1) repeat the required clinical skills evaluations; and (2) complete one stage of MOC (90 CME credits, 24 self-assessment CME credits, and one PIP Unit that includes a clinical and feedback module) in order to be credentialed to take the ABPN Certification Examination.*
1. This position requires privileging by IHSC.
 2. Maintains BLS for Healthcare Providers® certification through the American Heart Association®.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of the indications and contraindications, complications and techniques in the various psychiatric treatment and diagnostic modalities.
2. Ability and proficiency to properly use equipment, materials and supplies in simple diagnostic and treatment procedures.
3. Teaching experience acknowledging a level of expertise and capacity for developing and accessing clinical educational programs.
4. Ability to work in a multi-cultural and multi-lingual environment.
5. Ability to utilize telephonic interpreter/translation services to complete assigned duties if not fluent in a language the patient understands.
6. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
7. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with patients, co-workers and other stakeholders.
8. Ability to establish and maintain positive working relationships in a multidisciplinary environment.

9. Ability to navigate in an electronic work environment including electronic health records, web based training and communications.
10. Knowledge of, and moderate proficiency in, common Microsoft Office programs, specifically Microsoft Word, Excel, Outlook and SharePoint.
11. Knowledge of regulations (HIPAA/Privacy Act) regarding the confidentiality of patient medical records and information as well as Personally Identifiable Information (PII).

MAJOR DUTIES AND RESPONSIBILITIES

1. Provides direct care to patients within discipline Scope of Practice and performs functions in accordance with current accepted practice, licensure, certification, credentialing and or granted privileges.
2. Provides treatment of persons throughout the life span as appropriate to discipline and facility setting.
3. Provides telepsychiatry services for patients at other IHSC facilities as needed and as the local facility allows, only in the states the provider is licensed, to include:
 - Working with the patient's local primary care provider (PCP) to coordinate care for any identified medical concerns (patient's local administrative staff will coordinate the appointment).
 - Using IHSC video teleconferencing equipment and electronic medical records (EMR) software to examine and record the patient's plan of care.
 - Telepsychiatry services will be provided in accordance with the IHSC Tele-Mental Health Services policy.
 - **OPTIONAL:** Provider may choose to obtain additional state licensing, outside of the state of his/her duty station, at provider's own expense, in order to provide out-of-state telepsychiatry services. If this optional service is provided according to IHSC facilities' needs and policy, provider may be compensated for such services.
4. May be expected to respond to and or coordinate response to medical emergencies.
5. Prescribes and monitors psychiatric medication treatment services including monitoring the side effects of medication and/or adverse reactions.
6. Offers comprehensive psycho-educational information with each medication/somatic treatment regarding the patient's mental illness, emotional disturbance or behavior disorder, treatment goals, potential benefits and the risk of treatment, self-monitoring aids, and identifies support groups for therapeutic assistance.
7. Utilizes the evidence-based algorithms for decision-making regarding patient assessment and medication management.
8. Utilizes Assessment of Involuntary Movement Scale (AIMS) is used if identified treatment carries the risk of inducing a movement disorder.
9. Adheres to medical standards in accordance with IHSC policies, American Psychiatric Association standards, and legal requirements.
10. Determines the need for core treatment and specialty services for identified patients in a full range of psychiatric problems.
11. Performs various diagnostic and treatment procedures, including cognitive and behavioral psychotherapy, supportive individual and group psychotherapy, somatic therapies (including the use of traditional and atypical drugs).
12. Provides professional, recovery based psychiatric care considerate of cultural and ethnic diversity and focuses on empowering individuals to change their own lives.

13. Assures patients are treated with dignity and are consulted when evaluating and/or revising treatment and services.
14. Utilizes evidence-based practices to promote recovery, reduces stigma and unconditionally enhance the quality of life.
15. Assures a positive therapeutic milieu exists during treatment and emphasizes recovery goals.
16. Participates in comprehensive performance improvement and utilization management plans to include:
 - Quality and appropriateness of services,
 - Evaluation of patient-based functions,
 - Decreasing the escalation of healthcare costs, and
 - Improvement in patient outcomes.
17. Prepares or oversees the preparation of documentation, testimony, and written orders needed for care, treatment, medical records, legal actions, referrals, performance development, credentials/privileges, and administrative requirements.
18. Provides subject matter expertise to staff in all matters pertaining to mental health treatment (modalities and medications), and mental health programs both domestic and international.
19. Analyzes public health care trends, in the mental health area, of related special population groups and assists in developing and implementing policies and guidelines to improve mental health services of such groups.
20. Assumes responsibility for the non-psychiatric medical evaluation, diagnosis and treatment of patients for whom she or he is responsible in the absence of non-psychiatric physicians in emergency situations and within incumbent's competency and scope of practice.
21. Spends at least 60% of time in direct patient care to meet the performance targets set by the IHSC.
22. Provides specialized medical services to "outpatients" and provides medical care to inpatients in facilities with a short stay unit. Specific duties involve all aspects of health care delivery. The incumbent will work in concert with both facility staff and consultant specialists in various clinical areas.
23. Acts as a mental health consultant to medial staff, providing oversight and direction related to the provision of mental health care.
24. Examines and orders appropriate diagnostic testing and provides necessary treatment and/or medications as required. Refers selected cases to consultant specialists when necessary. Refers residents requiring hospitalization to a community hospital and to an appropriate admitting physician.
25. Ensures that proper evaluations and treatments are carried out and documented. Incumbent shall constantly monitor and evaluate the quality of patient care, providing data to the departmental Performance Improvement program, and other agencies or committees as required.
26. May be required to see patients who are not in the category of his/her expertise but within his or her scope of practice.
27. Assures proper maintenance of medical records, preparation of reports, etc., as related to the area of responsibility. Makes recommendations on matters of policy, procedures, training, personnel, and equipment as related to specific area of responsibility.
28. Performs record keeping functions in accordance with program policies and position.
29. Maintains functional proficiency and ease of use utilizing electronic health records as required by, and appropriate to, position.
30. Completes and passes all discipline specific competencies testing, initially and annually.

31. Completes all initial, annual and ad hoc training as required/assigned.
32. Maintains patient confidentiality, and confidentiality of medical records, in compliance with the Privacy Act and HIPAA regulations in all work activities.
33. Adheres to, and maintains awareness of, IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC.
34. Adheres to, and participates in, IHSC's Safety, Prevention, Infection and Control, Quality Improvement, Patient Education and other programs and collateral duties as appropriate to position.
35. Attends and participates in general/medical staff meetings.
36. Other duties as assigned.

DUTY HOURS / ON-CALL REQUIREMENTS

1. This full time position is required to provide rotational on-call coverage and may need to return to the facility to provide care during the coverage period.
2. IHSC operates 24/7/365; this position is required to respond during an emergency activation.

SECURITY REQUIREMENTS

1. The Department of Homeland Security's Personnel Security Unit (PSU) must render an Initial Preliminary Favorable Fitness Determination to be considered a qualified candidate.
2. A Complete Favorable Fitness Determination must be rendered by PSU upon completion of initial, and between, subsequent background investigations to meet the requirements of this position.

PHYSICAL DEMANDS

1. Required to walk unaided at a normal pace for up to 10 minutes and maintain balance.
2. Required to respond to any medical emergency within 4 minutes, where a fast walk or jog may be necessary to provide assistance.
3. Required to perform CPR/emergency care standing or kneeling.
4. Must have the ability to assist sick, injured or aging detainees or staff exiting the building during an emergency (may require lifting, dragging, wheeling or carrying someone who weighs significantly more than self).
5. Must be able to see, hear and smell with or without the use of aides if necessary (exceptions on a case by case basis).
6. Must easily alternate between kneeling and standing.
7. Must be able to lift, push, or carry 30 pounds.
8. Must perform the duties in a stressful and often austere environment without physical limitations.
9. Must be capable of standing on hard services (cement floors) for long periods of time.

SUPERVISORY CONTROLS

This is a contract position and supervisory controls will be set forth by the contract vendor. Technical oversight will be provided by the Government Technical Monitor (GTM).

PUBLIC HEALTH ANALYST (HEADQUARTERS/FIELD OFFICE)

Contract Position Description

INTRODUCTION

The ICE Health Services Corps (IHSC) exists within the organizational structure of the United States Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO) under the supervision of the Department of Homeland Security (DHS). The United States Public Health Service (USPHS) Commissioned Corps Officers, civil service staff and contractors comprise the healthcare professionals working together to provide quality healthcare services. IHSC serves as the medical experts for ICE for detainee health care. The incumbent will support the Infectious Disease Consultant and the Public Health, Safety, and Preparedness (PHSP) Unit jointly with a duty station either in Washington, DC or San Diego, CA.

MISSION

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ATTRIBUTES AND PROFESSIONAL QUALITIES:

1. Leadership skills.
2. Strong organizational and time management skills.
3. Strong analytic problem solving, judgment and decision-making skills.
4. Cultural competency.
5. Excellent interpersonal skills.
6. Superior oral and written communication skills in English.
7. Integrity and honesty.
8. Maintains professional skills via continuing education opportunities.

REQUIRED EDUCATION AND EXPERIENCE:

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education

1. Professional background in epidemiology, public health, or preparedness preferably associated with a custody setting.
2. Master's degree in public health or related field.
3. Experience with public health practice.
4. Proficiency with presentation of scientific and public health information

REQUIRED LICENSURE/CERTIFICATION

1. This position does not require licensure or certification, or privileging by IHSC.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Proficiency with quantitative data analysis, statistical programming, and data interpretation.
2. Flexibility in applying analytical public health skills and knowledge in a detention health services environment.
3. Proficiency with epidemiologic analysis using at least one statistical analysis software package.
4. Proficiency with professional and technical writing in English.
5. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
6. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with co-workers and other stakeholders.
7. Ability to establish and maintain positive working relationships in a multidisciplinary environment.
8. Ability to navigate in an electronic work environment including electronic health records, web based training and communications.
9. Proficiency with Adobe Acrobat Pro.
10. Knowledge of, and moderate proficiency in, common Microsoft Office programs, specifically Microsoft Word, Excel, Outlook, PowerPoint, and SharePoint.
11. Ability to create and edit documents using Microsoft Office Tools
12. Knowledge of regulations (HIPAA/Privacy Act) regarding the confidentiality of patient medical records and information as well as Personally Identifiable Information (PII).

MAJOR DUTIES AND RESPONSIBILITIES:

1. Conducts surveillance, epidemiologic, and operational analyses involving statistical programming, data interpretation, and preparation of results.
2. Supports infectious disease surveillance, tuberculosis case management, and public health interventions and special projects.
3. Prepares written analytic reports.
4. Prepares literature reviews; compiles, analyzes, and summarizes information concisely and at a level suitable for the intended audience.

5. Write official guidance and planning documents.
6. Collaborates with public health and law enforcement partners.
7. Maintains current knowledge of program areas.
8. Assesses program goals, objectives, priorities, progress, impact, and outcomes 9. Travel as directed for the needs of the Agency.
10. Completes all initial, annual and ad hoc training as required/assigned.
11. Maintains patient confidentiality, and confidentiality of medical records, in compliance with the Privacy Act and HIPAA regulations in all work activities.
12. Adheres to, and maintains awareness of, IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC
13. Adheres to, and participates in, IHSC's Safety, Prevention, Infection and Control, Quality Improvement, Patient Education and other programs and collateral duties as appropriate to position.
14. Attends and participates in general/medical staff meetings.
15. Other duties as assigned

ON-CALL REQUIREMENTS

1. IHSC operates 24/7/365; this position may be required to respond during an emergency activation.
2. On-call availability is not required for this position.

SECURITY REQUIREMENTS

1. The Department of Homeland Security's Personnel Security Unit (PSU) must render an Initial Preliminary Favorable Fitness Determination to be considered a qualified candidate.
2. A Complete Favorable Fitness Determination must be rendered by PSU upon completion of initial, and between, subsequent background investigations to meet the requirements of this position.

PHYSICAL DEMANDS

1. Required to walk unaided at a normal pace for up to 10 minutes and maintain balance.
2. Required to respond to any medical emergency within 4 minutes, where a fast walk or jog may be necessary to provide assistance.
3. Required to perform CPR/emergency care standing or kneeling.
4. Must have the ability to assist sick, injured or aging detainees or staff exiting the building during an emergency (may require lifting, dragging, wheeling or carrying someone who weighs significantly more than self).
5. Must be able to see, hear and smell with or without the use of aides if necessary (exceptions on a case by case basis).

6. Must easily alternate between kneeling and standing.
7. Must be able to lift, push, or carry 30 pounds.
8. Must perform the duties in a stressful and often austere environment without physical limitations.
9. Must be capable of standing on hard services (cement floors) for long periods of time.

SUPERVISORY CONTROLS

This is a contract position and supervisory controls will be set forth by the contract vendor. Technical oversight will be provided by the Government Technical Monitor (GTM).

ACKNOWLEDGEMENT

My signature below acknowledges that I have read, understand and am able to perform, the duties and requirements of this position description.

Employee: _____	_____
Sign / Print	Date
Witness: _____	_____
Sign / Print	Date

RADIOLOGY TECHNOLOGIST

Contract Position Description

INTRODUCTION

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MISSION

IHSC's mission is to provide medical care to maintain the health of individuals in the custody of ICE through an integrated health care delivery system, based on nationally recognized correctional, detention and residential health care standards. The Agency is committed to providing healthcare services to protect the nation's health, reduce global disease and provide medical support for the law enforcement mission of the safe apprehension, enforcement and removal of detained individuals involved in immigration proceedings. IHSC is committed to ensuring a system of care that is ethical, responsible, and accountable through rigorous surveillance and monitoring activities.

ATTRIBUTES AND PROFESSIONAL QUALITIES

1. Strong oral and written communication skills.
2. Excellent interpersonal skills.
3. Critical thinking skills.
4. Cultural competency.
5. Integrity and honesty.
6. Verbal and written proficiency in Spanish (preferred, not required).

REQUIRED EDUCATION AND EXPERIENCE

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education

1. Graduate from a certificate or Associate's Degree Radiology Technologist program accredited by The Joint Review Committee on Education in Radiologic Technology (JRCERT).
2. One year experience as a certified (license if required) Radiology Technologist.
3. Experience in a detention/correctional or residential healthcare setting (preferred, not required).

REQUIRED LICENSURE / CERTIFICATION

1. Current National Certification through the American Registry of Radiologic Technologists (AART).
2. State licensure if required by the state in which the duty station is located.
3. This position does not require privileging by IHSC.
4. Maintains BLS for Healthcare Providers® certification through the American Heart Association®.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of radiation protection standards, devices, and techniques including concepts of accumulated dosage and genetic changes, effects of radiation on living organisms, and the effects of X-ray technique on patient and operator exposure in order to assure that adequate safeguards are maintained.
2. Knowledge of basic physics including the concepts of energy, electric power, and types of electrical circuits, construction and the use of X-ray tubes and the properties of X-rays in order to understand the operation of the X-ray equipment, make changes to standard procedures to compensate for equipment aging, and determine when maintenance or repair is needed.
4. Knowledge and proficiency of medical terminology.
5. Ability to work in a multi-cultural and multi-lingual environment.
6. Ability to utilize telephonic interpreter/translation services to complete assigned duties if not fluent in a language the patient understands.
7. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
8. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with patients, co-workers and other stakeholders.
9. Ability to establish and maintain positive working relationships in a multidisciplinary environment.
10. Ability to navigate in an electronic work environment including electronic health records, web based training and communications.
11. Knowledge of, and moderate proficiency in, common Microsoft Office programs, specifically Microsoft Word, Excel, Outlook and SharePoint.
12. Knowledge of regulations (HIPAA/Privacy Act) regarding the confidentiality of patient medical records and information as well as Personally Identifiable Information (PII).

MAJOR DUTIES AND RESPONSIBILITIES

1. Provides direct care to patients within discipline Scope of Practice and performs functions in accordance with current accepted practice, licensure, certification, credentialing and or granted privileges.
2. Provides treatment of persons throughout the life span as appropriate to discipline and facility setting.
3. May be expected to respond to and or coordinate response to medical emergencies.
4. Takes radiologic images of head, trunk, and extremities for routine physical examinations and for diagnosis of illness or injuries.

5. Sets up X-ray rooms, deviates from the standard positioning and adapts a position to meet the needs of the patient.
6. Evaluates x-ray to ensure that films are artifact free, correctly developed and are the best films that can be taken. Calls significant findings to the attention of the physician or ordering health care provider.
7. Ensures all precautions are taken so that the patient and radiology personnel are receiving the smallest amount of radiation as possible. Maintains use of dosimeter badge in accordance with vendor recommendations while on duty.
8. Responsible for logging in and documenting all x-rays performed by the incumbent. Files x-ray reports and x-ray jackets in the appropriate place.
9. Maintains an up to date quality control system on the x-ray machines and processor.
10. Confers with radiologist to establish requirements of nonstandard examinations and determines technical factors, positioning, number and thickness cut of scans, etc., to satisfy the requirements.
11. Advises radiologist or referring physician of results of examination and provides them with a preliminary diagnostic evaluation. Notifies them of significant scans requiring their immediate attention and visualization while patient is undergoing examination.
12. Performs record keeping functions in accordance with program policies and position.
13. Maintains functional proficiency and ease of use utilizing electronic health records as required by, and appropriate to, position.
14. Completes and passes all discipline specific competencies testing, initially and annually.
15. Completes all initial, annual and ad hoc training as required/assigned.
16. Maintains patient confidentiality, and confidentiality of medical records, in compliance with the Privacy Act and HIPAA regulations in all work activities.
17. Adheres to, and maintains awareness of, IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC.
18. Adheres to, and participates in, IHSC's Safety, Prevention, Infection and Control, Quality Improvement, Patient Education and other programs and collateral duties as appropriate to position.
19. Expanded scope options (on-site training and competencies performed/assessed by Program Manager/Compliance Officer, Assistant Health Services Administrator, or Health Services Administrator, Nurse Manager, or other qualified/designated staff) may include: obtaining and recording vital signs, and conducting the following CLIA waived tests: rapid strep and rapid influenza (once collected by RN or LVN), urinalysis (dip stick), and urine pregnancy.
20. Provides patient education on the intake screening process (includes facilitating completion of the medical care consent form), how to access care, the grievance process, and the method to request accommodations.
21. Scanning and verifying medical records documents.
22. Attends and participates in general/medical staff meetings.
23. Other duties as assigned.

DUTY HOURS/ ON-CALL REQUIREMENTS

1. IHSC operates 24/7/365; this position is required to respond during an emergency activation.
2. This full time position requires availability to work day, evening and night shifts (site specific). Availability during weekends and holidays is also required.

07 April 2017

3. On-call availability is not required for this position.

SECURITY REQUIREMENTS

- 1. The Department of Homeland Security’s Personnel Security Unit (PSU) must render an Initial Preliminary Favorable Fitness Determination to be considered a qualified candidate.
- 2. A Complete Favorable Fitness Determination must be rendered by PSU upon completion of initial, and between, subsequent background investigations to meet the requirements of this position.

PHYSICAL DEMANDS

- 1. Required to walk unaided at a normal pace for up to 10 minutes and maintain balance.
- 2. Required to respond to any medical emergency within 4 minutes, where a fast walk or jog may be necessary to provide assistance.
- 3. Required to perform CPR/emergency care standing or kneeling.
- 4. Must have the ability to assist sick, injured or aging detainees or staff exiting the building during an emergency (may require lifting, dragging, wheeling or carrying someone who weighs significantly more than self).
- 5. Must be able to see, hear and smell with or without the use of aides if necessary (exceptions on a case by case basis).
- 6. Must easily alternate between kneeling and standing.
- 7. Must be able to lift, push, or carry 30 pounds.
- 8. Must perform the duties in a stressful and often austere environment without physical limitations.
- 9. Must be capable of standing on hard services (cement floors) for long periods of time.

SUPERVISORY CONTROLS

This is a contract position and supervisory controls will be set forth by the contract vendor. Technical oversight will be provided by the Government Technical Monitor (GTM).

ACKNOWLEDGEMENT

My signature below acknowledges that I have read, understand and am able to perform, the duties and requirements of this position description.

Employee: _____
Sign / Print

Date

Witness: _____
Sign / Print

Date

07 April 2017

07 April 2017

REGISTERED NURSE - Risk Manager (Medical Quality Management Unit)

Contract Position Description

INTRODUCTION

The ICE Health Services Corps (IHSC) exists within the organizational structure of the United States Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO) under the supervision of the Department of Homeland Security (DHS). The United States Public Health Service (USPHS) Commissioned Corps Officers, civil service staff and contractors comprise the healthcare professionals working together to provide quality healthcare services. IHSC serves as the medical experts for ICE for detainee health care.

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IHSC's mission is to provide medical care to maintain the health of individuals in the custody of ICE through an integrated health care delivery system, based on nationally recognized correctional, detention and residential health care standards. The Agency is committed to providing healthcare services to protect the nation's health, reduce global disease and provide medical support for the law enforcement mission of the safe apprehension, enforcement and removal of detained individuals involved in immigration proceedings. IHSC is committed to ensuring a system of care that is ethical, responsible, and accountable through rigorous surveillance and monitoring activities.

ATTRIBUTES AND PROFESSIONAL QUALITIES

1. Strong oral and written communication skills.
2. Excellent interpersonal skills.
3. Critical thinking skills.
4. Cultural competency.
5. Integrity and honesty.
6. Verbal and written proficiency in Spanish (preferred, not required).
7. Experience in a detention/correctional or residential healthcare setting (preferred, not required).

REQUIRED EDUCATION AND EXPERIENCE

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education

1. Graduate from a associate's or baccalaureate nursing program for Registered Nurses located in a State, the District of Columbia, or a U.S. territory accredited by The Accreditation Commission For Education in Nursing (ACEN) or The Commission on Collegiate Nursing Education (CCNE).
2. Advanced degree (e.g. MA, MS) from a recognized accredited institution (preferred).
3. Experience related to healthcare quality management, administration and /or health program management.

06 March 2017

4. Certification in Healthcare Quality or Risk Management or able to obtain certification within one year of employment.
5. Minimum five years of professional experience as a licensed registered nurse in a hospital, medical office or residential setting.

REQUIRED LICENSURE / CERTIFICATION

1. Current, full and unrestricted licensed as Registered Nurse in the state in which the duty station is located. Any changes to license must be reported to employer immediately.
2. This position does not require privileging by IHSC.
3. Maintains BLS for Healthcare Providers® certification through the American Heart Association®.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of National Detention Standards (NDS), Performance-based National Detention Standards (PBNDS) and Family Residential Standards (FRS), National Commission of Correctional Healthcare (NCCHC) and American Correctional Association (ACA).
2. Ability to navigate in an electronic work environment including electronic health records, web based training and communications.
3. Knowledge of, and moderate proficiency in, common Microsoft Office programs, specifically Microsoft Word, Excel, Outlook and SharePoint.
4. Knowledge of regulations (HIPAA/Privacy Act) regarding the confidentiality of patient medical records and information as well as Personally Identifiable Information (PII).
5. Ability to interact well and collaborate with all levels of personnel and management in IHSC, ERO, ICE and DHS offices, and with federal GS employees, Commissioned Corps officers and contractors.
6. Demonstrate strong organization and time management skills.
7. Demonstrate strong oral and written communication skills.
8. Cultural competency and interpersonal skills.

MAJOR DUTIES AND RESPONSIBILITIES

1. Enforce risk management program initiatives, and enact the changes in clinical practice, policy and procedures to preserve the agency's assets, reputation and quality of care.
2. Provide policy guidance, consultation and review of sentinel events.
3. Develop, review and revise policies and guides related to risk management annually, or as necessary to reduce mitigating risks to the agency.
4. Monitoring and training on the incident reporting electronic tool.
5. Participate in the development of risk management activities, e.g. root cause analysis (RCA) of incidents that occurred in the facilities and provide proactive risk reduction strategies.
6. Collect data, monitor trends and report results to the Compliance and Risk Management Program Manager and/or Chief, Medical Quality Management.
7. Ensure established standards of care are monitored in ICE facilities as well as in contract detention facilities and jails throughout the United States.

REGISTERED NURSE

Contract Position Description

INTRODUCTION

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IHSC's mission is to provide medical care to maintain the health of individuals in the custody of ICE through an integrated health care delivery system, based on nationally recognized correctional, detention and residential health care standards. The Agency is committed to providing healthcare services to protect the nation's health, reduce global disease and provide medical support for the law enforcement mission of the safe apprehension, enforcement and removal of detained individuals involved in immigration proceedings. IHSC is committed to ensuring a system of care that is ethical, responsible, and accountable through rigorous surveillance and monitoring activities.

ATTRIBUTES AND PROFESSIONAL QUALITIES

1. Strong oral and written communication skills.
2. Excellent interpersonal skills.
3. Critical thinking skills.
4. Cultural competency.
5. Integrity and honesty.

REQUIRED EDUCATION AND EXPERIENCE

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education

1. Graduate from a associate's or baccalaureate nursing program for Registered Nurses located in a State, the District of Columbia, or a U.S. territory accredited by The Accreditation Commission For Education in Nursing (ACEN) or The Commission on Collegiate Nursing Education (CCNE).
2. Minimum one year of professional experience as a licensed registered nurse in a hospital, medical office or residential setting.
3. Experience in a detention/correctional or residential healthcare setting (preferred, not required).

REQUIRED LICENSURE / CERTIFICATION

1. Current, full and unrestricted licensed as Registered Nurse in the state in which the duty station is located. Any changes to license must be reported to employer immediately.
2. This position does not require privileging by IHSC.
3. Maintains BLS for Healthcare Providers® certification through the American Heart Association®.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Verbal and written proficiency in Spanish
2. Ability to properly use equipment, materials and supplies in simple diagnostic and treatment procedures.
3. Ability to work in a multi-cultural and multi-lingual environment.
4. Ability to utilize telephonic interpreter/translation services to complete assigned duties if not fluent in a language the patient understands.
5. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
6. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with patients, co-workers and other stakeholders.
7. Ability to establish and maintain positive working relationships in a multidisciplinary environment.
8. Ability to navigate in an electronic work environment including electronic health records, web based training and communications.
9. Knowledge of, and moderate proficiency in, common Microsoft Office programs, specifically Microsoft Word, Excel, Outlook and SharePoint.
10. Knowledge of regulations (HIPAA/Privacy Act) regarding the confidentiality of patient medical records and information as well as Personally Identifiable Information (PII).

MAJOR DUTIES AND RESPONSIBILITIES

1. Provides direct care to patients within discipline Scope of Practice and performs functions in accordance with current accepted practice, licensure, certification, credentialing and or granted privileges.
2. Provides treatment of persons throughout the life span as appropriate to discipline and facility setting.
3. May be expected to respond to and or coordinate response to medical emergencies. Must appropriately document patient/resident encounters electronically according to current standards of care using electronic health records.
4. Provides supervision of Licensed Vocational/Practical Nurses, as assigned.
5. Evaluates health care needs of residents and develops nursing care plans to meet those needs.
6. Provides assessment and treatment of residents during sick call utilizing the IHSC RN Guidelines and refers to mid-level provider and/or physician as appropriate.
7. Provides screening of residents during intake per IHSC established policies and procedures.
8. Obtains residents' medical histories and appropriately refers abnormal findings or responses or stated medical problems to the physician and/ or mid-level provider.
9. Draws labs as requested and collects laboratory specimens.

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10. Destroys and properly disposes of all sharps to include but not limited to needles and syringes according to hazardous waste, infection control and safety guidance.
11. Assists in the disposal of biologically hazardous wastes on a regular basis as needed.
12. Administers medications, immunizations, education or other needed treatments as ordered/recommended.
13. Adheres to professional nursing principals, procedures and techniques for appropriate patient care and take direction from onsite administrative personnel.
14. Adheres to medication administration guidelines, understand pharmaceutical agents and their desired effects recognize adverse effects and take appropriate corrective measures as needed.
15. Maintains safety when dispensing medications and is continually cognizant of the potential hazards of drug hoarding and trafficking among residents.
16. Provide patient/resident health education as appropriate
17. Coordinates health care needs of residents with multidisciplinary team members and coordinates referrals to off-site providers as required.
18. Participates as member of multidisciplinary team to ensure that equipment, supplies and logs are available, correct and updated. Ensures all equipment is functional and appropriately maintained according to manufacturer's requirements.
19. Provides radiological services in accordance with scope of practice for practice state and IHSC Policies and Procedures. These services will be primarily to conduct tuberculosis surveillance i.e. digital single view chest x-rays.
20. May serve as clinic coordinator to ensure effective and efficient clinical operations.
21. May participate in peer reviews, Quality Improvement/Quality Assurance activities, Infection Control activities, investigations or other clinically significant activities onsite.
22. Performs record keeping functions in accordance with program policies and position.
23. Maintains functional proficiency and ease of use utilizing electronic health records as required by, and appropriate to, position.
24. Completes and passes all discipline specific competencies testing, initially and annually.
25. Completes all initial, annual and ad hoc training as required/assigned.
26. Maintains patient confidentiality, and confidentiality of medical records, in compliance with the Privacy Act and HIPAA regulations in all work activities.
27. Adheres to, and maintains awareness of, IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC.
28. Adheres to, and participates in, IHSC's Safety, Prevention, Infection and Control, Quality Improvement, Patient Education and other programs and collateral duties as appropriate to position.
29. Attends and participates in general/medical staff meetings.
30. Other duties as assigned.

DUTY HOURS/ ON-CALL REQUIREMENTS

1. IHSC operates 24/7/365; this position is required to respond during an emergency activation.
2. This full time position requires availability to work day, evening and night shifts; availability during weekends and holidays is also required.
3. On-call availability is not required for this position.

FAMILY PRACTICE PHYSICIAN / PEDICATRICIAN

Contract Position Description

INTRODUCTION

The ICE Health Services Corps (IHSC) exists within the organizational structure of the United States Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO) under the supervision of the Department of Homeland Security (DHS). The United States Public Health Service (USPHS) Commissioned Corps Officers, civil service staff and contractors comprise the healthcare professionals working together to provide quality healthcare services. IHSC serves as the medical experts for ICE for resident health care.

MISSION

IHSC's mission is to provide medical care to maintain the health of individuals in the custody of ICE through an integrated health care delivery system, based on nationally recognized correctional, detention and residential health care standards. The Agency is committed to providing healthcare services to protect the nation's health, reduce global disease and provide medical support for the law enforcement mission of the safe apprehension, enforcement and removal of detained individuals involved in immigration proceedings. IHSC is committed to ensuring a system of care that is ethical, responsible, and accountable through rigorous surveillance and monitoring activities.

ATTRIBUTES AND PROFESSIONAL QUALITIES

1. Strong oral and written communication skills.
2. Excellent interpersonal skills.
3. Critical thinking skills
4. Cultural competency.
5. Integrity and honesty.
6. Verbal and written proficiency in Spanish (preferred, not required).
7. Experience in a detention/correctional or residential healthcare setting (preferred, not required).

REQUIRED EDUCATION AND EXPERIENCE

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education

1. Doctor of Medicine or Doctor of Osteopathic Medicine from a school in the United States or,
2. Doctor of Medicine or equivalent degree from a foreign medical school that provided education and medical knowledge substantially equivalent to accredited schools in the United States as established by:
 - a. The National Committee on Foreign Medical Education and Accreditation

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- (NCFMEA) and
- b. Permanent certification by the Educational Commission for Foreign Medical Graduates (ECFMG).

REQUIRED LICENSURE / CERTIFICATION

1. Current, full, and unrestricted license to practice medicine in the state in which the duty station is located. The license must be maintained in a permanent, full, and unrestricted status during the term of employment. Any changes to licensure must be reported to employer immediately.
2. Current Board certification in Family Practice by the American Board of Family Medicine or
Current Board certification in Pediatrics by the American Board of Pediatrics
 - *Candidates not board certified at the time of hiring must be presented to the IHSC Medical Director for concurrence.*
3. This position requires privileging by IHSC.
4. Maintains BLS for Healthcare Providers® certification through the American Heart Association.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Expert knowledge of the current standards of practice in clinical medicine.
2. Ability to serve proficiently as a clinical expert, providing technical assistance and consultation to clinic medical staff.
3. Ability and proficiency to properly use equipment, materials and supplies in simple diagnostic and treatment procedures.
4. Ability to provide input for congressional inquiries and to effectively communicate with Federal Agencies and other organizations as indicated.
5. Mastery of managerial and administrative practices, to include expertise in routine management of ambulatory clinic functioning and responsibilities.
6. High degree of independence, initiative, clinical judgment, and follow-through on a wide range of sensitive, complex, and clinical issues.
7. Teaching experience acknowledging a level of expertise and capacity for developing and accessing clinical educational programs.
8. Knowledge of issues confronting the healthcare delivery system, including specific problems and concerns of special population groups.
9. Knowledge of program policies and guidelines, and operating procedures relating to healthcare delivery systems.
10. Knowledge of organizations and responsibilities of all levels of government operations.
11. Ability to work in a multi-cultural and multi-lingual environment.
12. Ability to utilize telephonic interpreter/translation services to complete assigned duties if not fluent in a language the patient understands.
13. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
14. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with patients, co-workers and other stakeholders.

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15. Ability to establish and maintain positive working relationships in a multidisciplinary environment.
16. Ability to navigate in an electronic work environment including electronic health records, web based training and communications.
17. Moderate proficiency in, common Microsoft Office programs, specifically Microsoft Word, Excel, Outlook and SharePoint.
18. Knowledge of regulations (HIPAA/Privacy Act) regarding the confidentiality of patient medical records and information as well as Personally Identifiable Information (PII).

MAJOR DUTIES AND RESPONSIBILITIES

1. Serves as the on-site medical authority within the scope of services provided by IHSC.
2. Clinical supervisory authority over mid-level providers as well as the nursing staff and pharmacy.
3. Responsible for developing and coordinating all aspects of healthcare delivery at his/her assigned facility.
4. Provides direct care to patients within discipline Scope of Practice and performs functions in accordance with current accepted practice, licensure, certification, credentialing and or granted privileges.
5. Provides age appropriate screening, treatment, and patient instruction pertinent to the discipline and facility setting for acute and chronic conditions.
6. Assures appropriate diagnostic and therapeutic tests and services are available, utilized and monitored.
7. Acts as initial reviewer for all outside referrals/consults to specialty services not offered at the local facility.
8. Conducts daily rounds on patients in the Medical Housing Unit.
9. May be expected to respond to and or coordinate response to medical emergencies.
10. Seeks guidance from the IHSC Medical Director, Associate Medical Director, Regional Clinical Directors or other IHSC senior leadership as appropriate.
11. Serves as chairperson of local performance improvement and pharmacy and therapeutics committee.
12. Performs record keeping functions in accordance with program policies and position.
13. Maintains functional proficiency and ease of use utilizing electronic health records as required by, and appropriate to, position.
14. Completes and passes all discipline specific competencies testing, initially and annually.
15. Completes all initial, annual and ad hoc training as required/assigned.
16. Maintains patient confidentiality, and confidentiality of medical records, in compliance with the Privacy Act and HIPAA regulations in all work activities.
17. Adheres to, and maintains awareness of, IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC.
18. Adheres to, and participates in, IHSC's Safety, Prevention, Infection and Control, Quality Improvement, Patient Education and other programs and collateral duties as appropriate to position.
19. Attends and participates in general/medical staff meetings.

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20. Other duties as assigned.

DUTY HOURS / ON-CALL REQUIREMENTS

IHSC operates 24/7/365 you may be required to respond telephonically during emergency call back roster activation.

1. This full time position is required to provide rotational on-call coverage and may need to return to the facility during non-core hours to provide care.
2. This full time position is required to be available telephonically and/or to report to the facility during non-core hours.

SECURITY REQUIREMENTS

1. The Department of Homeland Security's Personnel Security Unit (PSU) must render a Preliminary Favorable Fitness Determination to be considered a qualified candidate.
2. A Complete Favorable Fitness Determination must be rendered by PSU upon completion of initial and subsequent background investigations to meet the requirements of this position.

PHYSICAL DEMANDS:

1. Required to walk unaided at a normal pace for up to 10 minutes and maintain balance.
2. Required to respond to any medical emergency within 4 minutes, where a fast walk or jog may be necessary to provide assistance.
3. Required to perform CPR/emergency care standing or kneeling.
4. Must have the ability to assist sick, injured or aging residents or staff exiting the building during an emergency (may require lifting, dragging, wheeling or carrying someone who weighs significantly more than self).
5. Must be able to see, hear and smell with or without the use of aides if necessary (exceptions on a case by case basis).
6. Must easily alternate between kneeling and standing.
7. Must be able to lift, push, or carry 30 pounds.
8. Must perform the duties in a stressful and often austere environment without physical limitations.
9. Must be capable of standing on hard services (cement floors) for long periods of time.

SUPERVISORY CONTROLS

This is a contract position and supervisory controls will be set forth by the contract vendor. Technical oversight will be provided by the Government Technical Monitor (GTM).

ACKNOWLEDGEMENT

My signature below acknowledges that I have read, understand and am able to perform, the duties and requirements of this position description.

12 August 2015

Employee: _____
Sign / Print

Date

Witness: _____
Sign / Print

Date

12 August 2015

STG International, Inc.
IHSC Staffing Model and Bill Rates
70CDCR18C0000003 AS OF 6/25/2018

POSITION	STATE	BASE CONTRACTUAL FTES	ADJUSTMENT P0000X	P000X CONTRACTUAL FTES	ANNUAL MAXIMUM HOURS	BASE - BILL RATE
ALEXANDRIA STAGING FACILITY (AX)						
Administrative Assistant	LA	1.0		1.0	2,080	\$
APP - Nurse Practitioner / Physicians Assistant	LA	2.0		2.0	2,080	\$
BHP - Social Worker / Psychologist	LA	0.0	1.0	1.0	2,080	\$
Contract Coordinator	LA	1.0	0.0	1.0	2,080	\$
Licensed Vocational/Practical Nurse	LA	5.0	4.0	9.0	2,080	\$
Medical Records Technician	LA	3.0	1.0	4.0	2,080	\$
Pharmacist	LA	0.0	1.0	1.0	2,080	\$
Pharmacy Technician	LA	1.0		1.0	2,080	\$
Radiology Technician	LA	2.0		2.0	2,080	\$
Registered Nurse	LA	14.0	3.0	17.0	2,080	\$
<i>Subtotal</i>		29.0	10.0	39.0		
BERKS COUNTY FAMILY RESIDENTIAL SHELTER (BE)						
Administrative Assistant	PA	1.0		1.0	2,080	\$
APP - Nurse Practitioner / Physicians Assistant	PA	2.0		2.0	2,080	\$
BHP - Social Worker / Psychologist	PA	3.0		3.0	2,080	\$
Contract Coordinator (Shared with York)	PA	0.8		0.8	2,080	\$
Licensed Vocational/Practical Nurse	PA	4.0		4.0	2,080	\$
Medical Records Technician	PA	1.0		1.0	2,080	\$
Registered Nurse	PA	7.0	2.0	9.0	2,080	\$
<i>Subtotal</i>		18.8	2.0	20.8		
BUFFALO FEDERAL DETENTION FACILITY (BU)						
Administrative Assistant	NY	1.0		1.0	2,080	\$
APP - Nurse Practitioner / Physicians Assistant	NY	3.0	1.0	4.0	2,080	\$
APP - Nurse Practitioner / Physicians Assistant -Part Time	NY	1.0	-1.0	0.0	1,040	\$
BHP - Social Worker / Psychologist	NY	1.0		1.0	2,080	\$
Contract Coordinator	NY	1.0		1.0	2,080	\$
Dental Assistant	NY	1.0		1.0	2,080	\$
Dentist	NY	0.0	1.0	1.0	2,080	\$
Licensed Vocational/Practical Nurse	NY	3.0		3.0	2,080	\$
Medical Records Technician	NY	3.0	1.0	4.0	2,080	\$
Pharmacy Technician	NY	1.0		1.0	2,080	\$
Psychiatrist- Part Time	NY	1.0		1.0	1,040	\$
Registered Nurse	NY	11.0		11.0	2,080	\$
<i>Subtotal</i>		27.0	2.0	29.0		
CIBOLA COUNTY CORRECTIONAL CENTER (CI)						
Custody Resource Coordinator	NM	0.0	1.0	1.0	2080	
<i>Subtotal</i>		0.0	1.0	1.0		
DILLEY - STFRC (DY)						
Administrative Assistant	TX	2.0		2.0	2,080	\$
APP - Family Nurse Practitioner/Physician Assistant	TX	12.0		12.0	2,080	\$
APP - Nurse Practitioner-Pediatric-Immunizations	TX	1.0		1.0	2,080	\$
BHP - Social Worker / Psychologist	TX	20.0		20.0	2,080	\$
Certified Medical Assistant-Immunization	TX	2.0		2.0	2,080	\$
Clinical Services Manager	TX	1.0		1.0	2,080	\$
Contract Coordinator	TX	1.0		1.0	2,080	\$
Dental Assistant	TX	2.0		2.0	2,080	\$
Dentist	TX	2.0		2.0	2,080	\$
Dental Hygienist	TX	1.0		1.0	2,080	\$
Family Practice Physician/Pediatrician	TX	1.0	1.0	2.0	2,080	\$
Licensed Vocational Nurse	TX	17.0		17.0	2,080	\$
Licensed Vocational Nurse-S	TX	3.0		3.0	2,080	\$
Licensed Vocational Nurse-Immunization-S	TX	3.0		3.0	2,080	\$
Medical Records Technician	TX	6.0		6.0	2,080	\$
Nurse Manager	TX	1.0		1.0	2,080	\$
Pediatrician	TX	1.0		1.0	2,080	\$
Pharmacist	TX	2.0		2.0	2,080	\$
Psychiatrist	TX	2.0		2.0	2,080	\$
Pharmacy Technician	TX	3.0		3.0	2,080	\$
Registered Nurse	TX	25.0		25.0	2,080	\$
Registered Nurse-S	TX	5.0		5.0	2,080	\$
Radiology Technician	TX	2.0		2.0	2,080	\$
Registered Nurse-Immunizations	TX	5.0		5.0	2,080	\$
<i>Subtotal</i>		120.0	1.0	121.0		
EL PASO ICE MEDICAL REFERRAL CENTER (EP)						
Administrative Assistant	TX	1.0		1.0	2,080	\$
APP - Nurse Practitioner / Physicians Assistant	TX	3.0	1.0	4.0	2,080	\$
APP - Nurse Practitioner - Mental Health	TX	0.0	1.0	1.0	2,080	\$
BHP - Social Worker/Psychologist	TX	0.0	1.0	1.0	2,080	\$
Contract Coordinator	TX	1.0		1.0	2,080	\$
Dental Assistant	TX	1.0		1.0	2,080	\$
Dentist	TX	1.0	-1.0	0.0	2,080	\$
Licensed Vocational/Practical Nurse	TX	6.0		6.0	2,080	\$
Medical Records Technician	TX	3.0		3.0	2,080	\$
Pharmacist	TX	1.0	-1.0	0.0	2,080	\$
Pharmacy Technician	TX	1.0		1.0	2,080	\$
Physician	TX	0.0	1.0	1.0	2,080	TBD
Physician - Part Time	TX	0.0	1.0	1.0	1,040	TBD

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Psychiatrist	TX	1.0		1.0	2,080	\$
Radiology Technician	TX	0.0	1.0	1.0	2,080	
Registered Nurse		8.0	1.0	9.0	2,080	\$
<i>Subtotal</i>		27.0	5.0	32.0		
ELIZABETH ICE MEDICAL FACILITY (ET)						
Administrative Assistant	NJ	1.0		1.0	2,080	\$
APP - Nurse Practitioner / Physicians Assistant	NJ	2.0	-1.0	1.0	2,080	\$
Contract Coordinator (Shared with Varick)	NJ	0.8		0.8	2,080	\$
Licensed Vocational/Practical Nurse	NJ	2.0		2.0	2,080	\$
Physician	NJ	0.0	1.0	1.0	2,080	\$
Psychiatrist- Part Time	NJ	1.0		1.0	1,040	\$
Registered Nurse	NJ	5.0	1.0	6.0	2,080	\$
<i>Subtotal</i>		11.8	1.0	12.8		
ELOY ICE MEDICAL FACILITY (EY)						
Administrative Assistant	AZ	1.0		1.0	2,080	\$
APP - Nurse Practitioner / Physicians Assistant	AZ	6.0		6.0	2,080	\$
BHP - Social Worker / Psychologist	AZ	3.0	2.0	5.0	2,080	\$
Contract Coordinator	AZ	1.0		1.0	2,080	\$
Dental Assistant	AZ	1.0		1.0	2,080	\$
Dentist	AZ	1.0		1.0	2,080	\$
Licensed Vocational/Practical Nurse	AZ	12.0		12.0	2,080	\$
Medical Records Technician	AZ	6.0		6.0	2,080	\$
Pharmacist (Part-Time)	AZ	0.0	1.0	1.0	2,080	\$
Pharmacy Technician	AZ	2.0		2.0	2,080	\$
Psychiatrist	AZ	1.0		1.0	2,080	\$
Psychiatrist- Part Time	AZ	1.0		1.0	1,040	\$
Physician	AZ	1.0		1.0	2,080	\$
Radiology Technician	AZ	1.0		1.0	2,080	\$
Registered Nurse	AZ	17.0	4.0	21.0	2,080	\$
<i>Subtotal</i>		54.0	7.0	61.0		
FLORENCE ICE MEDICAL FACILITY (FL)						
Administrative Assistant	AZ	1.0		1.0	2,080	\$
APP - Nurse Practitioner / Physicians Assistant	AZ	1.0		1.0	2,080	\$
BHP - Social Worker / Psychologist	AZ	1.0	1.0	2.0	2,080	\$
Contract Coordinator	AZ	1.0		1.0	2,080	\$
Licensed Vocational/Practical Nurse	AZ	10.0	-4.0	6.0	2,080	\$
Medical Records Technician	AZ	6.0	-2.0	4.0	2,080	\$
Pharmacy Technician	AZ	1.0		1.0	2,080	\$
Physician	AZ	0.0	1.0	1.0	2,080	\$
Psychiatrist- Part Time	AZ	1.0		1.0	1,040	\$
Radiology Technician	AZ	0.0	1.0	1.0	2,080	\$
Registered Nurse	AZ	9.0	2.0	11.0	2,080	\$
<i>Subtotal</i>		31.0	-1.0	30.0		
HOUSTON - CCA HOUSTON CDF (HN)						
Administrative Assistant	TX	1.0		1.0	2,080	\$
APP - Nurse Practitioner / Physicians Assistant	TX	2.0	2.0	4.0	2,080	\$
BHP - Social Worker / Psychologist	TX	1.0		1.0	2,080	\$
Contract Coordinator	TX	1.0		1.0	2,080	\$
Dental Assistant	TX	1.0		1.0	2,080	\$
Licensed Vocational/Practical Nurse	TX	6.0	-2.0	4.0	2,080	\$
Medical Records Technician	TX	4.0		4.0	2,080	\$
Pharmacist	TX	0.0	1.0	1.0	2,080	\$
Pharmacy Technician	TX	2.0		2.0	2,080	\$
Physician	TX	0.0	1.0	1.0	2,080	\$
Psychiatrist	TX	1.0		1.0	2,080	\$
Radiology Technician	TX	0.0	2.0	2.0	2,080	\$
Registered Nurse	TX	8.0	6.0	14.0	2,080	\$
<i>Subtotal</i>		27.0	10.0	37.0		
JENA ICE DETENTION FACILITY (JE)						
Administrative Assistant	LA	1.0		1.0	2,080	\$
APP - Nurse Practitioner / Physicians Assistant	LA	5.0		5.0	2,080	\$
APP - Nurse Practitioner - Mental Health	LA	0.0	1.0	1.0	2,080	\$
BHP - Social Worker / Psychologist	LA	2.0	1.0	3.0	2,080	\$
Contract Coordinator	LA	1.0		1.0	2,080	\$
Dental Assistant	LA	1.0		1.0	2,080	\$
Licensed Vocational/Practical Nurse	LA	10.0		10.0	2,080	\$
Medical Records Technician	LA	6.0		6.0	2,080	\$
Pharmacist	LA	0.0	2.0	2.0	2,080	\$
Pharmacy Technician	LA	2.0		2.0	2,080	\$
Physician	LA	1.0		1.0	2,080	\$
Psychiatrist	LA	1.0		1.0	2,080	\$
Radiology Technician	LA	2.0		2.0	2,080	\$
Registered Nurse	LA	15.0	4.0	19.0	2,080	\$
<i>Subtotal</i>		47.0	8.0	55.0		
JOE CORLEY DETENTION CENTER (CO)						
Custody Resource Coordinator	TX	0.0	1.0	1.0	2,080	\$
<i>Subtotal</i>		0.0	1.0	1.0		
KROME ICE MEDICAL REFERRAL CENTER (KR)						
Administrative Assistant	FL	1.0		1.0	2,080	\$
APP - Nurse Practitioner / Physicians Assistant	FL	1.0		1.0	2,080	\$
BHP - Social Worker / Psychologist	FL	4.0	1.0	5.0	2,080	\$
Contract Coordinator	FL	1.0		1.0	2,080	\$
Licensed Vocational/Practical Nurse	FL	3.0	5.0	8.0	2,080	\$
Medical Records Technician	FL	1.0		1.0	2,080	\$
Pharmacy Technician	FL	2.0		2.0	2,080	\$
Physician	FL	1.0		1.0	2,080	\$
Psychiatric-Mental Health Registered Nurse	FL	9.0		9.0	2,080	\$

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Psychiatrist	FL	1.0	1.0	2.0	2,080
Radiology Technician	FL	0.0	1.0	1.0	2,080
Registered Nurse	FL	10.0	-1.0	9.0	2,080
<i>Subtotal</i>		34.0	7.0	41.0	
LOS ANGELES STAGING (LA)					
Administrative Assistant	CA	1.0		1.0	2,080
Contract Coordinator (Shared with Santa Ana)	CA	0.8		0.8	2,080
Licensed Vocational/Practical Nurse	CA	5.0		5.0	2,080
Medical Records Technician	CA	3.0	-1.0	2.0	2,080
Registered Nurse	CA	6.0		6.0	2,080
<i>Subtotal</i>		15.8	-1.0	14.8	
PEARSALL SOUTH TEXAS DETENTION COMPLEX (PE)					
Administrative Assistant	TX	1.0		1.0	2,080
APP - Nurse Practitioner / Physicians Assistant	TX	4.0	1.0	5.0	2,080
BHP - Social Worker / Psychologist	TX	3.0		3.0	2,080
Contract Coordinator	TX	1.0		1.0	2,080
Dental Assistant	TX	2.0		2.0	2,080
Dentist - Part Time	TX	0.0	1.0	1.0	1,040
Licensed Vocational/Practical Nurse	TX	18.0	-3.0	15.0	2,080
Medical Records Technician	TX	6.0		6.0	2,080
Pharmacist - Part Time	TX	0.0	1.0	1.0	1,040
Pharmacy Technician	TX	2.0		2.0	2,080
Physician	TX	1.0		1.0	2,080
Psychiatrist	TX	1.0		1.0	2,080
Radiology Technician	TX	0.0	2.0	2.0	2,080
Registered Nurse	TX	13.0	7.0	20.0	2,080
<i>Subtotal</i>		52.0	9.0	61.0	
PORT ISABEL ICE MEDICAL FACILITY (PI)					
Administrative Assistant	TX	1.0		1.0	2,080
APP - Nurse Practitioner / Physicians Assistant	TX	5.0	-1.0	4.0	2,080
BHP - Social Worker / Psychologist	TX	2.0		2.0	2,080
Certified Nurses Assistant	TX	1.0		1.0	2,080
Contract Coordinator	TX	1.0		1.0	2,080
Dental Assistant	TX	1.0		1.0	2,080
Licensed Vocational/Practical Nurse	TX	13.0		13.0	2,080
Medical Records Technician	TX	6.0	-1.0	5.0	2,080
Pharmacist - Part Time	TX	0.0	1.0	1.0	1,040
Pharmacy Technician	TX	2.0		2.0	2,080
Physician	TX	1.0		1.0	2,080
Psychiatrist	TX	1.0		1.0	2,080
Radiology Technician	TX	3.0		3.0	2,080
Registered Nurse	TX	21.0	-1.0	20.0	2,080
<i>Subtotal</i>		58.0	-2.0	56.0	
SAN DIEGO ICE MEDICAL REFERRAL CENTER (SD)					
Administrative Assistant	CA	1.0		1.0	2,080
APP - Nurse Practitioner / Physicians Assistant	CA	3.0	4.0	7.0	2,080
BHP - Social Worker / Psychologist	CA	3.0	-1.0	2.0	2,080
Contract Coordinator	CA	1.0		1.0	2,080
Dental Assistant	CA	1.0		1.0	2,080
Licensed Vocational/Practical Nurse	CA	9.0		9.0	2,080
Medical Records Technician	CA	5.0	1.0	6.0	2,080
Pharmacy Technician	CA	1.0	1.0	2.0	2,080
Physician	CA	1.0	-1.0	0.0	2,080
Psychiatric-Mental Health Registered Nurse	CA	7.0		7.0	2,080
Psychiatrist	CA	1.0		1.0	2,080
Public Health Analyst	CA	0.0	1.0	1.0	2,080
Radiology Technician	CA	0.0	1.0	1.0	2,080
Registered Nurse	CA	12.0	1.0	13.0	2,080
<i>Subtotal</i>		45.0	7.0	52.0	
SANTA ANA ICE STAGING FACILITY (SA)					
Administrative Assistant	CA	1.0	-1.0	0.0	2,080
Contract Coordinator (Shared with LA Staging)	CA	0.2		0.2	2,080
Licensed Vocational/Practical Nurse	CA	2.0	1.0	3.0	2,080
Registered Nurse	CA	0.0	3.0	3.0	2,080
<i>Subtotal</i>		3.2	3.0	6.2	
STEWART ICE MEDICAL FACILITY (ST)					
Administrative Assistant	GA	2.0		2.0	2,080
APP - Nurse Practitioner / Physicians Assistant	GA	5.0	3.0	8.0	2,080
APP - Nurse Practitioner - Mental Health	GA	0.0	1.0	1.0	2,080
BHP - Social Worker / Psychologist	GA	1.0	3.0	4.0	2,080
Contract Coordinator	GA	1.0		1.0	2,080
Dental Assistant	GA	2.0		2.0	2,080
Dentist	GA	1.0		1.0	2,080
Dentist - Part Time	GA	0.0	1.0	1.0	2,080
Licensed Vocational/Practical Nurse	GA	11.0		11.0	2,080
Medical Records Technician	GA	6.0		6.0	2,080
Pharmacy Technician	GA	2.0		2.0	2,080
Physician	GA	1.0		1.0	2,080
Psychiatrist	GA	1.0		1.0	2,080
Radiology Technician	GA	0.0	1.0	1.0	2,080
Registered Nurse	GA	18.0	7.0	25.0	2,080
<i>Subtotal</i>		51.0	16.0	67.0	
TACOMA NORTHWEST DETENTION FACILITY (TC)					
Administrative Assistant	WA	1.0		1.0	2,080
APP - Nurse Practitioner / Physicians Assistant	WA	2.0	2.0	4.0	2,080
BHP - Social Worker / Psychologist	WA	1.0	1.0	2.0	2,080
Contract Coordinator	WA	1.0		1.0	2,080

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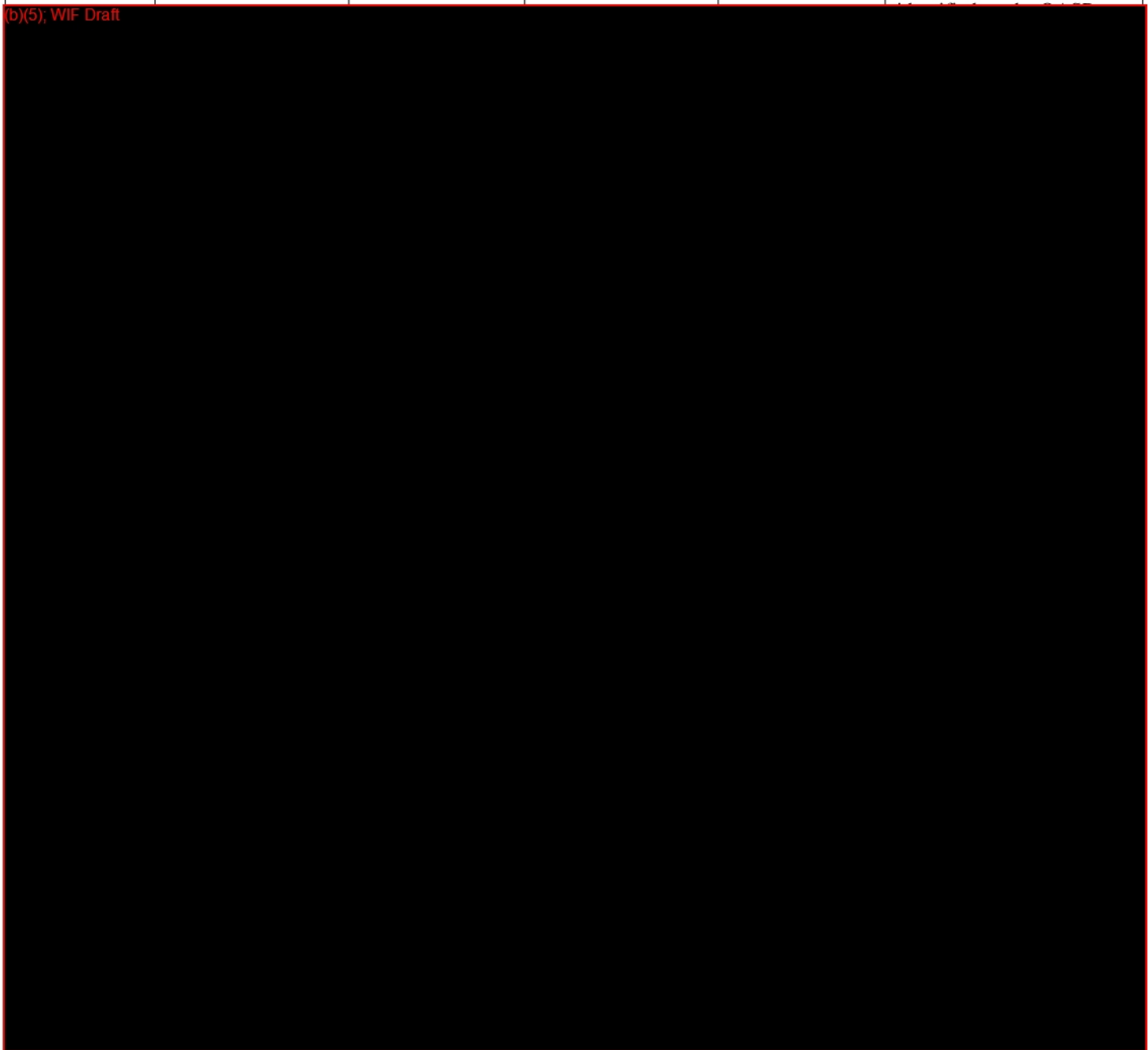
Dental Assistant	WA	1.0		1.0	2,080	\$
Dentist - Part Time	WA	1.0		1.0	1,040	\$
Licensed Vocational/Practical Nurse	WA	7.0		7.0	2,080	\$
Medical Records Technician	WA	5.0		5.0	2,080	\$
Pharmacy Technician	WA	2.0		2.0	2,080	\$
Physician	WA	1.0		1.0	2,080	\$
Psychiatrist	WA	1.0		1.0	2,080	\$
Psychiatrist- Part Time	WA	1.0		1.0	1,040	\$
Radiology Technician	WA	0.0	1.0	1.0	2,080	\$
Registered Nurse	WA	8.0	13.0	21.0	2,080	\$
<i>Subtotal</i>		32.0	17.0	49.0		
TAYLOR ICE MEDICAL FACILITY (TR)						
Administrative Assistant	TX	2.0	-1.0	1.0	2,080	\$
APP - Nurse Practitioner / Physicians Assistant	TX	3.0		3.0	2,080	\$
BHP - Social Worker / Psychologist	TX	2.0	-1.0	1.0	2,080	\$
Contract Coordinator	TX	1.0		1.0	2,080	\$
COR Assistant	TX	0.0	1.0	1.0	2,080	\$
Dental Assistant	TX	1.0		1.0	2,080	\$
Licensed Vocational/Practical Nurse	TX	3.0		3.0	2,080	\$
Medical Records Technician	TX	3.0		3.0	2,080	\$
Pharmacy Technician	TX	1.0		1.0	2,080	\$
Physician	TX	1.0		1.0	2,080	\$
Psychiatrist	TX	1.0		1.0	2,080	\$
Registered Nurse	TX	11.0	-1.0	10.0	2,080	\$
<i>Subtotal</i>		29.0	-2.0	27.0		
VARICK ICE STAGING FACILITY (VK)						
Administrative Assistant	NY	1.0		1.0	2,080	\$
Contract Coordinator (Shared with Elizabeth)	NY	0.2		0.2	2,080	\$
Registered Nurse	NY	2.0	1.0	3.0	2,080	\$
<i>Subtotal</i>		3.2	1.0	4.2		
WASHINGTON DC HEADQUARTERS (HQ)						
Behavioral Health Clinical Consultant	DC	0.0	1.0	1.0	2,000	\$
BHP - Social Worker	DC	1.0	-1.0	0.0	2,000	\$
Contract Coordinator	DC	1.0		1.0	2,080	\$
Compliance Monitoring Specialist	DC	0.0	2.0	2.0	2,000	\$
Credentialing Assistant	DC	1.0	2.0	3.0	2,000	\$
Executive A.A.- Accounts Manager	DC	2.0	-1.0	1.0	2,000	\$
Executive A.A.- Mgmt. Analyst	DC	3.0		3.0	2,000	\$
Executive A.A. - Program Assistant	DC	3.0	-2.0	1.0	2,000	\$
Health Informatics Analyst	DC	1.0		1.0	2,000	\$
Health Information Data Specialist	DC	5.0	-4.0	1.0	2,000	\$
Health Information Management Technician (@Jena)	DC	0.0	1.0	1.0	2,000	\$
Health Information Management Technician (@Stewart)	DC	0.0	1.0	1.0	2,000	\$
Provider Relations	DC	1.0	1.0	2.0	2,000	\$
OutpatientCode Reviewer and Document Specialist	DC	0.0	2.0	2.0	2,000	\$
Registered Nurse Risk Manager	DC	0.0	1.0	1.0	2,000	\$
<i>Subtotal</i>		18.0	3.0	21.0		
YORK TRANSFER OPERATIONS PROGRAM (YK)						
Contract Coordinator (Shared with Berks)	PA	0.2		0.2	2,080	\$
Licensed Vocational/Practical Nurse	PA	2		2	2,080	\$
Medical Records Technician	PA	1		1	2,080	\$
Registered Nurse	PA	2		2	2,080	\$
<i>Subtotal</i>		5.2	0	5.2		

GRAND TOTAL		739.0	105.0	844.0		
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J-2 – Quality Assurance Surveillance Plan (QASP)

Functional Area	Performance Requirements	Performance Measure	Method of Surveillance	Acceptable Quality Level	Deduction or Withholding Criteria
(b)(5); WIF Draft					

Functional Area	Performance Requirements	Performance Measure	Method of Surveillance	Acceptable Quality Level	Deduction or Withholding Criteria
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(b)(5); WIF Draft

Functional Area	Performance Requirements	Performance Measure	Method of Surveillance	Acceptable Quality Level	Deduction or Withholding Criteria
(b)(5), WIF Draft					

Functional Area	Performance Requirements	Performance Measure	Method of Surveillance	Acceptable Quality Level	Deduction or Withholding Criteria
(b)(5); WIF Draft					

Functional Area	Performance Requirements	Performance Measure	Method of Surveillance	Acceptable Quality Level	Deduction or Withholding Criteria
(b)(5); WIF Draft					

1. The Contractor is responsible for performance of ALL terms and conditions of the contract. The performance measures outlined in this QASP will be used to determine Contractor performance in each Functional Area.

2. The Government performs surveillance to determine Contractor performance and guide the Contracting Officer as to withholding or deduction, if any. Withholdings or Deductions, when applied, will be a sum of applicable withholdings or deductions for each functional area.

3. Where an asterisk is present next to a word in the QASP there is a corresponding definition in Contract Section C-34 – Glossary, specific to the implementation of the QASP.

4. Within 48 hours of the occurrence of Critical-level deficient performance, the Contractor must provide a corrective action plan to the COR and Contracting Officer. During a period of Critical-level deficient performance, the Contractor will provide the COR and Contracting Officer daily updates describing all actions taken to address and correct the deficient performance, and the results of those actions. Upon providing notice to the Contractor, the Government may utilize all resources available, including other contractors, in order to fill critical-level staffing shortages until the government is satisfied that the Contractor is able to resume acceptable performance.

5. Funds may be deducted from a monthly invoice as per the QASP. The Contractor will be notified immediately if such a situation arises. The Contracting Officer in consultation with the ICE Program Office will determine the amount of any deduction. The assessment of deductions does not preclude the Contracting Officer from initiating other applicable contract actions and remedies.

6. For facilities experiencing Critical staffing shortages, the Government may incur additional costs to transfer or re-locate, in-process, and house detainees in alternate facilities. For facilities with guaranteed minimum bed-space, in addition to the costs noted above, the Government will also incur costs for unused bed-space.

The following locations include guaranteed minimum bed-spaces:

Sites with Guaranteed Minimums	
Site	Guaranteed Minimum
Alexandria	1,170
Buffalo (Batavia)	400
El Paso	650
Elizabeth	285
Florence	374
Houston	750
Jena	1,170
Krome	450
Pearsall	1,350
Port Isabel	800
Stewart	1,600
Tacoma	1,181

The Government retains the right to file claims against the Contractor for costs associated with unused bed-spaces which are directly associated with the Contractor's Critical staffing levels.

7. For the purpose of this QASP, all Contractor staff at the Washington, D.C. location are assigned to the Assistants/Technician Staffing Category.

8. For Functional Areas noting CPARS reporting: (a) CPARS will be reported for the Contractor's overall successes in maintaining acceptable quality levels; and (b) CPARS will be reported for the Contractor's consistent or repeated failures to meet acceptable quality levels.

Definitions:

20% Rule: This is only applicable to positions that are required to be filled at 2080 hours. It is not applicable to backfill for call outs due to illness for example or for FMLA etc. This rule is meant to limit the burden on the government for the training and orientation (and associated lack of productivity) for an inordinate number of part-time staff. Staff identified on the Site Staffing Matrix as Part Time (1040 hrs) are excluded from the 20% Rule as well.

Critical: Staffing levels have dropped below levels required to maintain full compliance with American Correctional Association (ACA), National Commission on Correctional Healthcare (NCCH) standards, or Family Residential Standards. These staffing levels put the facilities at risk for reducing or suspending detainee intake, relocating detainee population or reducing services provided at the facility.

Deduction: Amount of monthly invoice reduction as the result of a deficiency. Amounts deducted are not recoverable.

Field positions: All positions, other than Headquarters positions located in Washington, DC.

Head Quarters (HQ): All Headquarters positions located in Washington DC.

Less Than Full Performance: Staffing levels have dropped below the optimal levels required to maintain full compliance with American Correctional Association (ACA), National Commission on Correctional Healthcare (NCCH) standards or Family Residential Standards (FRS). This level of performance negatively impacts morale for both the Contractor and Federal employees, and may also affect the quality of care at the sites. It is important that the contractor provide 100% staffing.

Withholding: Amount of monthly invoice payment withheld pending correction of a deficiency. Funds withheld from payment are recoverable if the COR and Contracting Officer confirm resolution/correction, and should be included in the next month's invoice.

J-4 Offsite and Emergent Care

A. Medical services shall submit a Medical Payment Authorization Request (MedPAR) to IHSC for payment for off-site medical care (e.g. offsite lab testing, eyeglasses, prosthetics, hospitalizations, emergency visits). Medical services shall enter payment authorization requests electronically as outlined in the MedPAR User Guide.

B. Medical services shall furnish twenty-four (24) hour emergency medical care and facility emergency evacuation procedures. In an emergency, as determined by medical services, and shall obtain the medical treatment required. Medical services shall have access to an offsite emergency medical provider at all times. The Health Authority of medical services shall notify the organization listed below as soon as possible, and in no case more than seventy-two (72) hours after resident/detainee receipt of such care. Authorized payment for all offsite medical services for the initial emergency need and for medical care required beyond the initial emergency situation will be made by the Veterans Administration Financial Service Center (VA FSC) on behalf of IHSC directly to the medical provider(s).

VA Financial Services Center
PO Box 149345
Austin, TX 78714-9345
Phone: (800) 479-0523
Fax: (512) 460-5538

C. Medical services shall allow IHSC Field Medical Coordinators, Managed Care Coordinators or any ICE personnel reasonable access to its facility and medical records of ICE residents/detainees for the purpose of liaison activities with the local IGSA Health Authority and associated Service Provider departments in accordance with HIPAA privacy exception at 45 C.F.R. §§ 164.512 (k)(5)(i).

D. Medical services shall provide ICE resident/detainee medical records to ICE whether created by medical services or its sub-Service Provider/Contractor upon request from the Contracting Officer's Representative or Contracting Officer in accordance with HIPAA privacy exception at 45 C.F.R. §§ 164.512 (k)(5)(i), which allows disclosure without consent to a correctional institution or a law enforcement official having lawful custody of an inmate or other individual if the correctional institution or such law enforcement official represents that such protected health information is necessary for:

- a. The provision of health care to such individuals;
- b. The health and safety of such individual or other inmates;
- c. The health and safety of the officers or employees of or others at the correctional institution;
- d. The health and safety of such individuals and officers or other persons responsible for the transporting of inmates or their transfer from one institution, facility, or setting to another;
- e. Law enforcement on the premises of the correctional institution; and
- f. The administration and maintenance of the safety, security, and good order of the correctional institution.
- g. Conducting a quality improvement / quality of care review consistent with an established

quality improvement (medical quality management) program and interfacing with the IHSC quality improvement program consistent with federal, state, and local laws.

E. Medical services shall direct offsite medical providers to submit all medical invoices for authorized payment for medical, dental, and mental health services to the following address:

VA Financial Services Center
PO Box 149345
Austin, TX 78714-9345 (800) 479-0523

F. Script Care coordinates reimbursement through the VA Financial Services Center for individuals in the custody of ICE. Prescriptions are filled at local pharmacies which are part of the Script Care Network (or other designated Pharmacy Benefits Manager).

Below is the process for obtaining prescriptions for ICE residents/detainees:

- a. Medical services shall request a group number which should be used at the pharmacy in conjunction with the BIN# 004410 and Processor Control # IHSC assigned by Script Care Network to designate this is an ICE resident/detainee. The custodial facility should either fax or take a copy of the prescription to their participating pharmacy and indicate that this is an ICE resident/detainee.
- b. The pharmacy shall run the prescription through the Script Care network for processing.
- c. Formulary prescriptions will be dispensed; however, there will be no need for an exchange of cash between the pharmacy and custodial facility as the pharmacy will receive payment directly from Script Care.
- d. Non-Formulary prescriptions will follow the same procedure as formulary prescriptions; however, non-formulary medications will require prior authorization. The custodial facility will fax the Drug Prior Authorization Request Form to Script Care to 409-833-7435. The authorization will be loaded into the Script Care network and the pharmacy will receive a call indicating that the prescription has been approved. Non-Formulary urgent requests must be submitted in the above manner except an X should be placed on the form marked for URGENT REQUEST and faxed to 409-923-7391. The authorization shall be loaded into the Script Care network and the pharmacy shall receive a call indicating the prescription has been approved.
- e. Over the counter medications are generally not a covered benefit through Script Care.

For further information regarding the Script Care Network please contact the VA Financial Services Center at 800-479-0523 or Script Care directly at 800-880-9988.

J-5 Workforce Health

Staff Health File

Staff health files for each worker must be maintained on site, by the Health Services Administrator or the employer's designee. Staff health files for each staff member must be maintained in a locked cabinet in accordance with the following laws: (a) The Privacy Act of 1974, 5 USC 552a, in the DHS | Handbook for Safeguarding Sensitive Personally Identifiable Information; (b) the Office of Personnel Management, Employee Medical Records System of Records, 75 Federal Register 35099 (June 21, 2010); and (c) in the Department of Labor, Office of Workers' Compensation Programs, Federal Employees' Compensation Act File System of Records, 77 Federal Register 1738, (January 11, 2012); and (d) in any other applicable system. The staff member's health file should contain the following documents:

- Initial and annual TB infection screening results;
- Vaccination records and/or declination documentation as applicable;
- OSHA's Form 301, Injury and Illness Incident Form;
- Bloodborne pathogen (BBP) exposure documentation;
- Annual respirator medical clearance documentation;
- Annual respirator fit test results;
- Annual radiation exposure records (for applicable staff; quarterly records and investigational documents if exposure is outside of policy limits);
- Radiation exposure records from outside employer if moonlighting (for applicable staff);
- Pregnancy declaration (for radiation safety, if applicable); and
- Other staff health documents.

Prior to performing any duties, all contract personnel working at IHSC medical clinics must provide documentation regarding the following:

1. History of testing for tuberculosis (TB) within the last 12 months. The accepted two TB infection screening methods are:
 - a. Two-step tuberculin skin test (TST) within three weeks of each other.
 - b. Single-step FDA-approved Interferon-Gamma Release Assay (IGRA).
 - If both TST results are negative, or if the IGRA is negative, the person is considered not TB infected at the time of hire.
 - The TST booster effect: A person infected with TB years ago may have a negative reaction to an initial TST and a positive reaction to the second TST. This is attributed to the immune stimulation from the first TST and is called the "booster effect." The two-step TST method confirms old TB infection and should not be interpreted as a TST conversion (i.e., going from negative to positive after an exposure). The IGRA test does not create the "booster effect."
 - Staff member with TB infection: If the first or second TST result is positive,

if the IGRA is positive, or if the person had a previously positive test for TB infection, the person is considered TB infected. The staff member must provide documentation of the TB infection to the Health Services Administrator (HSA).

- Staff members with TB infection should have documentation of a chest x-ray with findings that are not suggestive of TB disease, or documentation of completed treatment for TB infection or TB disease, if applicable.
2. On an annual basis and at own expense, the contractor shall provide a current (TST) or (IGRA) test result if the employee previously tested negative for TB infection. If the employee previously tested positive for TB infection, the staff member should be evaluated for TB symptoms by his or her usual source of health care or by the contractor's employee health program. If the staff member is diagnosed with TB infection or presumptive TB disease, he or she should be managed by his or her usual source of health care and in accordance with Centers for Disease Control and Prevention (CDC) guidelines.
 3. Hepatitis B vaccine
The Occupational Safety and Health Administration (OSHA) Blood borne pathogens (BBP) Standard requires employers to provide employees at risk of occupational exposure to blood and other potentially infectious material (OPIM) with the hepatitis B vaccination series. Health staff must do one of the following:
 - a. Complete the hepatitis B vaccination series prior to performing work on the contract; and provide documentation of the vaccination series or titer results that confirm immunity to hepatitis B virus (HBV); or
 - b. Refuse the vaccination series for medical reasons and submit a completed Hepatitis B Vaccine Declination Form to the HSA.
 4. Highly Recommended Vaccinations for Health Care Workers
On the basis of documented nosocomial transmission, health care workers are considered to be at significant risk for acquiring or transmitting Hepatitis B, measles, mumps, rubella, varicella and seasonal influenza. All of these diseases are vaccine-preventable. Therefore, the following vaccinations are highly recommended for health staff.

- Hepatitis
- Varicella
- Measles, Mumps, Rubella (MMR)
- Tetanus toxoid, reduced diphtheria toxoid and acellular pertussis (Tdap)
- Annual seasonal influenza

Health staff provides immunization documentation or titer results for these diseases to the HSA or the employer's designee for placement in the employee health file. For more details refer to: Immunization of Health-Care Personnel: Recommendations of the Advisory Committee on Immunization Practices (ACIP).



Declaration of Pregnancy Form

***This form letter is provided for your convenience. To make your written declaration of pregnancy, you may fill in the blanks in this form letter, or you may write your own letter.**

Declaration of Pregnancy To: Radiation Safety

In accordance with the NRC's regulations in 10CFR20.1208, "Dose to an Embryo/Fetus," I am declaring that I am pregnant. I believe I became pregnant in the Month and Year indicated below:

Month & Year of Conception

I understand the radiation dose to my embryo/fetus during my entire pregnancy will not be allowed to exceed 0.5 rem {unless the dose has already been exceeded between the time of conception and submitting this letter}. I also understand that meeting the lower dose limit may require a change in job or job responsibilities during my pregnancy.

Signature of Person Declaring Pregnancy

Name (PRINTED) of Person Declaring Pregnancy

Date



**U.S. Immigration
and Customs
Enforcement**

IHSC Hepatitis B Declination Form

I understand that due to my potential occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been informed that I should be vaccinated with the hepatitis vaccine through my usual source of health care. I decline the hepatitis B vaccination at this time.

I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have potential occupational exposure to blood or potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I will obtain the vaccination series through my usual source of health care and will submit appropriate documentation.

Printed Name of Employee

Date

Signature of Employee

HSA

Date

Facility

J-6 Credentialing and Privileging

- 4-1. Establishment of Credentials Portfolios
 - a. The Office of the AMD establishes credentials portfolios for all IHSC Licensed Independent Practitioners prior to their working in the clinic.
 - b. For all contract physicians, dentist and behavioral health providers who deliver services on site, IHSC must receive education, training, experience and competency documents, including licensure and certifications, before contract services are negotiated or privileges are granted.
 - c. NOTE: The decision to hire any health care provider will be based on the review of a complete verified credentials portfolio.

- 4-2. Format. The complete credentials portfolio consists of four sections.
 - a. Section I – Privileges
 - (1) IHSC Application/Core Privileges (see forms below)
 - (2) Health Statement
 - (3) Malpractice Insurance
 - b. Section II – Education
 - (1) License (ALL state licenses, active/inactive/current/expired/ valid/non-valid) within any U.S. state, territory, commonwealth, possession.
 - (2) Professional School Diplomas
 - (3) Internship documents
 - (4) Residency documents
 - (5) Board certification
 - (6) Cardio-Pulmonary Resuscitation (CPR) certification
 - c. Section III – Experience and Current Competency
 - (1) Peer References (letters of reference written by peer of the same discipline)
 - (2) Competency Checklist by discipline

(3) Scope of Practice Checklist/Competency Assessment forms for Staff

d. Section IV – Personal Information

(1) Miscellaneous

(2) Curriculum vitae/ Resume

(3) Continuing Professional Education

(4) Letters of Appreciation

(5) Documentation of all personnel actions (letters of counseling, reprimands, etc.)

NOTE: Each section is identified by a cover sheet with the contents under the cover sheet. Each credentials portfolio is labeled with the provider's name (last name, first name, middle initial) and profession. This is located on the front cover.

4-3. Primary Source Verification. All credentials documents are verified at the primary source for proof of authenticity. This verification is accomplished by website and/or in writing and is included with the referenced document in the credentials portfolio. Interim source verification may be accomplished by telephone. See sections 5-1 and 5-2 below for additional information.

4-4. Maintenance. Maintenance of the credentials portfolio involves:

- a. Ensuring all documents are included and up to date.
- b. Adding documents as needed.
- c. Accepting renewed documents and placing them in the proper section.
- d. Verifying any renewed document.
- e. Replacing worn portfolio covers.

4-5. Transfer. The credentials portfolio is the property of the government. A credentials portfolio will be transferred for the following reasons only:

- a. Transfer of any employee within the contract (portfolio is Electronically sent via email to the facility).
- b. Termination of employment (portfolio is Electronically archived.)

4-6. Storage. Credentials portfolios are maintained electronically and may also be stored in a locked cabinet on-site at all times for the duration of the contract.

At the end of the contract, they will be archived as per the COR's instruction.

4-7. Release of Information. A portfolio will not be electronically transferred to anyone outside of the site without special permission of the employee and concurrence of the COR.

5. PROCEDURES:

5-1. Procedures for Primary Source Verification

- a. Obtain a photocopy of the document from the applicant/employee.
- b. Obtain a signed and notarized Authorization for Release of Information from applicant/employee.
- c. Request, in writing, verification of the document from the primary source. Be sure to obtain addresses of schools, hospitals, etc. from the applicant/ employee.
- d. Many primary sources require a processing fee. Each site Administrator, and or his or her designee, will establish a mechanism at the local level for payment of those fees.

5-2. Procedures for Telephonic Primary Source Verification

- a. Obtain a photocopy of the document from the applicant/employee.
- b. Obtain a signed and notarized Authorization for Release of Information from applicant/employee.
- c. For licenses, call the State Board of Examiners (Medical, Dental, Nursing, Physician Assistant). This is usually located in the capital city of the state.
- d. For schools, call the Office of the Registrar.
- e. For residencies, internships, etc. obtain the name of contact from provider.
- f. Upon making contact with the primary source, request verification of the document.
- g. Record the following information on front of the photocopy of the document.
 - (1) Date and time of call
 - (2) Organization contacted
 - (3) Name of the verifier (they usually will not give their last name)

(4) What the verifier says (License is current and active with no actions pending or license expired on 3-3-2010.)

(5) Sign your name.

h. Request address for obtaining written verification.

i. Notes:

(1) All telephonic verification must be followed by letter or electronic mail verification.

(2) All non-expiring documents need only to be verified once. All documents that expire (licenses, certification, etc.) will be verified after each renewal.

J-9 - DOCUMENT CHECKLIST

Personnel Documents Document Title	Credentialing Documents											Privileging Documents Privileged (LIP)				
	Administrative Assistant	Medical Records Tech	Nurse Practitioners	Physician Assistant	Registered Nurses	LVN / LPN / CMA / C.N.A	Radiology Technician	Pharmacist	Pharmacy Technician	Dental Assistant	Dental Hygienist	All Physicians	Psychiatrist	Psychologist	Dentist	Social Worker
Section I - Privileges																
Application for Privileges												X	X	X	X	X
IHSC Privilege Letter												X	X	X	X	X
Peer Review			X	X	X	X						X	X	X	X	X
Colaborative Practice Agreement			X	X												
Statement of Health and Ability	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Statement of Confidentiality	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Ackn of Policy Understanding (local, national, residential standards)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Statement of Risk and Responsibility	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Malpractice Insurance			X	X	X	X	X	X	X	X	X	X	X	X	X	X
Release of Information	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Section II - Education																
Professional School Diploma (primary source verified)			X	X	X	X	X	X	X	X	X	X	X	X	X	X
Internship / Residency Documents/Preceptor Documents												X	X			
Professional License / Certification (primary source verified)			X	X	X	X	X	X	X	X	X	X	X	X	X	X
Board Certification			X	X								X	X			
National Practitioner Database			X	X								X	X	X	X	X
AHA Heartsaver® CPR AED or BLS for Healthcare Providers® Certification	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Section III - Experience and Current Competency																
HSD-500 Facility Orientation Checklist	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Scope of Practice			X	X	X	X	X		X	X	X					
Competency Checklist	X	X	X	X	X	X	X	X	X	X	X					
Section IV - Professional Information																
Position Description (signed)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Evaluations	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
CV/Resume	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Personnel Actions (Awards/Letters of Appreciation/Letters of Counseling)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Emergency Contact	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

J-12-Discipline Shift Requirements

Discipline	Shift (1)	Shift (2)	Shift (3)	On Call Yes/No	Weekend/Holidays
AA	X			No	No
MRT	X	X	X	No	Yes
MA/CNA	X	X	X	No	Yes
Rad Tech	X	X	X	No	Yes
LPN/LVN	X	X	X	No	Yes
RN	X	X	X	No	Yes
BHP	X	X		Yes	Yes
APP	X	X	X	Yes	Yes
Dentist	X			Yes	No
RDH/DA	X			No	No
Physician/Psychiatrist	X			Yes	No
Pharmacist	X	X		Yes	No
Pharmacy Tech	X	X		No	No

All disciplines may be required to report to work 24/7 based on the mission, changing health care needs, legislation, or other circumstances that dictate changes in schedule.

Shifts: 1) 0700-1530 On Call Hours: 2101- 0659
 2) 1500-2330
 3) 2300-0730

All overtime must be pre-approved by the GMT prior to the overtime occurring

Note: HQ staff schedule will be determined by onsite GTM. Core hours are 0600-1800.

From: (b)(6), (b)(7)(C)
To: [Redacted]
Cc: [Redacted]
Subject: Changed Post RFP
Date: Friday, June 29, 2018 4:22:38 PM
Attachments: [Contract-Nurse_Practitioner-Family.docx](#)
[Contract-Nurse_Practitioner-Pediatric.docx](#)
[Contract-Physician_Assistant.docx](#)
[Contract-Psychiatrist.docx](#)
[Contract-Radiology_Technologist.docx](#)

(b)(6), (b)(7)(C)

Attached are the PDs that have been changed since the RFP was released.

Thanks

(b)(6),
(b)(7)(C)

(b)(6), (b)(7)(C)

LCSW, BCD

Contracting Officer's Representative
Health Operations Unit
ICE Health Service Corps (IHSC)
Enforcement Removal Operations (ERO)
Desk: 202-733-(b)(6);
Cell: 202-641-(b)(7)(C)

(b)(5)
[Redacted]

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FAMILY NURSE PRACTITIONER (APP)

Contract Position Description

INTRODUCTION

The ICE Health Services Corps (IHSC) exists within the organizational structure of the United States Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO) under the supervision of the Department of Homeland Security (DHS). The United States Public Health Service (USPHS) Commissioned Corps Officers, civil service staff and contractors comprise the healthcare professionals working together to provide quality healthcare services. IHSC serves as the medical experts for ICE for detainee health care.

MISSION

IHSC's mission is to provide medical care to maintain the health of individuals in the custody of ICE through an integrated health care delivery system, based on nationally recognized correctional, detention and residential health care standards. The Agency is committed to providing healthcare services to protect the nation's health, reduce global disease and provide medical support for the law enforcement mission of the safe apprehension, enforcement and removal of detained individuals involved in immigration proceedings. IHSC is committed to ensuring a system of care that is ethical, responsible, and accountable through rigorous surveillance and monitoring activities.

ATTRIBUTES AND PROFESSIONAL QUALITIES

1. Strong oral and written communication skills.
2. Analytical skills and ability to navigate complex system.
3. Strong interpersonal and active listening skills.
4. Strong organizational and time management skills.
5. Demonstrates strong problem solving, judgement and decision making skills.
6. Demonstrates Integrity, honesty, and cultural competency.

REQUIRED EDUCATION AND EXPERIENCE

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education

1. Graduate from an accredited Family Nurse Practitioner program located in a State, the District of Columbia, or a U.S. territory. The degree issuing institution and/or program must be accredited by an entity recognized by the U.S. Department of Education.
2. A minimum of one year of clinical provider experience in direct patient care as a certified family nurse practitioner, or the approval of IHSC's Medical Director based on the receiving sites ability to mentor and teach the newly licensed provider.

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3. Experience in a detention/correctional or residential healthcare setting (preferred, not required).

REQUIRED LICENSURE/CERTIFICATION

1. Must have an unrestricted, current RN and Advanced Practice Registered Nurse license in the state in which the duty station is located. Any changes to license must be reported to employer immediately
2. Board Certification as Family Nurse Practitioner by the ANCC or AANP.
3. Fulfills the obligation(s) of state licensing board to maintain state licensure including completion and maintenance of collaborative practice agreements and prescriptive authority agreements.
4. Fulfills obligation(s) of ANCC or ANNP to maintain board certification.
5. Maintains unrestricted license with the Drug Enforcement Agency (DEA) and in state in which the duty station is located to prescribe controlled medications.
6. Maintains BLS for Healthcare Providers® certification through the American Heart Association®.
7. This position does not require privileging by IHSC.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of and ability to apply professional principles, procedures, and techniques to patient care.
2. Knowledge of drugs and therapeutics when prescribing and dispensing medication.
3. Practical knowledge of laboratory procedures and guideline; skill in collecting a variety of samples.
4. Ability to properly use equipment, materials and supplies in simple diagnostic and treatment procedures.
5. Ability to work in a multi-cultural and multi-lingual environment.
6. Ability to utilize telephonic interpreter/translation services to complete assigned duties if not fluent in a language the patient understands.
7. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
8. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with patients, co-workers and other stakeholders.
9. Ability to establish and maintain positive working relationships in a multidisciplinary environment.
10. Ability to navigate in an electronic work environment including electronic health records, web based training and communications.
11. Knowledge of, and moderate proficiency in, common Microsoft Office programs, specifically Microsoft Word, Excel, Outlook and SharePoint.
12. Knowledge of regulations (HIPAA/Privacy Act) regarding the confidentiality of patient medical records and information as well as Personally Identifiable Information (PII).
13. Verbal and written proficiency in Spanish (preferred, not required).

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MAJOR DUTIES AND RESPONSIBILITIES

1. Provides direct care to detainees/patients via scheduled appointments, emergency or urgent care visits.
2. Consults with the physician/Clinical Director for complex medical and/or psychiatric patients as required by IHSC policy. Complete orders recommended/authorized by the physician.
3. Provides infirmary care including admission, discharge, and daily rounds for detainees/patients that require higher level of medical care and monitoring.
4. Performs comprehensive history and physical evaluations, behavioral health care, and minor outpatient surgical procedures for detainees/patients as required by IHSC policy, or as required for detainee medical complaint.
5. Works within and performs functions as outlined in the IHSC Advanced Practice Provider (APP) Scope of Practice and the Controlled Prescribing Scope of Practice for APPs.
6. Works within and performs functions as outlined in state collaborative practice and prescriptive authority agreements.
7. Applies knowledge of drugs and therapeutics when prescribing medication. Maintains safety when ordering/dispensing medications and is continually cognizant of the potential hazard of drug hoarding and trafficking among detainees.
8. Coordinates health care needs of detainees/patients including referrals to off-site consultants.
9. Orders and interprets diagnostic and therapeutic tests relative to the resident's age-specific needs.
10. Interprets Tuberculin skin tests (TSTs) and diagnostic studies, manages Direct Observation Therapy (DOT) for treatment of active or latent tuberculosis.
11. Takes appropriate infection control actions in accordance with IHSC policy and guidance.
12. Adheres to universal precautions and properly disposes of all sharps.
13. Utilizes and documents interpretation and/or translation and/or assisted communication services as needed to ensure ability to communicate with detainees or others who are Limited English Proficient (LEP) or have a communication disability or impediment.
14. Provides relevant patient health education to detainees verbally and/or with handouts.
15. Documents detainee care visits in the required health record using required format, in compliance with IHSC policy and guidance.
16. Maintains functional proficiency and ease of use utilizing electronic health records as required by, and appropriate to, position.
17. Maintains patient confidentiality and confidentiality of medical records in compliance with the Privacy Act and HIPAA regulations in all work activities.
18. Completes all training as required/assigned.
19. Provides treatment of persons throughout the life span as appropriate to discipline and facility setting.
20. Assists in the orientation and training of medical and mental health personnel in mental health policy and procedures.
21. Completes all training as required/assigned.
22. Assists with preparation for accreditation and ongoing compliance with standards as assigned.
23. Completes and passes all discipline specific competencies testing, initially and annually.

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24. Completes all initial, annual and ad hoc training as required/assigned.
25. Adheres to, and maintains awareness of, IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC.
26. Adheres to, and participates in, IHSC's Safety, Prevention, Infection and Control, Quality Improvement, Patient Education and other programs and collateral duties as appropriate to position.
27. Attends and participates in general/medical staff meetings.
28. Participates in the APP peer review process
29. Assists with preparation for accreditation and ongoing compliance with standards as assigned.
30. Assists with mentoring and orienting new NPs or PAs as required.
31. Other duties as assigned.

DUTY HOURS / ON-CALL REQUIREMENTS

1. IHSC operates 24/7/365; this position is required to respond during an emergency activation.
2. This full time position is required to provide rotational on-call coverage and may need to return to the facility to provide care during the coverage period.
3. This position requires availability to work day and evening shifts. Availability during weekends and holidays is also required.

SECURITY REQUIREMENTS

1. The Department of Homeland Security's Personnel Security Unit (PSU) must render an Initial Preliminary Favorable Fitness Determination to be considered a qualified candidate.
2. A Complete Favorable Fitness Determination must be rendered by PSU upon completion of initial, and between, subsequent background investigations to meet the requirements of this position.

PHYSICAL DEMANDS

1. Required to walk unaided at a normal pace for up to 10 minutes and maintain balance.
2. Required to respond to any medical emergency within 4 minutes, where a fast walk or jog may be necessary to provide assistance.
3. Required to perform CPR/emergency care standing or kneeling.
4. Must have the ability to assist sick, injured or aging detainees or staff exiting the building during an emergency (may require lifting, dragging, wheeling or carrying someone who weighs significantly more than self).
5. Must be able to see, hear and smell with or without the use of aides if necessary (exceptions on a case by case basis).
6. Must easily alternate between kneeling and standing.
7. Must be able to lift, push, or carry 30 pounds.
8. Must perform the duties in a stressful and often austere environment without physical limitations.
9. Must be capable of standing on hard surfaces (cement floors) for long periods of time.

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NURSE PRACTITIONER – PEDIATRIC (APP)

Contract Position Description

INTRODUCTION

The ICE Health Services Corps (IHSC) exists within the organizational structure of the United States Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO) under the supervision of the Department of Homeland Security (DHS). The United States Public Health Service (USPHS) Commissioned Corps Officers, civil service staff and contractors comprise the healthcare professionals working together to provide quality healthcare services. IHSC serves as the medical experts for ICE for detainee health care.

MISSION

IHSC's mission is to provide medical care to maintain the health of individuals in the custody of ICE through an integrated health care delivery system, based on nationally recognized correctional, detention and residential health care standards. The Agency is committed to providing healthcare services to protect the nation's health, reduce global disease and provide medical support for the law enforcement mission of the safe apprehension, enforcement and removal of detained individuals involved in immigration proceedings. IHSC is committed to ensuring a system of care that is ethical, responsible, and accountable through rigorous surveillance and monitoring activities.

ATTRIBUTES AND PROFESSIONAL QUALITIES

1. Strong oral and written communication skills.
2. Excellent interpersonal skills.
3. Critical thinking skills.
4. Cultural competency.
5. Integrity and honesty.
6. Experience in a detention/correctional or residential healthcare setting (preferred, not required).

REQUIRED EDUCATION AND EXPERIENCE

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education

1. Graduate from an accredited Nurse Practitioner program located in a State, the District of Columbia, or a U.S. territory.
2. A minimum of one year of clinical provider experience in direct patient care as a Certified Pediatric Nurse Practitioner, or the approval of IHSC's Medical Director based on the receiving sites ability to mentor and teach the newly licensed provider.
3. A minimum of one year experience with pediatric immunization.
4. Experience in a detention/correctional or residential healthcare setting (preferred, not required).

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REQUIRED LICENSURE/CERTIFICATION

1. Certified Pediatric Nurse Practitioner – Primary Care (CPNP-PC) by the Pediatric Nursing Certification Board (PNCB)
or
2. Board Certification through the American Nurses Credentialing Center (ANCC) as Pediatric Primary Care Nurse Practitioner (PPCNP-BC)
3. Must have an unrestricted, current RN and Advanced Practice Registered Nurse license in the state in which the duty station is located. Any changes to license must be reported to employer immediately
4. Maintains BLS for Healthcare Providers® certification through the American Heart Association®.
5. This position does not require privileging by IHSC.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of pediatric immunization schedule(s) and appropriate application and contraindications.
2. Knowledge of and ability to apply professional nursing principles, procedures, and techniques to pediatric patient care.
3. Knowledge of drugs and therapeutics when prescribing and dispensing medication to pediatric population (as allowed through state licensure).
4. Practical knowledge of laboratory procedures and guideline; skill in collecting a variety of samples.
5. Ability to properly use equipment, materials and supplies in simple pediatric diagnostic and treatment procedures.
6. Ability to work in a multi-cultural and multi-lingual environment.
7. Ability to utilize telephonic interpreter/translation services to complete assigned duties if not fluent in a language the patient understands.
8. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
9. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with patients, co-workers and other stakeholders.
10. Ability to establish and maintain positive working relationships in a multidisciplinary environment.
11. Ability to navigate in an electronic work environment including electronic health records, web based training and communications.
12. Knowledge of, and moderate proficiency in, common Microsoft Office programs, specifically Microsoft Word, Excel, Outlook and SharePoint.
13. Knowledge of regulations (HIPAA/Privacy Act) regarding the confidentiality of patient medical records and information as well as Personally Identifiable Information (PII).
14. Verbal and written proficiency in Spanish (preferred, not required).

MAJOR DUTIES AND RESPONSIBILITIES

1. Responsible for the implementation, oversight, clinical management, and operations of

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immunization program.

2. Provides direct care to pediatric patients within discipline Scope of Practice and performs functions in accordance with current accepted practice, licensure, certification, credentialing and or granted privileges.
3. Primarily provides direct care to pediatric population, but may provide treatment of persons throughout the life span as permitted within scope of practice.
4. May be expected to respond to and or coordinate response to medical emergencies.
5. Functions independently to perform age appropriate history and physicals for acute, chronic and complex medical conditions.
6. Performs physical examinations appropriate to age and developmental stage.
7. Assess, treat and evaluate pediatric patients who represent with medical complaints during sick call, walk-ins and/or chronic care clinics.
8. Provides emergency and First Aid treatment to include but not limited to suturing, when required.
9. Performs minor surgical procedures as needed.
10. Prescribes appropriate pharmacologic and non-pharmacologic treatment modalities.
11. On a weekly or as needed basis, reviews/re-evaluates cases requiring ongoing medical/pharmaceutical intervention.
12. Complete orders recommended/authorized by the physician.
13. Plant and reads tuberculin skin test (purified protein derivative – PPD) and provides Direct Observation Therapy (DOT) of INH/B6 to those residents requiring it.
14. Provides relevant health education to residents and residents parents verbally and/or with handouts.
15. Collaborate with the multidisciplinary team members regarding the health care needs of the residents and coordinate referrals to off-site providers as required.
16. Maintains safety when dispensing medications and is continually cognizant of the potential hazard of drug hoarding and trafficking among residents.
17. Collect blood, urine, sputum, culture specimens, etc. and performs laboratory analysis for early detection of communicable and/or other contagious diseases.
18. Orders and interprets appropriate diagnostic and therapeutic tests and provides necessary treatment and/or medications as required.
19. Initiate direct and indirect action to isolate and quarantine cases and provide health, safety and treatment/management for all employees and residents at the facility when contagious/communicable illnesses have been identified.
20. If an Infirmary (Medical Health Unit) is onsite, may do daily rounds on patients and notify the Physician, or Clinical Director of any abnormal findings.
21. May assist with providing radiological services according to the scope of practice in the state licensed. These services will be primarily to conduct tuberculosis surveillance i.e. digital single view chest x-rays.
22. Consult with Clinical Director or Pediatrician for management of complex medical conditions.
21. Performs record keeping functions in accordance with program policies and position.
22. Maintains functional proficiency and ease of use utilizing electronic health records as required by, and appropriate to, position.
23. Completes and passes all discipline specific competencies testing, initially and annually.
24. Completes all initial, annual and ad hoc training as required/assigned.

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25. Maintains patient confidentiality, and confidentiality of medical records, in compliance with the Privacy Act and HIPAA regulations in all work activities.
26. Adheres to, and maintains awareness of, IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC.
27. Adheres to, and participates in, IHSC's Safety, Prevention, Infection and Control, Quality Improvement, Patient Education and other programs and collateral duties as appropriate to position.
28. Attends and participates in general/medical staff meetings.
29. Other duties as assigned.

DUTY HOURS / ON-CALL REQUIREMENTS

IHSC operates 365/24/7 you may be required to respond telephonically during emergency call back roster activation.

1. This full time position is required to be available telephonically when off site.
2. This full time position requires availability to work day and evening shifts. Availability during weekends and holiday may also be required.

SECURITY REQUIREMENTS

1. The Department of Homeland Security's Personnel Security Unit (PSU) must render an Initial Preliminary Favorable Fitness Determination to be considered a qualified candidate.
2. A Complete Favorable Fitness Determination must be rendered by PSU upon completion of initial, and between, subsequent background investigations to meet the requirements of this position.

PHYSICAL DEMANDS

1. Required to walk unaided at a normal pace for up to 10 minutes and maintain balance.
2. Required to respond to any medical emergency within 4 minutes, where a fast walk or jog may be necessary to provide assistance.
3. Required to perform CPR/emergency care standing or kneeling.
4. Must have the ability to assist sick, injured or aging detainees or staff exiting the building during an emergency (may require lifting, dragging, wheeling or carrying someone who weighs significantly more than self).
5. Must be able to see, hear and smell with or without the use of aides if necessary (exceptions on a case by case basis).
6. Must easily alternate between kneeling and standing.
7. Must be able to lift, push, or carry 30 pounds.
8. Must perform the duties in a stressful and often austere environment without physical limitations.
9. Must be capable of standing on hard services (cement floors) for long periods of time.

SUPERVISORY CONTROLS

This is a contract position and supervisory controls will be set forth by the contract vendor. Technical oversight will be provided by the Government Technical Monitor (GTM).

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PHYSICIAN ASSISTANT

Contract Position Description

INTRODUCTION

The ICE Health Services Corps (IHSC) exists within the organizational structure of the United States Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO) under the supervision of the Department of Homeland Security (DHS). The United States Public Health Service (USPHS) Commissioned Corps Officers, civil service staff and contractors comprise the healthcare professionals working together to provide quality healthcare services. IHSC serves as the medical experts for ICE for detainee health care.

MISSION

IHSC's mission is to provide medical care to maintain the health of individuals in the custody of ICE through an integrated health care delivery system, based on nationally recognized correctional, detention and residential health care standards. The Agency is committed to providing healthcare services to protect the nation's health, reduce global disease and provide medical support for the law enforcement mission of the safe apprehension, enforcement and removal of detained individuals involved in immigration proceedings. IHSC is committed to ensuring a system of care that is ethical, responsible, and accountable through rigorous surveillance and monitoring activities.

ATTRIBUTES AND PROFESSIONAL QUALITIES

1. Strong oral and written communication skills.
2. Analytical skills and ability to navigate complex system
3. Strong interpersonal and active listening skills
4. Strong organizational and time management skills
5. Demonstrates strong problem solving, judgement and decision making skills.
6. Demonstrates Integrity, honesty, and cultural competency.
7. Verbal and written proficiency in Spanish (preferred, not required).

REQUIRED EDUCATION AND EXPERIENCE

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education

1. Graduate from an accredited Physician Assistant program located in a State, the District of Columbia, or a U.S. territory. Must be accredited by the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) or one of its predecessors. The degree issuing institution and/or program must be accredited by an entity recognized by the U.S. Department of Education.
1. Must have a minimum of one year of clinical provider experience in direct patient care as a licensed Physician Assistant, or the approval of IHSC's Medical Director based on the receiving sites ability to mentor and teach the newly licensed provider.

2. Experience in a detention/correctional or residential healthcare setting (preferred, not required).

REQUIRED LICENSURE/CERTIFICATION

1. Must have an unrestricted, current Physician Assistant license in the state in which the duty station is located. Any changes to license must be reported to employer immediately.
2. Board Certification as a Physician Assistant by the American Board of Medical Specialties (ABMS) or National Commission on Certification of Physician Assistants (NCCPA).
 - *Candidates not board certified at the time of hiring must be presented to the IHSC Medical Director for concurrence.*
 - *Physician Assistants not completing board certification within 18 months of hire will not be considered qualified.*
3. Fulfills the obligation(s) of state licensing board to maintain state licensure including completion and maintenance of collaborative practice agreements and prescriptive authority agreements.
4. Fulfills obligation(s) of NCCPA to maintain board certification.
5. Maintains unrestricted license with the Drug Enforcement Agency (DEA) and in state in which the duty station is located to prescribe controlled medications.
6. This position does not require privileging by IHSC.
7. Maintains BLS for Healthcare Providers® certification through the American Heart Association®.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of and ability to apply professional principles, procedures, and techniques for Physician Assistants to patient care.
2. Knowledge of drugs and therapeutics when prescribing and dispensing medication.
3. Practical knowledge of laboratory procedures and guideline; skill in collecting a variety of samples.
4. Ability to properly use equipment, materials and supplies in simple diagnostic and treatment procedures.
- 5.
6. Ability to work in a multi-cultural and multi-lingual environment.
7. Ability to utilize telephonic interpreter/translation services to complete assigned duties if not fluent in a language the patient understands.
8. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
9. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with patients, co-workers and other stakeholders.
10. Ability to establish and maintain positive working relationships in a multidisciplinary environment.
11. Ability to navigate in an electronic work environment including electronic health records, web based training and communications.
12. Knowledge of, and moderate proficiency in, common Microsoft Office programs, specifically Microsoft Word, Excel, Outlook and SharePoint.

13. Knowledge of regulations (HIPAA/Privacy Act) regarding the confidentiality of patient medical records and information as well as Personally Identifiable Information (PII).

MAJOR DUTIES AND RESPONSIBILITIES

1. Provides direct care to detainees/patients via scheduled appointments, emergency or urgent care visits.
2. Consults with the physician/Clinical Director for complex medical and/or psychiatric patients as required by IHSC policy. Complete orders recommended/authorized by the physician.
3. Provides infirmary care including admission, discharge, and daily rounds for detainees/patients that require higher level of medical care and monitoring.
4. Performs comprehensive history and physical evaluations, behavioral health care, and minor outpatient surgical procedures for detainees/patients as required by IHSC policy, or as required for detainee medical complaint.
5. Works within and performs functions as outlined in the IHSC Advanced Practice Provider (APP) Scope of Practice and the Controlled Prescribing Scope of Practice for APPs.
6. Works within and performs functions as outlined in state collaborative practice and prescriptive authority agreements.
7. Applies knowledge of drugs and therapeutics when prescribing medication. Maintains safety when ordering/dispensing medications and is continually cognizant of the potential hazard of drug hoarding and trafficking among detainees.
8. Coordinates health care needs of detainees/patients including referrals to off-site consultants.
9. Orders and interprets diagnostic and therapeutic tests relative to the resident's age-specific needs.
10. Interprets Tuberculin skin tests (TSTs) and diagnostic studies, manages Direct Observation Therapy (DOT) for treatment of active or latent tuberculosis.
11. Takes appropriate infection control actions in accordance with IHSC policy and guidance.
12. Adheres to universal precautions and properly disposes of all sharps.
13. Utilizes and documents interpretation and/or translation and/or assisted communication services as needed to ensure ability to communicate with detainees or others who are Limited English Proficient (LEP) or have a communication disability or impediment.
14. Provides relevant patient health education to detainees verbally and/or with handouts.
15. Documents detainee care visits in the required health record using required format, in compliance with IHSC policy and guidance.
16. Maintains functional proficiency and ease of use utilizing electronic health records as required by, and appropriate to, position.
17. Maintains patient confidentiality and confidentiality of medical records in compliance with the Privacy Act and HIPAA regulations in all work activities.
18. Completes all training as required/assigned.
19. Provides treatment of persons throughout the life span as appropriate to discipline and facility setting.
20. Assists in the orientation and training of medical and mental health personnel in mental health policy and procedures.
21. Completes all training as required/assigned.
22. Assists with preparation for accreditation and ongoing compliance with standards as assigned.

23. Completes and passes all discipline specific competencies testing, initially and annually.
24. Completes all initial, annual and ad hoc training as required/assigned.
25. Adheres to, and maintains awareness of, IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC.
26. Adheres to, and participates in, IHSC's Safety, Prevention, Infection and Control, Quality Improvement, Patient Education and other programs and collateral duties as appropriate to position.
27. Attends and participates in general/medical staff meetings.
28. Participates in the APP peer review process
29. Assists with preparation for accreditation and ongoing compliance with standards as assigned.
30. Assists with mentoring and orienting new NPs or PAs as required.
31. Other duties as assigned.

DUTY HOURS / ON-CALL REQUIREMENTS

1. This full time position requires availability to work day and evening shifts. Availability during weekends and holidays is also required.
2. This full time position is required to provide rotational on-call coverage and may need to return to the facility to provide care during the coverage period.
3. IHSC operates 24/7/365; this position is required to respond during an emergency activation.

SECURITY REQUIREMENTS

1. The Department of Homeland Security's Personnel Security Unit (PSU) must render an Initial Preliminary Favorable Fitness Determination to be considered a qualified candidate.
2. A Complete Favorable Fitness Determination must be rendered by PSU upon completion of initial, and between, subsequent background investigations to meet the requirements of this position.

PHYSICAL DEMANDS

1. Required to walk unaided at a normal pace for up to 10 minutes and maintain balance.
2. Required to respond to any medical emergency within 4 minutes, where a fast walk or jog may be necessary to provide assistance.
3. Required to perform CPR/emergency care standing or kneeling.
4. Must have the ability to assist sick, injured or aging detainees or staff exiting the building during an emergency (may require lifting, dragging, wheeling or carrying someone who weighs significantly more than self).
5. Must be able to see, hear and smell with or without the use of aides if necessary (exceptions on a case by case basis).
6. Must easily alternate between kneeling and standing.
7. Must be able to lift, push, or carry 30 pounds.
8. Must perform the duties in a stressful and often austere environment without physical limitations.

PSYCHIATRIST

Contract Position Description

INTRODUCTION

The ICE Health Services Corps (IHSC) exists within the organizational structure of the United States Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO) under the supervision of the Department of Homeland Security (DHS). The United States Public Health Service (USPHS) Commissioned Corps Officers, civil service staff and contractors comprise the healthcare professionals working together to provide quality healthcare services. IHSC serves as the medical experts for ICE for detainee health care.

MISSION

IHSC's mission is to provide medical care to maintain the health of individuals in the custody of ICE through an integrated health care delivery system, based on nationally recognized correctional, detention and residential health care standards. The Agency is committed to providing healthcare services to protect the nation's health, reduce global disease and provide medical support for the law enforcement mission of the safe apprehension, enforcement and removal of detained individuals involved in immigration proceedings. IHSC is committed to ensuring a system of care that is ethical, responsible, and accountable through rigorous surveillance and monitoring activities.

ATTRIBUTES AND PROFESSIONAL QUALITIES

1. Strong oral and written communication skills.
2. Excellent interpersonal skills.
3. Critical thinking skills.
4. Cultural competency.
5. Integrity and honesty.
6. Verbal and written proficiency in Spanish (preferred, not required).
7. Experience in a detention/correctional or residential healthcare setting (preferred, not required).

REQUIRED EDUCATION AND EXPERIENCE

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education

1. Doctor of Medicine or Doctor of Osteopathic Medicine from a school in the United States or;
2. Doctor of Medicine or equivalent degree from a foreign medical school that provided education and medical knowledge substantially equivalent to accredited schools in the United States as established by:
 - a. The National Committee on Foreign Medical Education and Accreditation (NCFMEA) and
 - b. Permanent certification by the Educational Commission for Foreign Medical Graduates (ECFMG).
3. Minimum of one year experience as a licensed practicing psychiatrist.

REQUIRED LICENSURE / CERTIFICATION

1. Permanent, full, and unrestricted license to practice medicine independently in the state in which the duty station is located. The license must be maintained in a permanent, full, and unrestricted status during the term of employment. Any changes to license must be reported to employer immediately.
2. Board Certification by The American Board of Psychiatry and Neurology, Inc. (ABPN). Or,
3. Board Certification by The American Board of Psychiatry and Neurology, Inc. (ABPN). within 18 months of hiring.
4. Any candidate who is not board certified at the time of hiring must be presented to the IHSC Medical Director for concurrence.

Please note:

- *Effective January 1, 2012, ABPN will require a physician to become Board certified within seven years following successful completion of ACGME-accredited or ABPN approved residency training in their primary specialty or ACGME-accredited subspecialty.*
 - *Graduates can take the ABPN Certification Examination as many times as allowed during the seven-year period.*
 - *Individuals who have completed an accredited residency program prior to January 1, 2012 will have until January 1, 2019 to become board certified.*
 - *Individuals who do not become certified during the seven-year period (or before January 1, 2019 for those who completed residency training before January 1, 2012) will be required to (1) repeat the required clinical skills evaluations; and (2) complete one stage of MOC (90 CME credits, 24 self-assessment CME credits, and one PIP Unit that includes a clinical and feedback module) in order to be credentialed to take the ABPN Certification Examination.*
1. This position requires privileging by IHSC.
 2. Maintains BLS for Healthcare Providers® certification through the American Heart Association®.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of the indications and contraindications, complications and techniques in the various psychiatric treatment and diagnostic modalities.
2. Ability and proficiency to properly use equipment, materials and supplies in simple diagnostic and treatment procedures.
3. Teaching experience acknowledging a level of expertise and capacity for developing and accessing clinical educational programs.
4. Ability to work in a multi-cultural and multi-lingual environment.
5. Ability to utilize telephonic interpreter/translation services to complete assigned duties if not fluent in a language the patient understands.
6. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
7. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with patients, co-workers and other stakeholders.
8. Ability to establish and maintain positive working relationships in a multidisciplinary environment.

9. Ability to navigate in an electronic work environment including electronic health records, web based training and communications.
10. Knowledge of, and moderate proficiency in, common Microsoft Office programs, specifically Microsoft Word, Excel, Outlook and SharePoint.
11. Knowledge of regulations (HIPAA/Privacy Act) regarding the confidentiality of patient medical records and information as well as Personally Identifiable Information (PII).

MAJOR DUTIES AND RESPONSIBILITIES

1. Provides direct care to patients within discipline Scope of Practice and performs functions in accordance with current accepted practice, licensure, certification, credentialing and or granted privileges.
2. Provides treatment of persons throughout the life span as appropriate to discipline and facility setting.
3. Provides telepsychiatry services for patients at other IHSC facilities as needed and as the local facility allows, only in the states the provider is licensed, to include:
 - Working with the patient's local primary care provider (PCP) to coordinate care for any identified medical concerns (patient's local administrative staff will coordinate the appointment).
 - Using IHSC video teleconferencing equipment and electronic medical records (EMR) software to examine and record the patient's plan of care.
 - Telepsychiatry services will be provided in accordance with the IHSC Tele-Mental Health Services policy.
 - OPTIONAL: Provider may choose to obtain additional state licensing, outside of the state of his/her duty station, at provider's own expense, in order to provide out-of-state telepsychiatry services. If this optional service is provided according to IHSC facilities' needs and policy, provider may be compensated for such services.
4. May be expected to respond to and or coordinate response to medical emergencies.
5. Prescribes and monitors psychiatric medication treatment services including monitoring the side effects of medication and/or adverse reactions.
6. Offers comprehensive psycho-educational information with each medication/somatic treatment regarding the patient's mental illness, emotional disturbance or behavior disorder, treatment goals, potential benefits and the risk of treatment, self-monitoring aids, and identifies support groups for therapeutic assistance.
7. Utilizes the evidence-based algorithms for decision-making regarding patient assessment and medication management.
8. Utilizes Assessment of Involuntary Movement Scale (AIMS) is used if identified treatment carries the risk of inducing a movement disorder.
9. Adheres to medical standards in accordance with IHSC policies, American Psychiatric Association standards, and legal requirements.
10. Determines the need for core treatment and specialty services for identified patients in a full range of psychiatric problems.
11. Performs various diagnostic and treatment procedures, including cognitive and behavioral psychotherapy, supportive individual and group psychotherapy, somatic therapies (including the use of traditional and atypical drugs).
12. Provides professional, recovery based psychiatric care considerate of cultural and ethnic diversity and focuses on empowering individuals to change their own lives.

13. Assures patients are treated with dignity and are consulted when evaluating and/or revising treatment and services.
14. Utilizes evidence-based practices to promote recovery, reduces stigma and unconditionally enhance the quality of life.
15. Assures a positive therapeutic milieu exists during treatment and emphasizes recovery goals.
16. Participates in comprehensive performance improvement and utilization management plans to include:
 - Quality and appropriateness of services,
 - Evaluation of patient-based functions,
 - Decreasing the escalation of healthcare costs, and
 - Improvement in patient outcomes.
17. Prepares or oversees the preparation of documentation, testimony, and written orders needed for care, treatment, medical records, legal actions, referrals, performance development, credentials/privileges, and administrative requirements.
18. Provides subject matter expertise to staff in all matters pertaining to mental health treatment (modalities and medications), and mental health programs both domestic and international.
19. Analyzes public health care trends, in the mental health area, of related special population groups and assists in developing and implementing policies and guidelines to improve mental health services of such groups.
20. Assumes responsibility for the non-psychiatric medical evaluation, diagnosis and treatment of patients for whom she or he is responsible in the absence of non-psychiatric physicians in emergency situations and within incumbent's competency and scope of practice.
21. Spends at least 60% of time in direct patient care to meet the performance targets set by the IHSC.
22. Provides specialized medical services to "outpatients" and provides medical care to inpatients in facilities with a short stay unit. Specific duties involve all aspects of health care delivery. The incumbent will work in concert with both facility staff and consultant specialists in various clinical areas.
23. Acts as a mental health consultant to medial staff, providing oversight and direction related to the provision of mental health care.
24. Examines and orders appropriate diagnostic testing and provides necessary treatment and/or medications as required. Refers selected cases to consultant specialists when necessary. Refers residents requiring hospitalization to a community hospital and to an appropriate admitting physician.
25. Ensures that proper evaluations and treatments are carried out and documented. Incumbent shall constantly monitor and evaluate the quality of patient care, providing data to the departmental Performance Improvement program, and other agencies or committees as required.
26. May be required to see patients who are not in the category of his/her expertise but within his or her scope of practice.
27. Assures proper maintenance of medical records, preparation of reports, etc., as related to the area of responsibility. Makes recommendations on matters of policy, procedures, training, personnel, and equipment as related to specific area of responsibility.
28. Performs record keeping functions in accordance with program policies and position.
29. Maintains functional proficiency and ease of use utilizing electronic health records as required by, and appropriate to, position.
30. Completes and passes all discipline specific competencies testing, initially and annually.

31. Completes all initial, annual and ad hoc training as required/assigned.
32. Maintains patient confidentiality, and confidentiality of medical records, in compliance with the Privacy Act and HIPAA regulations in all work activities.
33. Adheres to, and maintains awareness of, IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC.
34. Adheres to, and participates in, IHSC's Safety, Prevention, Infection and Control, Quality Improvement, Patient Education and other programs and collateral duties as appropriate to position.
35. Attends and participates in general/medical staff meetings.
36. Other duties as assigned.

DUTY HOURS / ON-CALL REQUIREMENTS

1. This full time position is required to provide rotational on-call coverage and may need to return to the facility to provide care during the coverage period.
2. IHSC operates 24/7/365; this position is required to respond during an emergency activation.

SECURITY REQUIREMENTS

1. The Department of Homeland Security's Personnel Security Unit (PSU) must render an Initial Preliminary Favorable Fitness Determination to be considered a qualified candidate.
2. A Complete Favorable Fitness Determination must be rendered by PSU upon completion of initial, and between, subsequent background investigations to meet the requirements of this position.

PHYSICAL DEMANDS

1. Required to walk unaided at a normal pace for up to 10 minutes and maintain balance.
2. Required to respond to any medical emergency within 4 minutes, where a fast walk or jog may be necessary to provide assistance.
3. Required to perform CPR/emergency care standing or kneeling.
4. Must have the ability to assist sick, injured or aging detainees or staff exiting the building during an emergency (may require lifting, dragging, wheeling or carrying someone who weighs significantly more than self).
5. Must be able to see, hear and smell with or without the use of aides if necessary (exceptions on a case by case basis).
6. Must easily alternate between kneeling and standing.
7. Must be able to lift, push, or carry 30 pounds.
8. Must perform the duties in a stressful and often austere environment without physical limitations.
9. Must be capable of standing on hard services (cement floors) for long periods of time.

SUPERVISORY CONTROLS

This is a contract position and supervisory controls will be set forth by the contract vendor. Technical oversight will be provided by the Government Technical Monitor (GTM).

RADIOLOGY TECHNOLOGIST

Contract Position Description

INTRODUCTION

The ICE Health Services Corps (IHSC) exists within the organizational structure of the United States Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO) under the supervision of the Department of Homeland Security (DHS). The United States Public Health Service (USPHS) Commissioned Corps Officers, civil service staff and contractors comprise the healthcare professionals working together to provide quality healthcare services. IHSC serves as the medical experts for ICE for detainee health care.

MISSION

IHSC's mission is to provide medical care to maintain the health of individuals in the custody of ICE through an integrated health care delivery system, based on nationally recognized correctional, detention and residential health care standards. The Agency is committed to providing healthcare services to protect the nation's health, reduce global disease and provide medical support for the law enforcement mission of the safe apprehension, enforcement and removal of detained individuals involved in immigration proceedings. IHSC is committed to ensuring a system of care that is ethical, responsible, and accountable through rigorous surveillance and monitoring activities.

ATTRIBUTES AND PROFESSIONAL QUALITIES

1. Strong oral and written communication skills.
2. Excellent interpersonal skills.
3. Critical thinking skills.
4. Cultural competency.
5. Integrity and honesty.
6. Verbal and written proficiency in Spanish (preferred, not required).

REQUIRED EDUCATION AND EXPERIENCE

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education

1. Graduate from a certificate or Associate's Degree Radiology Technologist program accredited by The Joint Review Committee on Education in Radiologic Technology (JRCERT).
2. One year experience as a certified (license if required) Radiology Technologist.
3. Experience in a detention/correctional or residential healthcare setting (preferred, not required).

REQUIRED LICENSURE / CERTIFICATION

1. Current National Certification through the American Registry of Radiologic Technologists (AART).
2. State licensure if required by the state in which the duty station is located.
3. This position does not require privileging by IHSC.
4. Maintains BLS for Healthcare Providers® certification through the American Heart Association®.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of radiation protection standards, devices, and techniques including concepts of accumulated dosage and genetic changes, effects of radiation on living organisms, and the effects of X-ray technique on patient and operator exposure in order to assure that adequate safeguards are maintained.
2. Knowledge of basic physics including the concepts of energy, electric power, and types of electrical circuits, construction and the use of X-ray tubes and the properties of X-rays in order to understand the operation of the X-ray equipment, make changes to standard procedures to compensate for equipment aging, and determine when maintenance or repair is needed.
4. Knowledge and proficiency of medical terminology.
5. Ability to work in a multi-cultural and multi-lingual environment.
6. Ability to utilize telephonic interpreter/translation services to complete assigned duties if not fluent in a language the patient understands.
7. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
8. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with patients, co-workers and other stakeholders.
9. Ability to establish and maintain positive working relationships in a multidisciplinary environment.
10. Ability to navigate in an electronic work environment including electronic health records, web based training and communications.
11. Knowledge of, and moderate proficiency in, common Microsoft Office programs, specifically Microsoft Word, Excel, Outlook and SharePoint.
12. Knowledge of regulations (HIPAA/Privacy Act) regarding the confidentiality of patient medical records and information as well as Personally Identifiable Information (PII).

MAJOR DUTIES AND RESPONSIBILITIES

1. Provides direct care to patients within discipline Scope of Practice and performs functions in accordance with current accepted practice, licensure, certification, credentialing and or granted privileges.
2. Provides treatment of persons throughout the life span as appropriate to discipline and facility setting.
3. May be expected to respond to and or coordinate response to medical emergencies.
4. Takes radiologic images of head, trunk, and extremities for routine physical examinations and for diagnosis of illness or injuries.

5. Sets up X-ray rooms, deviates from the standard positioning and adapts a position to meet the needs of the patient.
6. Evaluates x-ray to ensure that films are artifact free, correctly developed and are the best films that can be taken. Calls significant findings to the attention of the physician or ordering health care provider.
7. Ensures all precautions are taken so that the patient and radiology personnel are receiving the smallest amount of radiation as possible. Maintains use of dosimeter badge in accordance with vendor recommendations while on duty.
8. Responsible for logging in and documenting all x-rays performed by the incumbent. Files x-ray reports and x-ray jackets in the appropriate place.
9. Maintains an up to date quality control system on the x-ray machines and processor.
10. Confers with radiologist to establish requirements of nonstandard examinations and determines technical factors, positioning, number and thickness cut of scans, etc., to satisfy the requirements.
11. Advises radiologist or referring physician of results of examination and provides them with a preliminary diagnostic evaluation. Notifies them of significant scans requiring their immediate attention and visualization while patient is undergoing examination.
12. Performs record keeping functions in accordance with program policies and position.
13. Maintains functional proficiency and ease of use utilizing electronic health records as required by, and appropriate to, position.
14. Completes and passes all discipline specific competencies testing, initially and annually.
15. Completes all initial, annual and ad hoc training as required/assigned.
16. Maintains patient confidentiality, and confidentiality of medical records, in compliance with the Privacy Act and HIPAA regulations in all work activities.
17. Adheres to, and maintains awareness of, IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC.
18. Adheres to, and participates in, IHSC's Safety, Prevention, Infection and Control, Quality Improvement, Patient Education and other programs and collateral duties as appropriate to position.
19. Expanded scope options (on-site training and competencies performed/assessed by Program Manager/Compliance Officer, Assistant Health Services Administrator, or Health Services Administrator, Nurse Manager, or other qualified/designated staff) may include: obtaining and recording vital signs, and conducting the following CLIA waived tests: rapid strep and rapid influenza (once collected by RN or LVN), urinalysis (dip stick), and urine pregnancy.
20. Provides patient education on the intake screening process (includes facilitating completion of the medical care consent form), how to access care, the grievance process, and the method to request accommodations.
21. Scanning and verifying medical records documents.
22. Attends and participates in general/medical staff meetings.
23. Other duties as assigned.

DUTY HOURS/ ON-CALL REQUIREMENTS

1. IHSC operates 24/7/365; this position is required to respond during an emergency activation.
2. This full time position requires availability to work day, evening and night shifts (site specific). Availability during weekends and holidays is also required.

07 April 2017

3. On-call availability is not required for this position.

SECURITY REQUIREMENTS

1. The Department of Homeland Security’s Personnel Security Unit (PSU) must render an Initial Preliminary Favorable Fitness Determination to be considered a qualified candidate.
2. A Complete Favorable Fitness Determination must be rendered by PSU upon completion of initial, and between, subsequent background investigations to meet the requirements of this position.

PHYSICAL DEMANDS

1. Required to walk unaided at a normal pace for up to 10 minutes and maintain balance.
2. Required to respond to any medical emergency within 4 minutes, where a fast walk or jog may be necessary to provide assistance.
3. Required to perform CPR/emergency care standing or kneeling.
4. Must have the ability to assist sick, injured or aging detainees or staff exiting the building during an emergency (may require lifting, dragging, wheeling or carrying someone who weighs significantly more than self).
5. Must be able to see, hear and smell with or without the use of aides if necessary (exceptions on a case by case basis).
6. Must easily alternate between kneeling and standing.
7. Must be able to lift, push, or carry 30 pounds.
8. Must perform the duties in a stressful and often austere environment without physical limitations.
9. Must be capable of standing on hard services (cement floors) for long periods of time.

SUPERVISORY CONTROLS

This is a contract position and supervisory controls will be set forth by the contract vendor. Technical oversight will be provided by the Government Technical Monitor (GTM).

ACKNOWLEDGEMENT

My signature below acknowledges that I have read, understand and am able to perform, the duties and requirements of this position description.

Employee: _____
Sign / Print

Date

Witness: _____
Sign / Print

Date

07 April 2017

07 April 2017

From: (b)(6); (b)(7)(C)
To: (b)(6); (b)(7)(C)
Cc:
Subject: New PD's Post RFP
Date: Sunday, July 01, 2018 2:00:41 PM
Attachments: [Contract-Behavioral Health Clinical Consultant.docx](#)
[Contract-Certified Medical Assistant-Immunizations.docx](#)
[Contract-Compliance Monitoring Specialist.docx](#)
[Contract-COR Assistant.docx](#)
[Contract-Custody Resource Coordinator.docx](#)
[Contract-Health Information Management Technician.docx](#)
[Contract-Licensed Vocational Nurse-Immunization-S.docx](#)
[Contract-Nurse Practitioner-Psychiatric.docx](#)
[Contract-Outpatient Code Reviewer and Documentation Specialist.docx](#)
[Contract-Psychiatrist -Child and Adolescent.docx](#)
[Contract-Public Health Analyst.docx](#)
[Contract-Registered Nurse Risk Manager.docx](#)
[Contract-Registered Nurse-Assistant Nurse Manager.docx](#)
[Contract-Staff Physician-Family Medicine-Pediatrician.docx](#)
[Contract-Registered Nurse-S.docx](#)

(b)(6); (b)(7)(C)

Attached are the new position descriptions since issuance of the RFP.

Thanks

(b)(6); (b)(7)(C)

(b)(6); (b)(7)(C) LCSW, BCD
Contracting Officer's Representative
Health Operations Unit
ICE Health Service Corps (IHSC)
Enforcement Removal Operations (ERO)
Desk: 202-73 (b)(6); (b)(7)(C)
Cell: 202-641 (b)(7)(C)

(b)(5)

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BEHAVIORAL HEALTH CLINICAL CONSULTANT - HQ/BHU

Contract Position Description

INTRODUCTION

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MISSION

IHSC's mission is to provide medical care to maintain the health of individuals in the custody of ICE through an integrated health care delivery system, based on nationally recognized correctional, detention and residential health care standards. The Agency is committed to providing healthcare services to protect the nation's health, reduce global disease and provide medical support for the law enforcement mission of the safe apprehension, enforcement and removal of detained individuals involved in immigration proceedings. IHSC is committed to ensuring a system of care that is ethical, responsible, and accountable through rigorous surveillance and monitoring activities.

ATTRIBUTES AND PROFESSIONAL QUALITIES

1. Strong oral and written communication skills.
2. Excellent interpersonal skills.
3. Critical thinking skills.
4. Cultural competency.
5. Integrity and honesty.

REQUIRED EDUCATION AND EXPERIENCE

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education

1. Master's Degree in Social Work from a program accredited by the Council on Social Work Education (CSWE).
2. Minimum of one year experience as a Licensed Clinical Social Worker, at the independent level as recognized in the state licensed, whereby clinical supervision is not required.
3. Experience in a detention/correctional or residential healthcare setting (preferred, not required).

REQUIRED LICENSURE / CERTIFICATION

1. A current, permanent, full and unrestricted license to practice clinical social work independently in any U.S State, the District of Columbia or U.S Territory is required.

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4. This position requires privileging by IHSC.
5. Maintains BLS for Healthcare Providers® certification through the American Heart Association®.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of the case management process commensurate with training and education at the master's level.
2. Knowledge of and experience in the indications and contraindications, complications and techniques in the various social work treatment and diagnostic modalities.
3. Ability to properly use equipment, materials and supplies in simple diagnostic and treatment procedures.
4. Ability to work in a multi-cultural and multi-lingual environment.
5. Ability to utilize telephonic interpreter/translation services to complete assigned duties if not fluent in a language the patient understands.
6. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
7. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with patients, co-workers and other stakeholders.
8. Ability to establish and maintain positive working relationships in a multidisciplinary environment.
9. Ability to navigate in an electronic work environment including electronic health records, web based training and communications.
10. Knowledge of, and moderate proficiency in, common Microsoft Office programs, specifically Microsoft Word, Excel, Outlook and SharePoint.
11. Knowledge of regulations (HIPAA/Privacy Act) regarding the confidentiality of patient medical records and information as well as Personally Identifiable Information (PII).

MAJOR DUTIES AND RESPONSIBILITIES

1. Provides direct care to patients within discipline Scope of Practice and performs functions in accordance with current accepted practice, licensure, certification, credentialing and or granted privileges.
2. Provides treatment of persons throughout the life span as appropriate to discipline and facility setting.
3. May be expected to respond to and or coordinate response to medical emergencies.
4. Assesses and evaluates the mental health of residents according to DSM V diagnosis and refer to outside treatment facilities if necessary.
5. Works in conjunction with ICE/OPLA legal counsel providing written evaluation reports on the mental health status of individuals placed on SMI (Seriously Mental Illness) List.
6. Provides weekly reports/updates on individuals on SMI list to HQ mental health department.
7. Provides weekly reports/updates on individuals housed in segregation and report to HQ Behavioral Health Unit.
8. Provides brief counseling, psychotherapy, behavioral analysis, and substance abuse education, as required by ICE Residential Standards.
9. Provides mental health treatment to individuals that are present with signs/symptoms of sexual or physical assault, abuse, and/or neglect using the multidisciplinary approach.

7 June 2017

10. Provides mental health treatment to individuals that present with signs/symptoms of suicidal, dangerous, or psychotic behaviors.
11. Provides post-discharge follow up for individuals returning from inpatient mental health treatment.
12. Serves as the suicide prevention program coordinator.
13. Possesses a high level of skill in assessing, recognizing, and treating behavioral or other mental health conditions that interfere with successful treatment.
14. Serves as a mental health consultant to other health professionals at the facility.
15. Provides education and training to medical, ICE, and contract staff.
16. Responsible for all case management which may involve community treatment placement, hospital placement, or other after care situations.
17. Coordinates and monitors program functions including Post Order Custody Reviews (POCR), and Availability of Health Care Programs.
18. Obtains information to assist IHSC in responding to external inquires regarding ICE Case Management Unit related issues.
19. Develops training/education materials as required.
20. Coordinate with HQ Behavioral Health Unit for continuity of care for placement in, or treatment of, residents in appropriate settings as required by the conditions of release outlined by ICE.
21. Utilizes EHR system for completing treatment authorization request, case entry and exit reports.
22. Assists the case manager in the development of detail oriented research into availability of
20. Assists the local performance improvement coordinator in completion of clinical performance improvement activities/risk identification and management directly related to mental health healthcare in countries worldwide.
21. Performs record keeping functions in accordance with program policies and position.
22. Maintains functional proficiency and ease of use utilizing electronic health records as required by, and appropriate to, position.
23. Completes and passes all discipline specific competencies testing, initially and annually.
24. Completes all initial, annual and ad hoc training as required/assigned.
25. Maintains patient confidentiality, and confidentiality of medical records, in compliance with the Privacy Act and HIPAA regulations in all work activities.
26. Adheres to, and maintains awareness of, IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC.
27. Adheres to, and participates in, IHSC's Safety, Prevention, Infection and Control, Quality Improvement, Patient Education and other programs and collateral duties as appropriate to position.
28. Attends and participates in general/medical staff meetings.
29. Other duties as assigned.

DUTY HOURS/ ON-CALL REQUIREMENTS

1. This full time position requires availability to work days during normal business hours.
2. There are no on call requirements for this position.
3. IHSC operates 24/7/365; this position is required to respond during an emergency activation.

7 June 2017

MEDICAL ASSISTANT – IMMUNIZATIONS

Contract Position Description

INTRODUCTION

The ICE Health Services Corps (IHSC) exists within the organizational structure of the United States Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO) under the supervision of the Department of Homeland Security (DHS). The United States Public Health Service (USPHS) Commissioned Corps Officers, civil service staff and contractors comprise the healthcare professionals working together to provide quality healthcare services. IHSC serves as the medical experts for ICE for detainee health care.

It is the responsibility of the Medical Assistant to adhere to policies and procedures as stated in the IHSC Policies and Procedures Manual and IHSC National Guidance.

MISSION

IHSCs mission is to manage and provide medical care to maintain the health of individuals in the custody of ICE through an integrated health care delivery system, based on nationally recognized correctional and detention health care standards. The Agency is committed to providing healthcare services to protect the nation's health, reduce global disease and support the safe apprehension, enforcement and removal of detained individuals involved in immigration proceedings. IHSC is committed to ensuring a system of care that is ethical, responsible, and accountable through rigorous surveillance and monitoring activities that are in place.

ATTRIBUTES AND PROFESSIONAL QUALITIES

1. Strong oral and written communication skills.
2. Excellent interpersonal skills.
3. Critical thinking skills.
4. Cultural competency.
5. Integrity and honesty.
6. Experience in a detention/correctional or residential healthcare setting (preferred, not required).

REQUIRED EDUCATION AND EXPERIENCE

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education

1. Minimum Education: High School Graduate
2. Graduate of an approved Medical Assistant Program located in a State, the District of Columbia, or a U.S. Territory.
3. Must have a minimum of one year of experience as a medical assistant in a clinical setting.

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REQUIRED LICENSURE / CERTIFICATION

1. Active, unrestricted certification as a Medical Assistant. Certified by one of the following: Certified Medical Assistant (CMA) by the American Association of Medical Assistants (AAMA), Registered Medical Assistant by the American Society of Medical Technologists (AMT), Certified Clinical Medical Assistant (CCMA) by the National Healthcareer Association (NHA), or National Certified Medical Assistant (NCMA) by the National Center for Competency Testing (NCCT)
2. This position does not require privileging by IHSC.
3. Maintains BLS for Healthcare Providers certification through the American Heart Association®.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Must be fluent in writing and speaking Spanish.
2. Ability and proficiency to properly use equipment, materials and supplies in simple diagnostic and treatment procedures.
3. Ability to work in a multi-cultural and multi-lingual environment.
4. Ability to utilize telephonic interpreter/translation services to complete assigned duties if not fluent in a language the patient understands.
5. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
6. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with patients, co-workers and other stakeholders.
7. Ability to establish and maintain positive working relationships in a multidisciplinary environment.
8. Ability to navigate in an electronic work environment including electronic health records, web based training and communications.
9. Moderate proficiency in, common Microsoft Office programs, specifically Microsoft Word, Excel, Outlook and SharePoint.
10. Knowledge of regulations (HIPAA/Privacy Act) regarding the confidentiality of patient medical records and information as well as Personally Identifiable Information (PII).

MAJOR DUTIES AND RESPONSIBILITIES

1. Provides direct care within discipline Scope of Practice primarily to patients within the immunization program and performs functions in accordance with current accepted practice and certification.
2. Provides treatment of persons throughout the life span as appropriate to discipline and facility setting.
3. May be expected to respond to medical emergencies.
4. Obtains medical histories and completes necessary charting requirements including vital signs on residents entering the Family Residential facility. Any medical problems are referred to the RN, NP/PA, and/or Physician.
5. Assists with gathering resident data during sick call, medical appointments, and emergencies. Data includes medical complaints and vital signs.

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6. Assists with minor surgical procedures.
7. If performing as an EKG/ECG technician must be cross trained to fill this role.
8. Assists with collecting laboratory samples as required. Practical knowledge of laboratory procedures and guidelines.
9. Knowledge of medical supply par levels and able to assist the HSA or designee in ordering required supplies.
10. Assures a safe and clean working environment at all times.
11. Participates as member of health care team to ensure that needed equipment, supplies and logs are available, clean, functional and up to date.
12. Must adhere to principals, procedures and techniques for appropriate patient care and take direction from registered nurses and onsite administrative personnel.
13. Must appropriately document patient/resident encounters according to current standards of care using electronic health records.
14. Performs record keeping functions in accordance with program policies and position.
15. Maintains functional proficiency and ease of use utilizing electronic health records as required by, and appropriate to, position.
16. Completes and passes all discipline specific competencies testing, initially and annually.
17. Completes all initial, annual and ad hoc training as required/assigned.
18. Maintains patient confidentiality, and confidentiality of medical records, in compliance with the Privacy Act and HIPAA regulations in all work activities.
19. Adheres to, and maintains awareness of, IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC.
20. Attends and participates in general/medical staff meetings.
21. Other duties as assigned.

DUTY HOURS / ON-CALL REQUIREMENTS

1. IHSC operates 24/7/365; this position is required to respond during an emergency activation.
2. This full time position requires availability to work day, evening and night shifts. Availability during weekends and holidays is also required.
3. On-call availability is not required for this position.

SECURITY REQUIREMENTS

1. The Department of Homeland Security's Personnel Security Unit (PSU) must render a Preliminary Favorable Fitness Determination to be considered a qualified candidate.
2. A Complete Favorable Fitness Determination must be rendered by PSU upon completion of initial and subsequent background investigations to meet the requirements of this position and maintain appropriate clearance throughout employment under the contract.

PHYSICAL DEMANDS

1. Required to walk unaided at a normal pace for up to 10 minutes and maintain balance.
2. Required to respond to any medical emergency within 4 minutes, where a fast walk or jog may be necessary to provide assistance.
3. Required to perform CPR/emergency care standing or kneeling.

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4. Must have the ability to assist sick, injured or aging detainees or staff exiting the building during an emergency (may require lifting, dragging, wheeling or carrying someone who weighs significantly more than self).
5. Must be able to see, hear and smell with or without the use of aides if necessary (exceptions on a case by case basis).
6. Must easily alternate between kneeling and standing.
7. Must be able to lift, push, or carry 30 pounds.
8. Must perform the duties in a stressful and often austere environment without physical limitations.
9. Must be capable of standing on hard services (cement floors) for long periods of time.

SUPERVISORY CONTROLS

This is a contract position and supervisory controls will be set forth by the contract vendor. Technical oversight will be provided by the Government Technical Monitor (GTM).

ACKNOWLEDGEMENT

My signature below acknowledges that I have read, understand and am able to perform, the duties and requirements of this position description.

Employee: _____
Sign / Print

Date

Witness: _____
Sign / Print

Date

12 February 2016

COMPLIANCE MONITORING SPECIALIST- IHSC HQ-MQM

Contract Position Description

INTRODUCTION

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ATTRIBUTES AND PROFESSIONAL QUALITIES

1. Strong oral and written communication skills.
2. Strong organizational skills and attention to detail.
3. Critical thinking skills.
4. Leadership and project management.
5. Strength in working independently.
6. Integrity, honesty and strong work ethic.

REQUIRED EDUCATION AND EXPERIENCE

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education

1. High School Diploma, or GED equivalent.
2. Associate Degree in Health related field from accredited institution, desired (or in progress)
3. Education, training and experience in healthcare which provides the desired knowledge, skills and abilities necessary to perform the position's duties and responsibilities.

REQUIRED LICENSURE/CERTIFICATION

1. Maintains Heartsaver® CPR AED certification through the American Heart Association®.

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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of and experience with collecting data, determining accuracy and appropriateness based on the required elements
2. Knowledge of organization and responsibilities of all levels of government operations
3. Knowledge of computer systems documentation
4. Knowledge of medical terminology
5. Knowledge of, and proficiency in, common MicroSoft Office Programs, specifically MicroSoft Word, Excel, Outlook, PowerPoint and SharePoint
6. Knowledge, skills and ability to use basic information technology resources, e.g. email, internet, word processing, spreadsheets, powerpoint presentations, smartphone, copier, scanner, etc
7. Knowledge, skills and ability to locate, read and understand complex reports in handwritten and electronic formats
8. Ability to track progress of report at all times
9. Ability to generate status reports routinely and upon request
10. Ability to monitor calendars and identify reports with near or expired due dates
11. Ability to submit alert reminders to appropriate staff
12. Ability to maintain version control on all documents and allow access to stakeholders, leadership and other authorized personnel
13. Ability to apply standard “naming conventions” to documents and titles, as well as subject lines, to clearly describe or reflect the content of the document. Naming conventions should be consistent, logical and user friendly
14. Ability to review responses to ensure the request has been met
15. Ability to close out a report based on required criteria
16. Ability to post and route reports for collaborative review and responses
17. Ability to file reports for future reference and use
18. Ability to maintain working files and final reports
19. Ability to submit reports for final review and cc appropriate personnel
20. Ability to develop and perform audit on established quality measures
21. Ability to independently perform the functions/duties listed above, where applicable, with minimal to no supervision
22. Ability to communicate effectively in both written and oral formats to perform the functions/duties listed above
23. Ability to research and query reports
24. Ability to retrieve reports from electronic-based system
25. Ability to use statistical analysis for reporting
26. Ability to manage multiple complex tasks

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27. Ability to communicate proficiently in English (verbal and written) in order to develop rapport with co-workers and stakeholders
28. Ability to navigate in an electronic work environment, including web based training, communications and sharepoint

MAJOR DUTIES AND RESPONSIBILITIES

1. Upon receipt of reports, generate and assign reports accordingly
2. Ensure workloads are accounted for and reports are tracked and monitored for compliance
3. Coordinate with appropriate personnel to ensure all reports are acted on immediately upon receipt
4. Secure and maintains all reports in accordance with all established policies, procedures and regulations
5. Work collaboratively with the Unit Chiefs of Medical Quality Management and Medical Case Management
6. Submit weekly/monthly/annual reports of activities to MQM Unit Chief and MCM Unit Chief
7. Attend work related meetings as scheduled
8. Complete training as required
9. Follows supervisory chain of command
10. Perform other duties and responsibilities as assigned

ON-CALL REQUIREMENTS

1. IHSC operates 24/7/365; this position may be required to respond during an emergency activation.
2. On-call availability is not required for this position.

SECURITY REQUIREMENTS

1. The Department of Homeland Security's Personnel Security Unit (PSU) must render an Initial Preliminary Favorable Fitness Determination to be considered a qualified candidate.
2. A Complete Favorable Fitness Determination must be rendered by PSU upon completion of initial, and between, subsequent background investigations to meet the requirements of this position.

PHYSICAL DEMANDS

1. Required to walk unaided at a normal pace for up to 10 minutes and maintain balance.
2. Required to respond to any medical emergency within 4 minutes, where a fast walk or jog may be necessary to provide assistance.

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3. Required to perform CPR/emergency care standing or kneeling.
4. Must have the ability to assist sick, injured or aging detainees or staff exiting the building during an emergency (may require lifting, dragging, wheeling or carrying someone who weighs significantly more than self).
5. Must be able to see, hear and smell with or without the use of aides if necessary
6. (exceptions on a case by case basis).
7. Must easily alternate between kneeling and standing.
8. Must be able to lift, push, or carry 30 pounds.
9. Must perform the duties in a stressful and often austere environment without physical limitations.
10. Must be capable of standing on hard services (cement floors) for long periods of time.

SUPERVISORY CONTROLS

This is a contract position and supervisory controls will be set forth by the contract vendor. Technical oversight will be provided by the Government Technical Monitor (GTM).

ACKNOWLEDGEMENT

My signature below acknowledges that I have read, understand and am able to perform, the duties and requirements of this position description.

Employee: _____
Sign / Print Date

Witness: _____
Sign / Print Date

14 May 2016

CONTRACTING OFFICER'S REPRESENTATIVE ASSISTANT

Contract Position Description

INTRODUCTION

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ATTRIBUTES AND PROFESSIONAL QUALITIES

1. Strong oral and written communication skills.
2. Strong organizational skills and attention to detail.
3. Critical thinking skills
4. Strength in working independently.
5. Integrity, honesty and unquestionable ability to maintain confidentiality.

REQUIRED EDUCATION AND EXPERIENCE

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education

1. A combination of education, training and experience which provides the desired knowledge skills and abilities to perform the positions duties and responsibilities.
2. Minimum of one year of direct experience with, and high level of proficiency in Microsoft Office programs, specifically Microsoft Word®, Excel, Outlook and SharePoint.

REQUIRED LICENSURE/CERTIFICATION

1. This position does not require privileging by IHSC.
2. Maintains Heartsaver® CPR AED certification through the American Heart Association®.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

14 March 2016

1. Knowledge of, and moderate to high proficiency in, common Microsoft Office programs, specifically Microsoft Word, Excel, Outlook and SharePoint.
2. Ability to critically review documents and determine appropriate disposition according to program requirements.
3. Ability to establish and maintain appropriate boundaries related to various stakeholders.
4. Must be able to appropriately prioritize a spectrum of duties from the routine to unexpected high priority.
5. Ability to establish and maintain positive working relationships in a multi-stakeholder environment.
6. Exceptional verbal and written communication skills in addition to understanding appropriate email etiquette.
7. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with vendors, applicants, co-workers and other stakeholders.
8. Ability to navigate in an electronic work environment including, web based training and communications.
9. Knowledge of regulations (HIPAA/Privacy Act) regarding the confidentiality of applicant information as well as Personally Identifiable Information (PII).

MAJOR DUTIES AND RESPONSIBILITIES

1. Receive, review and execute appropriate action based on review of received security documents.
2. Performs extensive and detailed electronic record keeping functions in accordance with program policies and position.
3. Performs appropriate electronic and/or verbal communication based on applicant document review and or change in applicant PSU status.
4. Maintains high level of proficiency and ease in use of Excel spreadsheets, SharePoint, and Microsoft Office.
5. Will act as liaison between the vendor, applicant, Personnel Security Unit, Contracting Officers and others with a need-to-know status.
6. Must adapt readily to change in process and procedures as well as applying problem solving skills to overcome a rapidly changing environment to ensure consistency and efficiency of productivity.
7. Appropriate filing and maintenance of documents containing sensitive PII, in accordance with agency policy.
8. Frequent analyzing of multiple sources of data for content and accuracy. Discrepancies in data reporting will be identified, clarified and reconciled through a standardized process.
9. Completes all initial, annual and ad hoc training as required/assigned.
10. Maintains applicant/vendor confidentiality, and confidentiality of all collected data, in compliance with the Privacy Act and HIPAA regulations in all work activities.
11. Adheres to, and maintains awareness of, IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC.
12. Attends and participates in staff meetings as established.
13. Other duties as assigned.

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ON-CALL REQUIREMENTS

1. IHSC operates 24/7/365; this position may be required to respond during an emergency activation.
2. On-call availability is not required for this position.

SECURITY REQUIREMENTS

1. The Department of Homeland Security’s Personnel Security Unit (PSU) must render an Initial Preliminary Favorable Fitness Determination to be considered a qualified candidate.
2. A Complete Favorable Fitness Determination must be rendered by PSU upon completion of initial, and between, subsequent background investigations to meet the requirements of this position.
3. An additional non-disclosure statement will need to be signed for this position.

PHYSICAL DEMANDS

1. Physically capable of performing duties and responsibilities as listed above.
2. Sitting for prolonged periods of time.
3. Frequent use of common office technology such as the computer, telephone etc.
4. Ability to lift, carry and move up to 30 lbs.

SUPERVISORY CONTROLS

This is a contract position and supervisory controls will be set forth by the contract vendor. Technical oversight will be provided by the Government Technical Monitor (GTM).

ACKNOWLEDGEMENT

My signature below acknowledges that I have read, understand and am able to perform, the duties and requirements of this position description.

Employee: _____
Sign / Print

Date

Witness: _____
Sign / Print

Date

14 March 2016

Custody Resource Coordinator

Contract Position Description

JOB SUMMARY

The Custody Resource Coordinator (CRC) assists ERO and detention facility staff in maintaining a safe detention environment and provides services and support to individuals in ICE custody on issues that commonly affect the ICE detainee population such as responsive support to trauma, sexual abuse and assault, domestic violence, human trafficking, and, medical and mental health care.

The duty location of each CRC will be at an ICE detention facility or Family Residential Center. At each duty location, the CRC will be responsible for working with ERO and facility staff to determine needed services (e.g. assistance with language translation, standards compliance, facilitation of detainee-staff communication and developing educational programming for ERO, medical, and contract facility staff). In addition, the CRC will act as a liaison with community resources to provide a range of support activities for detainees who could benefit from connection to resources both in detention and upon discharge.

Each CRC will report to a Custody Resource Program Manager (CRP PM) located at ERO Headquarters in Washington, DC.

ATTRIBUTES AND PROFESSIONAL QUALITIES

1. Strong oral and written communication skills.
2. Excellent interpersonal skills.
3. Critical thinking skills.
4. Cultural competency.
5. Integrity and honesty.
6. Experience in a detention/correctional or residential healthcare setting (preferred, not required).

REQUIRED EDUCATION AND EXPERIENCE

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education

1. Bachelor's degree in social work accredited by the Council on Social Work Education, or an equivalent degree.
2. Preferred: Master's degree in social work accredited by the Council on Social Work Education, or an equivalent degree.
3. Also preferred, but not required: Clinical license in good standing in the state in which the facility is located, that authorizes independent clinical practice.
4. At least two years of related experience (e.g., experience providing trauma-informed programming, experience working with immigrants or foreign-born individuals) and have

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knowledge of program objectives, policies, procedures and requirements conducting a case management program at a local level.

5. Experience working in or with individuals in a confinement setting.
6. At least two years of experience providing services to vulnerable populations.
7. Experience with and an understanding of situations that contribute to family stress, problems and crisis situations.
8. Also preferred, but not required: Experience providing service to and/or coordinating services for transgender individuals.

REQUIRED LICENSURE / CERTIFICATION

1. Maintains current certification in either the American Heart Association Basic Life Support Course (BLS) or the American Red Cross CPR/BLS Course.
2. As per CDC guidelines – candidates must provide proof of a negative TB skin test, as well immunization from the following diseases: Hepatitis B, MMR, Varicella and Influenza.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of the case management process commensurate with training and education at a minimum at the bachelor's level.
2. Fluent in Spanish.
3. Ability to work in a multi-cultural and multi-lingual environment.
4. Ability to utilize telephonic interpreter/translation services to complete assigned duties if not fluent in a language the detainee understands.
5. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
6. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with patients, co-workers and other stakeholders.
7. Ability to establish and maintain positive working relationships in a multidisciplinary environment.
8. Ability to navigate in an electronic work environment including electronic health records, web based training and communications.
9. Knowledge of, and moderate proficiency in, common Microsoft Office programs, specifically Microsoft Word, Excel, Outlook and SharePoint.

MAJOR DUTIES AND RESPONSIBILITIES

ERO and facility staff support

1. Assist ERO and detention facility staff as a resource to facilitate the compliance of applicable agency policies and detention standards. Facilitate discussions and communicate directly with detainees. Areas of facilitation include but are not limited to the following topic areas: allegations of sexual abuse and assault, identification and monitoring of pregnant detainees, resources for detainees in segregated housing or special management units, and admission and release.
2. Address ERO and facility staff questions or concerns related to specific detainees.

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3. Conduct informational sessions where staff can learn and share best practices and responses regarding issues that commonly affect the detainee population (e.g. trauma, abuse, sexual assault, domestic violence, human trafficking, child abuse).
4. Coordinate post-sexual abuse and assault allegation-related activities per agency policy and applicable detention standards.
5. Provide additional services that will support an effective and efficient custody environment, as determined by ERO facility and field office leadership and the Custody Resource Program staff and leadership.
6. As appropriate, coordinate effectively with ERO personnel on Alternative to Detention (ATD) programs.

Programming

1. Conduct removal planning with detainees such as referrals and connections to resources in home country to support removals.
2. Conduct release planning for pregnant women and other vulnerable populations – referrals to housing, medical and needed support services.
3. Lead group sessions, and facilitate peer-support groups and workshops with detainees on relevant topics, such as safety, coping skills, resiliency, parenting, and empowerment.

Outreach

1. Liaise and partner with local, national, and international resources to provide detainees services in detention and upon release from detention, including access to resources in cities and countries of final destination.

Other

1. Collaborate on, implement, and evaluate facility programming that addresses and supports a holistic trauma-informed care approach.
2. In an effort to advance the mission of the program and enhance the CRC's knowledge-base, the CRC may travel to headquarters and/or other relevant sites, as needed, to participate in training events.
3. Other duties as assigned by the CRP PM, or the Government Technical Monitor (GTM), or the CRP Contracting Officer's Representative (COR) in conjunction with the ICE facility COR.

DUTY HOURS/ ON-CALL REQUIREMENTS

This full time position requires availability to work days, specific hours determined by the facility and the program. This position does not require on-call duty, and there is no overtime permitted.

SECURITY AND OTHER REQUIREMENTS

1. The Department of Homeland Security's Personnel Security Unit (PSU) must render an Initial Preliminary Favorable Fitness Determination to be considered a qualified candidate.

March 2017

Contract Position Description**INTRODUCTION**

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1. Strong oral and written communication skills.
2. Excellent interpersonal skills.
3. Critical thinking skills.
4. Cultural competency.
5. Integrity and honesty.

REQUIRED EDUCATION AND EXPERIENCE

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education

1. High School Diploma or GED equivalent.
2. Experience in a detention/correctional or residential healthcare setting preferred (not required).
3. Minimum of one year experience in a healthcare setting as a medical record technician, medical record clerk, unit secretary, or similar position where the processing of electronic medical/health records was part of the daily responsibilities.
4. Minimum of one year experience processing release of information requests which includes requesting health records from providers as well as releasing health care information in accordance with organizational policies/procedures as well as applicable laws.

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REQUIRED LICENSURE/CERTIFICATION

1. This position does not require privileging by IHSC.
2. Maintains Heartsaver® CPR AED certification through the American Heart Association®.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of and a high level of proficiency with computers and common Microsoft Office programs, specifically Microsoft Outlook, Word, SharePoint, and Excel.
2. Ability to work approximately 95% of time using computers, scanners, printers, telephone and be literate in their usage and able to troubleshoot. Ability to learn new equipment and required processes in a fast paced environment.
3. Able to work independently within skill level and identify when assistance or guidance is needed.
4. Knowledge of the basic principles of standard electronic medical record procedures, methods, and requirements to perform routine medical records duties.
5. Ability to understand and become knowledgeable of the procedures, rules, operations, sequence of steps, documentation requirements, time requirements, functions, and workflow to process electronic medical records, to review records for accuracy and completeness, and to keep track of processing deadlines.
6. Knowledge of medical terminology.
7. Ability to recognize information inconsistencies and take appropriate action to resolve.
8. Ability to maintain an electronic medical record system and ensure compliance with all agency governance and guidance on handling medical records in an appropriate manner.
9. Ability to work in a multi-cultural and multi-lingual environment.
10. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
11. Ability to respond to all requests diplomatically and tactfully whether by telephone, in person, or in writing
12. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with co-workers, outside healthcare providers, and other stakeholders.
13. Ability to establish and maintain positive working relationships in a multidisciplinary environment.
14. Ability to navigate in an electronic work environment including electronic health records, web based training and communications.
15. Knowledge of regulations (FOIA/Privacy Act/HIPAA) regarding the confidentiality of patient medical records and information as well as Personally Identifiable Information (PII).
16. Ability to establish time saving, efficient work processes and operations. Ability to work professionally, effectively, efficiently and independently.
17. Must be able to multi-task effectively and must be detail oriented.

MAJOR DUTIES AND RESPONSIBILITIES

1. Receives health information requests, maintains tracking system for each.
2. Ensures requested information is appropriately and accurately gathered, accurately secured

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- (password protected) and released to the requestor within deadline requirements.
3. Keeps requestor notified of any anticipated or unexpected delays.
 4. Tracks compliance with release of information timelines.
 5. Makes timely reminder calls to the healthcare organizations inquiring about requested information not received.
 6. Search for and create “new” patient in electronic health record when necessary for filing/scanning documents.
 7. Files/scans documents in appropriate sections of the electronic medical record within prescribed time period.
 8. Appropriately documents all release of information in the electronic health record according to standard practices.
 9. Routes clinical reports to appropriate clinic staff within prescribed time period.
 10. Archives clinical information from the medical record within prescribed time period in accordance with established IHSC policy and procedures.
 11. Corresponds with outside medical facilities and contract vendors to request pertinent medical information to place in the medical record using appropriate and authorized ICE and IHSC forms. Tracks requests and performs follow-up ensuring receipt of information requested.
 12. Reviews all documentation for completeness and routes incomplete documents to the appropriate provider for correction prior to placing/scanning in the medical records.
 13. Maintains all health documentation according to IHSC policy and procedures to maintain privacy and confidentiality.
 14. Maintains patient confidentiality and confidentiality of medical records in compliance with the Privacy Act and Freedom of Information Act in all work activities. Protects the patient’s right to privacy by ensuring only authorized individuals have access to medical information.
 15. Uses multiple electronic mediums (SharePoint, EHR) to process material (e.g., correspondence, tabular data, reports, etc.) to prepare, update, and maintain records and provide required and requested information to appropriate personnel.
 16. Performs record keeping functions in accordance with program policies and position.
 17. Assists in categorizing, organizing, and maintaining file systems in IHSC Headquarters File Room as well as assisting with documenting and preparing files and records in anticipation of record retention and archiving.
 18. Maintains a high level of proficiency and ease of use utilizing electronic health records.
 19. Provides basic technical advice and assistance to IHSC personnel on records management questions/guidance.
 20. Processes transfers of ICE records to approved storage facilities.
 21. Processes retrieval requests from a storage facility.
 22. Coordinates the approval of IHSC requests to dispose of records.
 23. Conducts inventory of program office records, including type and location.
 24. Tracks and reports information using Excel and the office’s matter tracking system.
 25. Assists with various records management projects.
 26. Requests records from National Archives and Records Administration (NARA) in response to requests. Tracks these requests, copies/scans records as required to fulfil request, document release of information, and return records to correct Federal Record Center location.
 27. As instructed, assists with creation, editing, approval routing, and electronic maintenance of IHSC forms.

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28. As instructed, assists with review, tracking, routing, and electronic maintenance of systems for records archiving.
29. Completes and passes all discipline specific competencies testing, initially and annually.
30. Completes all mandatory, initial, annual and ad hoc training as required/assigned.
31. Adheres to and maintains awareness of IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC.
32. Adheres to and participates in IHSC's Safety, Prevention, Infection and Control, Quality Improvement, Patient Education and other programs and collateral duties as appropriate to position.
33. Keeps Technical Monitor aware of issues, problems, concerns.
34. Attends and participates in general/medical staff meetings.

DUTY HOURS / ON-CALL REQUIREMENTS

1. This position may be based in Washington, DC at IHSC HQ or at an IHSC field site.
2. Telework is authorized for this position after 90 days at the discretion of the GTM for eligible staff.
3. On-call availability is not required for this position.

SECURITY REQUIREMENTS

1. The Department of Homeland Security's Personnel Security Unit (PSU) must render an Initial Preliminary Favorable Fitness Determination to be considered a qualified candidate.
2. A Complete Favorable Fitness Determination must be rendered by PSU upon completion of initial, and between, subsequent background investigations to meet the requirements of this position.

PHYSICAL DEMANDS

1. Required to walk unaided at a normal pace for up to 10 minutes and maintain balance.
2. Required to respond to any medical emergency within 4 minutes, where a fast walk or jog may be necessary to provide assistance.
3. Required to perform CPR/emergency care standing or kneeling.
4. Must have the ability to assist sick, injured or aging detainees or staff exiting the building during an emergency (may require lifting, dragging, wheeling or carrying someone who weighs significantly more than self).
5. Must be able to see, hear and smell with or without the use of aides if necessary (exceptions on a case by case basis).
6. Must easily alternate between kneeling and standing.
7. Must be able to lift, push, or carry 30 pounds.
8. Must perform the duties in a stressful environment without physical limitations.
9. Must be capable of standing on hard services (cement floors) for long periods of time.

SUPERVISORY CONTROLS

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LICENSED VOCATIONAL NURSE- IMMUNIZATION-SPANISH LANGUAGE FLUENCY

Contract Position Description

INTRODUCTION

The ICE Health Services Corps (IHSC) exists within the organizational structure of the United States Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO) under the supervision of the Department of Homeland Security (DHS). The United States Public Health Service (USPHS) Commissioned Corps Officers, civil service staff and contractors comprise the healthcare professionals working together to provide quality healthcare services. IHSC serves as the medical experts for ICE for detainee health care.

MISSION

IHSC's mission is to provide medical care to maintain the health of individuals in the custody of ICE through an integrated health care delivery system, based on nationally recognized correctional, detention and residential health care standards. The Agency is committed to providing healthcare services to protect the nation's health, reduce global disease and provide medical support for the law enforcement mission of the safe apprehension, enforcement and removal of detained individuals involved in immigration proceedings. IHSC is committed to ensuring a system of care that is ethical, responsible, and accountable through rigorous surveillance and monitoring activities.

ATTRIBUTES AND PROFESSIONAL QUALITIES

1. Strong oral and written communication skills.
2. Excellent interpersonal skills.
3. Critical thinking skills.
4. Cultural competency.
5. Integrity and honesty.
6. Verbal and written proficiency in Spanish required.

REQUIRED EDUCATION AND EXPERIENCE

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education

1. Graduate from an approved, accredited Vocational/Practical Nurse program located in a State, the District of Columbia, or a U.S. territory.
2. Must have a minimum of one year experience in a hospital, medical office or outpatient clinical setting.
3. Previous vaccination experience required.

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4. Experience in a detention/correctional or residential healthcare setting (preferred, not required).

REQUIRED LICENSURE/CERTIFICATION

1. Maintains current, active and unrestricted LVN/LPN license by the state in which the duty station is located. Any changes to license must be reported to employer immediately.
2. Maintains professional clinical skills via continuing education opportunities as required by the state of practice.
3. This position does not require privileging by IHSC.
4. Maintains BLS for Healthcare Providers® certification through the American Heart Association®.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of current vaccine preventable diseases, immunization guidelines, and vaccination schedules for all ages including state, federal and international requirements.
2. Ability and proficiency to properly use equipment, materials and supplies in simple diagnostic and treatment procedures.
3. Ability to work in a multi-cultural and multi-lingual environment, working with residents to overcome barriers to obtaining health care.
4. Ability to utilize telephonic interpreter/translation services to complete assigned duties if not fluent in a language the patient understands.
5. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
6. Ability to communicate proficiently in English and Spanish (verbal and written) in order to develop positive rapport with patients, co-workers and other stakeholders.
7. Ability to establish and maintain positive working relationships in a multidisciplinary environment.
8. Ability to navigate in an electronic work environment including electronic health records, web based training and communications.
9. Proficiency in, common Microsoft Office applications, specifically Microsoft Word, Excel, Outlook and SharePoint.
10. Knowledge of regulations (HIPAA/Privacy Act) regarding the confidentiality of patient medical records and information as well as Personally Identifiable Information (PII).
11. Must pass initial Security Investigation by ICE prior to first day on duty and maintain clearance for the duration of employment.

MAJOR DUTIES AND RESPONSIBILITIES

1. Provides direct care to patients within discipline Scope of Practice and performs functions in accordance with current accepted practice, licensure, and/or certification.

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2. Provides treatment of persons throughout the life span as appropriate to discipline and facility setting.
3. May be expected to respond to and or coordinate response to medical emergencies.
4. Educates residents about the importance of immunizations, following recommended immunization schedules, possible side effects of immunizations, and aftercare.
5. Prepares vaccines according to manufacturer's instructions and administer them using safe and proper techniques and a system of double checks to ensure accuracy.
6. Administers and evaluates tuberculosis skin tests and refers clients as needed per protocol.
7. Completes appropriate vaccination and resident health records to ensure correct vaccines are administered and documented.
8. Monitors the immunization status and requirements of residents diagnosed with HIV, Hepatitis Band C in accordance with the State and County Health Department guidelines and best clinical practice.
9. Handles and disposes of biological, sharps, and other required supplies in a safe and secure manner.
10. Serves as a resource for medical personnel regarding the administration of required immunizations using current state and federal (CDC) standards.
11. Reports cases of suspected abuse and neglect of children and adults to the proper authorities in accordance with department policy and state law.
12. Evaluates health care needs of residents and assists RN in the development of nursing care plans to meet those needs.
13. Assists with gathering resident data during sick call and medical appointments.
14. Obtains medical information on residents using pre-established questionnaire and appropriately refers abnormal findings or responses or stated medical problems to the RN, mid-level provider or physician.
15. Maintains safety when dispensing medications and is continually cognizant of the potential hazards of drug hoarding and trafficking among residents.
16. Provide patient/resident education as appropriate.
17. May coordinate health care needs of residents with healthcare team and referrals to off-site providers as appropriate for facility.
18. Assures a safe and clean working environment at all times.
19. Participates as member of health care team to ensure that needed equipment, supplies and logs are available, clean, functional and up to date.
20. Provides radiological services in accordance with scope of practice and state licensure. These services will be primarily to conduct tuberculosis surveillance i.e. digital single view chest xrays.
21. Collect laboratory specimens as requested per IHSC policy and procedures.
22. Administers medications and treatments as ordered/recommended in accordance with scope of practice and state licensure.
23. Must adhere to practical nursing principals, procedures and techniques for appropriate patient care and take direction from registered nurses and onsite administrative personnel.
24. Must adhere to medication administration guidelines, understand pharmaceutical agents and their desired effect recognize adverse effects and take appropriate corrective measures.

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25. Must appropriately document patient/resident encounters according to current standards of care using electronic health records.
26. Performs record keeping functions in accordance with program policies and position.
27. Maintains functional proficiency and ease of use utilizing electronic health records as required by, and appropriate to, position.
28. Completes and passes all discipline specific competencies testing, initially and annually.
29. Completes all initial, annual and ad hoc training as required/assigned.
30. Maintains patient confidentiality, and confidentiality of medical records, in compliance with the Privacy Act and HIPAA regulations in all work activities. Educates residents on their rights related to privacy of medical information.
31. Adheres to, and maintains awareness of, IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC.
32. Adheres to, and participates in, IHSC's Safety, Prevention, Infection and Control, Quality Improvement, Patient Education and other programs and collateral duties as appropriate to position.
33. Attends and participates in general/medical staff meetings.
34. Based on the facility needs, may be required to perform duties similar but not limited to those in this position description.

DUTY HOURS / ON-CALL REQUIREMENTS

IHSC operates 365/24/7 you may be required to respond telephonically during emergency call back roster activation.

1. This full time position requires availability to work day, evening and night shifts. Availability during weekends and holidays is also required.
2. On-call availability is not required for this position.

SECURITY REQUIREMENTS

1. The Department of Homeland Security's Personnel Security Unit (PSU) must render an Initial Preliminary Favorable Fitness Determination to be considered a qualified candidate.
2. A Complete Favorable Fitness Determination must be rendered by PSU upon completion of initial, and between, subsequent background investigations to meet the requirements of this position.

PHYSICAL DEMANDS

1. Required to walk unaided at a normal pace for up to 10 minutes and maintain balance.
2. Required to respond to any medical emergency within 4 minutes, where a fast walk or jog may be necessary to provide assistance.

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3. Required to perform CPR/emergency care standing or kneeling.
4. Must have the ability to assist sick, injured or aging detainees or staff exiting the building during an emergency (may require lifting, dragging, wheeling or carrying someone who weighs significantly more than self).
5. Must be able to see, hear and smell with or without the use of aides if necessary (exceptions on a case by case basis).
6. Must easily alternate between kneeling and standing.
7. Must be able to lift, push, or carry 30 pounds.
8. Must perform the duties in a stressful and often austere environment without physical limitations.
9. Must be capable of standing on hard services (cement floors) for long periods of time.

SUPERVISORY CONTROLS

This is a contract position and supervisory controls will be set forth by the contract vendor. Technical oversight will be provided by the Government Technical Monitor (GTM).

ACKNOWLEDGEMENT

My signature below acknowledges that I have read, understand and am able to perform, the duties and requirements of this position description.

Employee: _____
Sign / Print

Date

Witness: _____
Sign / Print

Date

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NURSE PRACTITIONER – PSYCHIATRIC (APP-BH)

Contract Position Description

INTRODUCTION

The ICE Health Services Corps (IHSC) exists within the organizational structure of the United States Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO) under the supervision of the Department of Homeland Security (DHS). The United States Public Health Service (USPHS) Commissioned Corps Officers, civil service staff and contractors comprise the healthcare professionals working together to provide quality healthcare services. IHSC serves as the medical experts for ICE detainee health care.

MISSION

IHSC's mission is to provide medical care to maintain the health of individuals in the custody of ICE through an integrated health care delivery system, based on nationally recognized correctional, detention and residential health care standards. IHSC is committed to providing health care services to protect the nation's health, reduce global disease and provide medical support for the law enforcement mission of the safe apprehension, enforcement and removal of detained individuals involved in immigration proceedings. IHSC is committed to ensuring a system of care that is ethical, responsible, and accountable through rigorous surveillance and monitoring activities.

ATTRIBUTES AND PROFESSIONAL QUALITIES

1. Strong oral and written communication skills.
2. Analytical skills and ability to navigate complex system
3. Strong interpersonal and active listening skills
4. Strong organizational and time management skills
5. Demonstrates strong problem solving, judgement and decision making skills
6. Demonstrates Integrity, honesty, and cultural competency.
7. Verbal and written proficiency in Spanish (preferred, not required).

REQUIRED EDUCATION AND EXPERIENCE

1. Graduate from an accredited Psychiatric Mental Health Nurse Practitioner (PMHNP) program located in the United States the District of Columbia, or a U.S. territory. The degree issuing institution and/or program must be accredited by an entity recognized by the U.S. Department of Education.
2. A minimum of one year of clinical provider experience in direct patient care as a board certified PMHNP. The government may waive the one year experience requirement based on the receiving site's ability to mentor and teach the newly licensed provider.

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3. Experience in a detention/correctional or residential health care setting (preferred, not required).

REQUIRED LICENSURE/CERTIFICATION

1. Must have an unrestricted, current RN and Advanced Practice Registered Nurse (as a Psychiatric Mental Health Nurse Practitioner) license in the state in which the duty station is located. Any changes to license must be reported to employer immediately.
2. Maintains current board certification as PMHNP by the American Nurse Credentialing Center (ANCC) or the American Association of Nurse Practitioners (AANP).
3. Fulfills the obligation(s) of state licensing board to maintain state licensure including completion and maintenance of collaborative practice agreements and prescriptive authority agreements.
4. Fulfills obligation(s) of ANCC or ANNP to maintain board certification.
5. Maintains unrestricted license with the Drug Enforcement Agency (DEA) and in the state in which the duty station is located to prescribe controlled medications.
6. Maintains BLS for Healthcare Providers® certification through the American Heart Association®.
7. This position does not require privileging by IHSC.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of and ability to apply professional nursing principles, procedures, and techniques to patient care.
2. Knowledge of drugs and therapeutics when prescribing and dispensing medication.
3. Practical knowledge of laboratory procedures and guidelines.
4. Ability to properly use equipment, materials and supplies in simple diagnostic and treatment procedures.
5. Ability to utilize telephonic interpreter/translation services to complete assigned duties if not fluent in a language the detainee understands.
6. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
7. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with patients, co-workers, and other stakeholders.
8. Ability to establish and maintain positive working relationships in a multidisciplinary and multi-lingual environment.
9. Ability to navigate in an electronic work environment including electronic health records, web based training and communications.
10. Knowledge of, and moderate proficiency in, common Microsoft Office programs, specifically Microsoft Word, Excel, Outlook and SharePoint.
11. Knowledge of regulations (HIPAA/Privacy Act) regarding the confidentiality of patient medical records and information as well as Personally Identifiable Information (PII).
12. Comprehensive knowledge of managing non-compliant patients, special needs populations, and patients with significant deficits in coping skills.
13. Knowledge of forensic psychiatry and nursing concepts and principles – preferred

MAJOR DUTIES AND RESPONSIBILITIES

1. The PMHNP functions within the scope of his/her specialty under the clinical oversight of the Chief of Psychiatry, the Clinical Director (or designee), a designated consulting psychiatrist, and in accordance with a completed IHSC Scope of Practice agreement.
2. The PMHNP operates under well-accepted practices and principles of psychiatric and medical care providers and in accordance with the IHSC Scope of Practice and as outlined in IHSC Policy. The incumbent consults with the Clinical Director (or designee), Psychiatrist, and other behavioral health providers for management of complex psychiatric conditions and in accordance with IHSC policy.
3. The PMHNP works independently and as a member of a multi-disciplinary team. The incumbent coordinates mental health patient care, off-site referrals, and collaborative duties through scheduled appointments, sick call, or walk-ins.
4. The PMHNP diagnoses and treats acute and chronic psychiatric disorders. This includes providing counseling, support, and prescribing various medications in accordance with the approved IHSC Scope of Practice and in accordance with IHSC policy.
5. Works within and performs functions as outlined in state collaborative practice and prescriptive authority agreements.
6. Applies knowledge of drugs and therapeutics when prescribing medication. Maintains safety when dispensing medications and is continually cognizant of the potential hazard of drug hoarding and trafficking among detainees.
7. Orders and interprets diagnostic and therapeutic tests relative to the detainees psychiatric needs.
8. Provides urgent or emergent mental health evaluation and initiates appropriate action based upon IHSC operating memorandums and policies, to include emergent use of involuntary chemical restraint.
9. Follows IHSC policies in the management of significant mental illness including prevention of homicidal/suicidal ideation, plan or intent.
10. Provides tele-psychiatry services in accordance with IHSC policy for patients at other IHSC facilities as required, and only in the states the provider is licensed, to include:
 - a. Working with the patient's local primary care provider (PCP) to coordinate care for any identified medical concerns.
 - b. Using IHSC video conferencing equipment and electronic medical records (EMR) software to examine and record the patient's plan of care.
11. If a Medical Housing Unit is onsite, may admit, discharge, and perform daily rounds on patients and notify Clinical Director (or designee) of any abnormal findings.
12. Provides relevant health education to detainees verbally and/or with handouts.
13. Completes all initial, annual and ad hoc training as required/assigned.
14. Completes and passes all discipline specific competencies testing, initially and annually.
15. Assists in the orientation and training of medical and mental health personnel in mental health policy and procedures.
16. Maintains functional proficiency and ease of use utilizing electronic health records as required by, and appropriate to, the position.
17. Performs record keeping functions in accordance with program policies and position.
18. Documents detainee care visits in the required health record using required format, in compliance with IHSC policy and guidance.

19. Solicits and reviews mental health records for detainees.
20. Maintains patient confidentiality, and confidentiality of medical records, in compliance with the Privacy Act and HIPAA regulations in all work activities.
21. Adheres to, and maintains awareness of, IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC.
22. Assists with preparation for accreditation and ongoing compliance with standards as assigned.
23. Adheres to IHSC's Safety, Prevention, Infection and Control, Quality Improvement, Patient Education and other programs and collateral duties as appropriate to position. Participates in quality assurance/quality improvement activities as assigned.
24. Participates in the Peer Review process as required.
25. Attends general/mental health staff meetings
26. Performs other duties as assigned.

DUTY HOURS / ON-CALL REQUIREMENTS

1. IHSC operates 24/7/365; this position is required to respond during an emergency activation.
2. This full time position is required to provide rotational on-call coverage and may need to return to the facility to provide care during the coverage period.
3. This position requires availability to work day and evening shifts. Availability during weekends and holidays is also required.
4. The incumbent will be required to provide on-call mental health duty coverage as needed after regular work hours and may need to return to the facility outside of normal work hours for urgent mental health needs.

SECURITY REQUIREMENTS

1. The Department of Homeland Security's Personnel Security Unit (PSU) must render an Initial Preliminary Favorable Fitness for Duty Determination to be considered a qualified candidate.
2. A Complete Favorable Fitness Determination must be rendered by PSU upon completion of initial, and between, subsequent background investigations to meet the requirements of this position.

PHYSICAL DEMANDS

1. Required to walk unaided at a normal pace for up to 10 minutes and maintain balance.
2. Required to respond to any medical emergency within 4 minutes, where a fast walk or jog may be necessary to provide assistance.
3. Required to perform CPR/emergency care standing or kneeling.
4. Must have the ability to assist sick, injured or aging detainees or staff exiting the building during an emergency (may require lifting, dragging, wheeling or carrying someone who weighs significantly more than self).
5. Must be able to see, hear and smell with or without the use of aides if necessary (exceptions on a case by case basis).
6. Must easily alternate between kneeling and standing.

Outpatient Code Reviewer and Documentation Specialist

Washington D.C. – Health Information Technology Unit

Field and HQ

Contract Position Description

INTRODUCTION

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IHSC's mission is to provide medical care to maintain the health of individuals in the custody of ICE through an integrated health care delivery system, based on nationally recognized correctional, detention and residential health care standards. The Agency is committed to providing healthcare services to protect the nation's health, reduce global disease and provide medical support for the law enforcement mission of the safe apprehension, enforcement and removal of detained individuals involved in immigration proceedings. IHSC is committed to ensuring a system of care that is ethical, responsible, and accountable through rigorous surveillance and monitoring activities.

ATTRIBUTES AND PROFESSIONAL QUALITIES

1. Strong oral and written communication skills.
2. Excellent interpersonal skills.
3. Critical thinking skills
4. Cultural competency.
5. Integrity and honesty.

REQUIRED EDUCATION AND EXPERIENCE

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education

1. Minimum requirement: High school diploma or equivalent. A degree in Health Information Science or Healthcare Informatics is preferred but not required.
2. Minimum of three years' experience working in a healthcare setting with electronic health records.
3. Minimum of three years' experience working with assigning/reviewing Outpatient coding, to include CPT/E&M, and documentation practices. Previous experience with providing accurate outpatient coding reviews.
4. Experience in assigning/reviewing ICD-9-CM and ICD-10-CM codes.
5. Experience with the eClinicalWorks electronic health record (preferred but not required).

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6. Experience in a detention/correctional or residential healthcare setting (preferred, not required).

REQUIRED LICENSURE/CERTIFICATION

Qualified candidate will have one (or more) of the below certifications.

1. An approved AAPC and/or AHIMA certifications that are current to include:
 - a. Certified Coding Specialist (CCS), Certified Coding Specialist-Physician-based (CCS-P),
 - b. Certified Professional Coder (CPC),
 - c. Certified Professional Medical Auditor (CPMA),
 - d. Clinical Documentation Improvement Professional (CDIP),
 - e. Certified Documentation Expert Outpatient (CDEO),
 - f. Other credentials may be considered.
2. All certifications must be maintained in accordance with the credentialing agency.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of and experience in collecting data, determining accuracy and appropriateness of data based on policy and processes.
2. Ability to create and retrieve reports from electronic health records system.
3. Ability to identify a range of health information management/medical records issues and refer to the appropriate staff and management.
4. Knowledge of the basic principles of standard medical record procedures, methods, and requirements to perform a full range of routine medical records management.
5. Must be able to type on a computer key board at minimum of 40 words per minute.
6. Ability to manage multiple, complex projects.
7. Ability to coordinate projects from the concept stage to completion.
8. Knowledge of computer systems documentation.
9. Knowledge of medical terminology.
10. Ability to work with minimal supervision.
11. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with co-workers and other stakeholders.
12. Ability to establish and maintain positive working relationships in a multidisciplinary environment.
13. Ability to navigate in an electronic work environment including electronic health records, web based training and communications.
14. Knowledge of, and high proficiency in, Microsoft Office (Word, Excel, Outlook, SharePoint, OneNote, Lync), and with Adobe Acrobat Pro.
15. Operational knowledge of office equipment. i.e. printers, scanners, eFax, telephone, voicemail
16. Ability to perform basic statistical analysis
17. Knowledge of regulations regarding the confidentiality of patient medical records and Personally Identifiable Information (PII).
18. Extensive knowledge of outpatient coding (CPT and E&M), ICD-9/ICD-10, acceptable documentation practices and Medicare Fee Schedules

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MAJOR DUTIES AND RESPONSIBILITIES

1. Serves as the subject matter expert on outpatient coding and acceptable documentation practices.
2. Review a variety of completed outpatient medical encounters for accurate outpatient code assignment.
3. Ensure all outpatient medical encounters contain proper documentation to support code assignment.
4. Analyze and report all coding review findings, provide recommendations and actions to improve documentation and coding accuracy to appropriate personnel.
5. Identify focus areas of improvement for each medical provider based on the medical record reviews.
6. Provide education, either formal or informal via phone and/or oral presentation, for medical staff with regards to ICD- 9/ICD-10 and CPT coding, usage, and documentation requirements.
7. Develop all training to include goals, objectives, and lesson plans on proper use of and troubleshooting issues related to electronic health record, current ICD and CPT coding.
8. Accurately and routinely reviews data quality in electronic health record and other documents according to IHSC policy and procedures.
9. Performs data entry into various data collection systems for statistical analysis.
10. Assist management in planning, collecting, aggregating, analyzing and disseminating patient information and aggregate clinical data.
11. Assist staff to fully utilize the electronic health record information systems and processes.
12. Possess a working knowledge of facility medical protocols, policies, procedures, regulatory standards and guidelines.
13. Effectively recognize and verify accuracy of data in the electronic health record.
14. Demonstrate efficiency with the processing of medical records in the electronic health records.
15. Maintains functional proficiency and ease of use utilizing electronic health records as required by, and appropriate to, position.
16. Completes all initial, annual and ad hoc training as required/assigned.
17. Maintains patient confidentiality, and confidentiality of medical records, in all work activities.
18. Adheres to the Department of Homeland Security, Immigration & Custom Enforcement and ICE Health Service Corps Policies, Procedures, Directives, and Operational Memoranda.
19. Maintains awareness of the Privacy Act of 1974, Performance Based National Detention Standards, American Correctional Association and National Commission on correctional Health Care Standards.
20. Performs monitoring and documentation in accordance with contract requirements.
21. Attends and participates in general/medical staff meetings.
22. Other duties as assigned within scope of this position description.

SCHEDULE CONSIDERATIONS:

1. On-call availability is not required for this position.

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PSYCHIATRIST - CHILD AND ADOLESCENT

Contract Position Description

INTRODUCTION

The ICE Health Services Corps (IHSC) exists within the organizational structure of the United States Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO) under the supervision of the Department of Homeland Security (DHS). The United States Public Health Service (USPHS) Commissioned Corps Officers, civil service staff and contractors comprise the healthcare professionals working together to provide quality healthcare services. IHSC serves as the medical experts for ICE for resident health care.

MISSION

IHSC's mission is to provide medical care to maintain the health of individuals in the custody of ICE through an integrated health care delivery system, based on nationally recognized correctional, detention and residential health care standards. The Agency is committed to providing healthcare services to protect the nation's health, reduce global disease and provide medical support for the law enforcement mission of the safe apprehension, enforcement and removal of detained individuals involved in immigration proceedings. IHSC is committed to ensuring a system of care that is ethical, responsible, and accountable through rigorous surveillance and monitoring activities.

ATTRIBUTES AND PROFESSIONAL QUALITIES

1. Strong oral and written communication skills.
2. Excellent interpersonal skills.
3. Critical thinking skills.
4. Cultural competency.
5. Integrity and honesty.

REQUIRED EDUCATION AND EXPERIENCE

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education

1. Doctor of Medicine or Doctor of Osteopathic Medicine from a school in the United States or;
2. Doctor of Medicine or equivalent degree from a foreign medical school that provided education and medical knowledge substantially equivalent to accredited schools in the United States as established by:
 - a. The National Committee on Foreign Medical Education and Accreditation (NCFMEA) and

- b. Permanent certification by the Educational Commission for Foreign Medical Graduates (ECFMG).
3. Minimum of one year experience as a licensed practicing psychiatrist.
4. Experience in a detention/correctional or residential healthcare setting (preferred, not required).

REQUIRED LICENSURE / CERTIFICATION

1. Permanent, full, and unrestricted license to practice medicine independently in the state in which the duty station is located. The license must be maintained in a permanent, full, and unrestricted status during the term of employment. Any changes to license must be reported to employer immediately.
2. Child and Adolescent Board Certification by The American Board of Psychiatry and Neurology, Inc. (ABPN).
3. Any candidate who is not board certified at the time of hiring must be presented to the IHSC Medical Director for concurrence. Please note:
 - *Effective January 1, 2012, ABPN will require a physician to become Board certified within seven years following successful completion of ACGME-accredited or ABPN approved residency training in their primary specialty or ACGME-accredited subspecialty.*
 - *Graduates can take the ABPN Certification Examination as many times as allowed during the seven-year period.*
 - *Individuals who have completed an accredited residency program prior to January 1, 2012 will have until January 1, 2019 to become board certified.*
 - *Individuals who do not become certified during the seven-year period (or before January 1, 2019 for those who completed residency training before January 1, 2012) will be required to (1) repeat the required clinical skills evaluations; and (2) complete one stage of MOC (90 CME credits, 24 self-assessment CME credits, and one PIP Unit that includes a clinical and feedback module) in order to be credentialed to take the ABPN Certification Examination.*
1. This position requires privileging by IHSC.
2. Maintains BLS for Healthcare Providers® certification through the American Heart Association.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of the indications and contraindications, complications and techniques in the various psychiatric treatment and diagnostic modalities.
2. Ability and proficiency to properly use equipment, materials and supplies in simple diagnostic and treatment procedures.
3. Teaching experience acknowledging a level of expertise and capacity for developing and accessing clinical educational programs.
4. Ability to work in a multi-cultural and multi-lingual environment.
5. Ability to utilize telephonic interpreter/translation services to complete assigned duties if not fluent in a language the patient understands.
6. Ability to adapt to sudden changes in schedules and flexibility in work requirements.

7. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with patients, co-workers and other stakeholders.
8. Ability to establish and maintain positive working relationships in a multidisciplinary environment.
9. Ability to navigate in an electronic work environment including electronic health records, web based training and communications.
10. Moderate proficiency in, common Microsoft Office programs, specifically Microsoft Word, Excel, Outlook and SharePoint.
11. Knowledge of regulations (HIPAA/Privacy Act) regarding the confidentiality of patient medical records and information as well as Personally Identifiable Information (PII).
12. Verbal and written proficiency in Spanish (preferred, not required).

MAJOR DUTIES AND RESPONSIBILITIES

1. Provides direct care to patients within discipline Scope of Practice and performs functions in accordance with current accepted practice, licensure, certification, credentialing and or granted privileges.
2. Provides age appropriate screening, treatment, and patient instruction pertinent to the discipline and facility setting for acute and chronic conditions.
3. May be expected to respond to and or coordinate response to medical emergencies.
4. Prescribes and monitors psychiatric medication treatment services including monitoring the side effects of medication and/or adverse reactions.
5. Offers comprehensive psycho-educational information with each medication/somatic treatment regarding the patient's mental illness, emotional disturbance or behavior disorder, treatment goals, potential benefits and the risk of treatment, self-monitoring aids, and identifies support groups for therapeutic assistance.
6. Utilizes the evidence-based algorithms for decision-making regarding patient assessment and medication management.
7. Utilizes Assessment of Involuntary Movement Scale (AIMS) is used if identified treatment carries the risk of inducing a movement disorder.
8. Adheres to medical standards in accordance with IHSC policies, American Psychiatric Association standards, and legal requirements.
9. Determines the need for core treatment and specialty services for identified patients in a full range of psychiatric problems.
10. Performs various diagnostic and treatment procedures, including cognitive and behavioral psychotherapy, supportive individual and group psychotherapy, somatic therapies (including the use of traditional and atypical drugs).
11. Provides professional, recovery based psychiatric care considerate of cultural and ethnic diversity and focuses on empowering individuals to change their own lives.
12. Assures patients are treated with dignity and are consulted when evaluating and/or revising treatment and services.
13. Utilizes evidence-based practices to promote recovery, reduces stigma and unconditionally enhance the quality of life.

14. Assures a positive therapeutic milieu exists during treatment and emphasizes recovery goals.
15. Participates in comprehensive performance improvement and utilization management plans to include:
 - Quality and appropriateness of services,
 - Evaluation of patient-based functions,
 - Decreasing the escalation of healthcare costs, and
 - Improvement in patient outcomes.
16. Prepares or oversees the preparation of documentation, testimony, and written orders needed for care, treatment, medical records, legal actions, referrals, performance development, credentials/privileges, and administrative requirements.
17. Provides expert guidance to the Director and other staff in all matters pertaining to mental health treatment (modalities and medications), and mental health programs both domestic and international.
18. Analyzes public health care trends, in the mental health area, of related special population groups and assists in developing and implementing policies and guidelines to improve mental health services of such groups.
19. Assumes responsibility for the non-psychiatric medical evaluation, diagnosis and treatment of patients for whom she or he is responsible in the absence of non-psychiatric physicians in emergency situations and within incumbent's competency and scope of practice.
20. Provides clinical supervision to mental health staff.
21. Spends at least 60% of time in direct patient care to meet the performance targets set by the IHSC.
22. Provides specialized medical services to "outpatients" and provides psychiatric care to patients in the Medical Housing Unit. Specific duties involve all aspects of health care delivery. The incumbent will work in concert with both facility staff and consultant specialists in various clinical areas.
23. Acts as a mental health consultant to medical staff, providing oversight and direction related to the provision of mental health care.
24. Examines and orders appropriate diagnostic testing and provides necessary treatment and/or medications as required. Refers selected cases to consultant specialists when necessary. Refers residents requiring hospitalization to a community hospital and to an appropriate admitting physician.
25. Ensures that proper evaluations and treatments are carried out and documented. Incumbent shall constantly monitor and evaluate the quality of patient care, providing data to the departmental Performance Improvement program, and other agencies or committees as required.
26. May be required to see patients who are not in the category of his/her expertise but within his or her scope of practice.
27. Assures proper maintenance of medical records, preparation of reports, etc., as related to the area of responsibility. Makes recommendations on matters of policy, procedures, training, personnel, and equipment as related to specific area of responsibility.
28. Performs record keeping functions in accordance with program policies and position.
29. Maintains functional proficiency and ease of use utilizing electronic health records as required by, and appropriate to, position.

30. Completes and passes all discipline specific competencies testing, initially and annually.
31. Completes all initial, annual and ad hoc training as required/assigned.
32. Maintains patient confidentiality, and confidentiality of medical records, in compliance with the Privacy Act and HIPAA regulations in all work activities.
33. Adheres to, and maintains awareness of, IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC.
34. Adheres to, and participates in, IHSC's Safety, Prevention, Infection and Control, Quality Improvement, Patient Education and other programs and collateral duties as appropriate to position.
35. Attends and participates in general/medical staff meetings.
36. Other duties as assigned.

DUTY HOURS / ON-CALL REQUIREMENTS

IHSC operates 24/7/365 you may be required to respond telephonically during emergency call back roster activation.

1. This full time position is required to provide rotational on-call coverage and may need to return to the facility during non-core hours to provide care.

SECURITY REQUIREMENTS

1. The Department of Homeland Security's Personnel Security Unit (PSU) must render a Preliminary Favorable Fitness Determination to be considered a qualified candidate.
2. A Complete Favorable Fitness Determination must be rendered by PSU upon completion of initial and subsequent background investigations to meet the requirements of this position.

PHYSICAL DEMANDS

1. Required to walk unaided at a normal pace for up to 10 minutes and maintain balance.
2. Required to respond to any medical emergency within 4 minutes, where a fast walk or jog may be necessary to provide assistance.
3. Required to perform CPR/emergency care standing or kneeling.
4. Must have the ability to assist sick, injured or aging residents or staff exiting the building during an emergency (may require lifting, dragging, wheeling or carrying someone who weighs significantly more than self).
5. Must be able to see, hear and smell with or without the use of aides if necessary (exceptions on a case by case basis).
6. Must easily alternate between kneeling and standing.
7. Must be able to lift, push, or carry 30 pounds.
8. Must perform the duties in a stressful and often austere environment without physical limitations.
9. Must be capable of standing on hard surfaces (cement floors) for long periods of time.

SUPERVISORY CONTROLS

PSYCHOLOGIST

Contract Position Description

INTRODUCTION

The ICE Health Services Corps (IHSC) exists within the organizational structure of the United States Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO) under the supervision of the Department of Homeland Security (DHS). The United States Public Health Service (USPHS) Commissioned Corps Officers, civil service staff and contractors comprise the healthcare professionals working together to provide quality healthcare services. IHSC serves as the medical experts for ICE for resident health care.

MISSION

IHSC's mission is to provide medical care to maintain the health of individuals in the custody of ICE through an integrated health care delivery system, based on nationally recognized correctional, detention and residential health care standards. The Agency is committed to providing healthcare services to protect the nation's health, reduce global disease and provide medical support for the law enforcement mission of the safe apprehension, enforcement and removal of detained individuals involved in immigration proceedings. IHSC is committed to ensuring a system of care that is ethical, responsible, and accountable through rigorous surveillance and monitoring activities.

ATTRIBUTES AND PROFESSIONAL QUALITIES

1. Strong oral and written communication skills.
2. Excellent interpersonal skills.
3. Critical thinking skills
4. Cultural competency.
5. Integrity and honesty.
6. Verbal and written proficiency in Spanish (preferred, not required).
7. Experience in a detention/correctional or residential healthcare setting (preferred, not required).

REQUIRED EDUCATION AND EXPERIENCE

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education

1. A Doctoral Degree in Psychology from a graduate program accredited by the American Psychological Association.
2. Minimum one year of clinical practice at the licensed independent level as a clinical psychologist.

REQUIRED LICENSURE / CERTIFICATION

1. Hold a full, current and unrestricted license at the Doctoral level for the independent practice

01 September 2015

PUBLIC HEALTH ANALYST (HEADQUARTERS/FIELD OFFICE)

Contract Position Description

INTRODUCTION

The ICE Health Services Corps (IHSC) exists within the organizational structure of the United States Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO) under the supervision of the Department of Homeland Security (DHS). The United States Public Health Service (USPHS) Commissioned Corps Officers, civil service staff and contractors comprise the healthcare professionals working together to provide quality healthcare services. IHSC serves as the medical experts for ICE for detainee health care. The incumbent will support the Infectious Disease Consultant and the Public Health, Safety, and Preparedness (PHSP) Unit jointly with a duty station either in Washington, DC or San Diego, CA.

MISSION

IHSC's mission is to provide medical care to maintain the health of individuals in the custody of ICE through an integrated health care delivery system, based on nationally recognized correctional, detention and residential health care standards. The Agency is committed to providing healthcare services to protect the nation's health, reduce global disease and provide medical support for the law enforcement mission of the safe apprehension, enforcement and removal of detained individuals involved in immigration proceedings. IHSC is committed to ensuring a system of care that is ethical, responsible, and accountable through rigorous surveillance and monitoring activities.

ATTRIBUTES AND PROFESSIONAL QUALITIES:

1. Leadership skills.
2. Strong organizational and time management skills.
3. Strong analytic problem solving, judgment and decision-making skills.
4. Cultural competency.
5. Excellent interpersonal skills.
6. Superior oral and written communication skills in English.
7. Integrity and honesty.
8. Maintains professional skills via continuing education opportunities.

REQUIRED EDUCATION AND EXPERIENCE:

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education

1. Professional background in epidemiology, public health, or preparedness preferably associated with a custody setting.
2. Master's degree in public health or related field.
3. Experience with public health practice.
4. Proficiency with presentation of scientific and public health information

REQUIRED LICENSURE/CERTIFICATION

1. This position does not require licensure or certification, or privileging by IHSC.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Proficiency with quantitative data analysis, statistical programming, and data interpretation.
2. Flexibility in applying analytical public health skills and knowledge in a detention health services environment.
3. Proficiency with epidemiologic analysis using at least one statistical analysis software package.
4. Proficiency with professional and technical writing in English.
5. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
6. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with co-workers and other stakeholders.
7. Ability to establish and maintain positive working relationships in a multidisciplinary environment.
8. Ability to navigate in an electronic work environment including electronic health records, web based training and communications.
9. Proficiency with Adobe Acrobat Pro.
10. Knowledge of, and moderate proficiency in, common Microsoft Office programs, specifically Microsoft Word, Excel, Outlook, PowerPoint, and SharePoint.
11. Ability to create and edit documents using Microsoft Office Tools
12. Knowledge of regulations (HIPAA/Privacy Act) regarding the confidentiality of patient medical records and information as well as Personally Identifiable Information (PII).

MAJOR DUTIES AND RESPONSIBILITIES:

1. Conducts surveillance, epidemiologic, and operational analyses involving statistical programming, data interpretation, and preparation of results.
2. Supports infectious disease surveillance, tuberculosis case management, and public health interventions and special projects.
3. Prepares written analytic reports.
4. Prepares literature reviews; compiles, analyzes, and summarizes information concisely and at a level suitable for the intended audience.

5. Write official guidance and planning documents.
6. Collaborates with public health and law enforcement partners.
7. Maintains current knowledge of program areas.
8. Assesses program goals, objectives, priorities, progress, impact, and outcomes 9. Travel as directed for the needs of the Agency.
10. Completes all initial, annual and ad hoc training as required/assigned.
11. Maintains patient confidentiality, and confidentiality of medical records, in compliance with the Privacy Act and HIPAA regulations in all work activities.
12. Adheres to, and maintains awareness of, IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC
13. Adheres to, and participates in, IHSC's Safety, Prevention, Infection and Control, Quality Improvement, Patient Education and other programs and collateral duties as appropriate to position.
14. Attends and participates in general/medical staff meetings.
15. Other duties as assigned

ON-CALL REQUIREMENTS

1. IHSC operates 24/7/365; this position may be required to respond during an emergency activation.
2. On-call availability is not required for this position.

SECURITY REQUIREMENTS

1. The Department of Homeland Security's Personnel Security Unit (PSU) must render an Initial Preliminary Favorable Fitness Determination to be considered a qualified candidate.
2. A Complete Favorable Fitness Determination must be rendered by PSU upon completion of initial, and between, subsequent background investigations to meet the requirements of this position.

PHYSICAL DEMANDS

1. Required to walk unaided at a normal pace for up to 10 minutes and maintain balance.
2. Required to respond to any medical emergency within 4 minutes, where a fast walk or jog may be necessary to provide assistance.
3. Required to perform CPR/emergency care standing or kneeling.
4. Must have the ability to assist sick, injured or aging detainees or staff exiting the building during an emergency (may require lifting, dragging, wheeling or carrying someone who weighs significantly more than self).
5. Must be able to see, hear and smell with or without the use of aides if necessary (exceptions on a case by case basis).

6. Must easily alternate between kneeling and standing.
7. Must be able to lift, push, or carry 30 pounds.
8. Must perform the duties in a stressful and often austere environment without physical limitations.
9. Must be capable of standing on hard services (cement floors) for long periods of time.

SUPERVISORY CONTROLS

This is a contract position and supervisory controls will be set forth by the contract vendor. Technical oversight will be provided by the Government Technical Monitor (GTM).

ACKNOWLEDGEMENT

My signature below acknowledges that I have read, understand and am able to perform, the duties and requirements of this position description.

Employee: _____
Sign / Print _____
 Date

Witness: _____
Sign / Print _____
 Date

REGISTERED NURSE - Risk Manager (Medical Quality Management Unit)

Contract Position Description

INTRODUCTION

The ICE Health Services Corps (IHSC) exists within the organizational structure of the United States Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO) under the supervision of the Department of Homeland Security (DHS). The United States Public Health Service (USPHS) Commissioned Corps Officers, civil service staff and contractors comprise the healthcare professionals working together to provide quality healthcare services. IHSC serves as the medical experts for ICE for detainee health care.

MISSION

IHSC's mission is to provide medical care to maintain the health of individuals in the custody of ICE through an integrated health care delivery system, based on nationally recognized correctional, detention and residential health care standards. The Agency is committed to providing healthcare services to protect the nation's health, reduce global disease and provide medical support for the law enforcement mission of the safe apprehension, enforcement and removal of detained individuals involved in immigration proceedings. IHSC is committed to ensuring a system of care that is ethical, responsible, and accountable through rigorous surveillance and monitoring activities.

ATTRIBUTES AND PROFESSIONAL QUALITIES

1. Strong oral and written communication skills.
2. Excellent interpersonal skills.
3. Critical thinking skills.
4. Cultural competency.
5. Integrity and honesty.
6. Verbal and written proficiency in Spanish (preferred, not required).
7. Experience in a detention/correctional or residential healthcare setting (preferred, not required).

REQUIRED EDUCATION AND EXPERIENCE

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education

1. Graduate from a associate's or baccalaureate nursing program for Registered Nurses located in a State, the District of Columbia, or a U.S. territory accredited by The Accreditation Commission For Education in Nursing (ACEN) or The Commission on Collegiate Nursing Education (CCNE).
2. Advanced degree (e.g. MA, MS) from a recognized accredited institution (preferred).
3. Experience related to healthcare quality management, administration and /or health program management.

06 March 2017

4. Certification in Healthcare Quality or Risk Management or able to obtain certification within one year of employment.
5. Minimum five years of professional experience as a licensed registered nurse in a hospital, medical office or residential setting.

REQUIRED LICENSURE / CERTIFICATION

1. Current, full and unrestricted licensed as Registered Nurse in the state in which the duty station is located. Any changes to license must be reported to employer immediately.
2. This position does not require privileging by IHSC.
3. Maintains BLS for Healthcare Providers® certification through the American Heart Association®.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of National Detention Standards (NDS), Performance-based National Detention Standards (PBNDS) and Family Residential Standards (FRS), National Commission of Correctional Healthcare (NCCHC) and American Correctional Association (ACA).
2. Ability to navigate in an electronic work environment including electronic health records, web based training and communications.
3. Knowledge of, and moderate proficiency in, common Microsoft Office programs, specifically Microsoft Word, Excel, Outlook and SharePoint.
4. Knowledge of regulations (HIPAA/Privacy Act) regarding the confidentiality of patient medical records and information as well as Personally Identifiable Information (PII).
5. Ability to interact well and collaborate with all levels of personnel and management in IHSC, ERO, ICE and DHS offices, and with federal GS employees, Commissioned Corps officers and contractors.
6. Demonstrate strong organization and time management skills.
7. Demonstrate strong oral and written communication skills.
8. Cultural competency and interpersonal skills.

MAJOR DUTIES AND RESPONSIBILITIES

1. Enforce risk management program initiatives, and enact the changes in clinical practice, policy and procedures to preserve the agency's assets, reputation and quality of care.
2. Provide policy guidance, consultation and review of sentinel events.
3. Develop, review and revise policies and guides related to risk management annually, or as necessary to reduce mitigating risks to the agency.
4. Monitoring and training on the incident reporting electronic tool.
5. Participate in the development of risk management activities, e.g. root cause analysis (RCA) of incidents that occurred in the facilities and provide proactive risk reduction strategies.
6. Collect data, monitor trends and report results to the Compliance and Risk Management Program Manager and/or Chief, Medical Quality Management.
7. Ensure established standards of care are monitored in ICE facilities as well as in contract detention facilities and jails throughout the United States.

ASSISTANT NURSE MANAGER

Contract Position Description

INTRODUCTION

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It is the responsibility of the Assistant Nurse Manager to adhere to policies and procedures as stated in the ICE Health Service Corps (IHSC) Policies and Procedures Manual and IHSC National Guidance

MISSION:

IHSC's mission is to provide medical care to maintain the health of individuals in the custody of ICE through an integrated health care delivery system, based on nationally recognized correctional, detention and residential health care standards. The Agency is committed to providing healthcare services to protect the nation's health, reduce global disease and provide medical support for the law enforcement mission of the safe apprehension, enforcement and removal of detained individuals involved in immigration proceedings. IHSC is committed to ensuring a system of care that is ethical, responsible, and accountable through rigorous surveillance and monitoring activities.

ATTRIBUTES AND PROFESSIONAL QUALITIES

1. Strong oral and written communication skills.
2. Strong leadership skills.
3. Excellent interpersonal skills.
4. Critical thinking skills.
5. Cultural competency.
6. Integrity and honesty.
7. Verbal and written proficiency in Spanish (preferred, not required).
8. Experience in a detention/correctional or residential healthcare setting (preferred, not required).

REQUIRED EDUCATION AND EXPERIENCE

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education

1. Graduate from an accredited Nursing program for Registered Nurses located in a State, the District of Columbia or a U.S. territory.
2. Bachelor's Degree in Nursing.
3. Minimum six (6) years professional nursing experience.
4. Minimum (3) years supervisory experience.

REQUIRED LICENSURE/CERTIFICATION

1. Maintains current, active and unrestricted license to practice as a Registered Nurse in the state in which the duty station is located. Any changes to license must be reported to employer immediately.
2. This position does not require privileging by IHSC.
3. Maintains BLS for Healthcare Providers® certification through the American Heart Association.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of a wide range of complex nursing concepts, principles, and practices to perform nursing assessments of considerable diversity to include mental health, medical surgical, ambulatory and emergency nursing care.
2. Knowledge of team building principles.
3. Knowledge of staff development and basic adult learner teaching skills.
4. Knowledge of the Nurse Practice Act for the licensing state and/or the state in which one practices nursing.
5. Knowledge of managing non-compliant patients, special needs populations, and patients with significant deficits in coping skills, thereby requiring continuing professional clinical support.
6. Ability to work in a multi-cultural and multi-lingual environment.
7. Ability to utilize telephonic interpreter/translation services to complete assigned duties if not fluent in a language the patient understands.
8. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
9. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with patients, co-workers and other stakeholders.
10. Ability to establish and maintain positive working relationships in a multidisciplinary environment.
11. Ability to navigate in an electronic work environment including electronic health records, web based training and communications.
12. Moderate proficiency in, common Microsoft Office programs, specifically Microsoft Word, Excel, Outlook and SharePoint.
13. Knowledge of regulations (HIPAA/Privacy Act) regarding the confidentiality of patient medical records and information as well as Personally Identifiable Information (PII).

MAJOR DUTIES AND RESPONSIBILITIES

1. Assists Nurse Manager in providing front line supervision of patient care provided by all nursing staff including nursing assistants or technicians/medical assistants.
2. Provides supportive assistance to the clinic/traffic coordinator as needed.
3. Monitors data elements of the electronic health record (eCW) to ensure compliance.
4. Provides electronic health record support and training to all nursing staff including nursing assistants or technicians/medical assistants.
5. Reviews identified patient records to assess treatment progress, adequacy of record keeping, and implementation of appropriate clinical guidelines.

6. Assists Nurse Manager in planning and/or collaborating patient care interventions with other health care professionals using in-depth knowledge of the specific patient's status, anticipating physiological and/or psychological appropriate or adverse responses
7. Conducts staff in-services on general and complex subjects with improvement of nursing and medical care as expected outcomes.
8. Provides orientation and training of new nursing personnel to protocols, requirements, and the specifics of the patient population.
9. Meets regularly with multidisciplinary treatment team members to discuss proposed revisions of medical treatment.
10. Provides appropriate health teaching and counseling to provide reinforcement and guidance to minimize protocol deviations.
11. Participates in developing recommendations for improved efficiency of patient care.
12. Serves as a liaison while maintaining collaborative relationships with members of other healthcare disciplines.
13. Serves as a team member for analyzing established protocol practices and identifying areas for improvement.
14. Assists Nurse Manager with program/project design activities, strategy development, problem resolution, and project implementation.
15. Assists in coordination of the treatment and transport, if necessary, of acutely ill or injured patients.
16. Reports all major changes of patient status to appropriate providers in a timely manner.
17. Performs record keeping functions in accordance with program policies and position.
18. Completes and passes all discipline specific competencies testing, initially and annually.
19. Completes all initial, annual and ad hoc training as required/assigned.
20. Maintains patient confidentiality, and confidentiality of medical records, in compliance with the Privacy Act and HIPAA regulations in all work activities.
21. Adheres to, and maintains awareness of, IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC.
22. Adheres to, and participates in, IHSC's Safety, Prevention, Infection and Control, Quality Improvement, Patient Education and other programs and collateral duties as appropriate to position.
23. Attends and participates in general/medical staff meetings.
24. Assumes Nurse Manager duties as needed.
25. Performs duties as a staff Registered Nurse (see Registered Nurse Position Description) in times of critical needs across the facility as deemed necessary by the Health Services Administrator and/or Government Technical Monitor.
26. Other duties as assigned.

DUTY HOURS / ON-CALL REQUIREMENTS

IHSC operates 24/7/365 you may be required to respond telephonically during emergency call back roster activation.

1. This full time position is required to be available telephonically and/or to report to the facility during non-core hours.
2. This full time position requires availability to work days, evenings, as well as weekends and holidays Night shifts may be, but are generally not required.

SECURITY REQUIREMENTS

- 1. The Department of Homeland Security’s Personnel Security Unit (PSU) must render a Preliminary Favorable Fitness Determination to be considered a qualified candidate.
- 2. A Complete Favorable Fitness Determination must be rendered by PSU upon completion of initial and subsequent background investigations to meet the requirements of this position.

PHYSICAL DEMANDS

- 1. Required to walk unaided at a normal pace for up to 10 minutes and maintain balance.
- 2. Required to respond to any medical emergency within 4 minutes, where a fast walk or jog may be necessary to provide assistance.
- 3. Required to perform CPR/emergency care standing or kneeling.
- 4. Must have the ability to assist sick, injured or aging residents or staff exiting the building during an emergency (may require lifting, dragging, wheeling or carrying someone who weighs significantly more than self).
- 5. Must be able to see, hear and smell with or without the use of aides if necessary (Exceptions on a case by case basis).
- 6. Must easily alternate between kneeling and standing.
- 7. Must be able to lift, push, or carry 30 pounds.
- 8. Must perform the duties in a stressful and often austere environment without physical limitations.
- 9. Must be capable of standing on hard services (cement floors) for long periods of time.

SUPERVISORY CONTROLS

This is a contract position and supervisory controls will be set forth by the contract vendor. Performance oversight will be provided by the Government Technical Monitor (GTM).

ACKNOWLEDGEMENT

My signature below acknowledges that I have read, understand and am able to perform, the duties and requirements of this position description.

Employee: _____

Sign / Print Date

Witness: _____

Sign / Print Date

FAMILY PRACTICE PHYSICIAN / PEDIATRICIAN

Contract Position Description

INTRODUCTION

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MISSION

IHSC's mission is to provide medical care to maintain the health of individuals in the custody of ICE through an integrated health care delivery system, based on nationally recognized correctional, detention and residential health care standards. The Agency is committed to providing healthcare services to protect the nation's health, reduce global disease and provide medical support for the law enforcement mission of the safe apprehension, enforcement and removal of detained individuals involved in immigration proceedings. IHSC is committed to ensuring a system of care that is ethical, responsible, and accountable through rigorous surveillance and monitoring activities.

ATTRIBUTES AND PROFESSIONAL QUALITIES

1. Strong oral and written communication skills.
2. Excellent interpersonal skills.
3. Critical thinking skills
4. Cultural competency.
5. Integrity and honesty.
6. Verbal and written proficiency in Spanish (preferred, not required).
7. Experience in a detention/correctional or residential healthcare setting (preferred, not required).

REQUIRED EDUCATION AND EXPERIENCE

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education

1. Doctor of Medicine or Doctor of Osteopathic Medicine from a school in the United States or,
2. Doctor of Medicine or equivalent degree from a foreign medical school that provided education and medical knowledge substantially equivalent to accredited schools in the United States as established by:
 - a. The National Committee on Foreign Medical Education and Accreditation

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- (NCFMEA) and
- b. Permanent certification by the Educational Commission for Foreign Medical Graduates (ECFMG).

REQUIRED LICENSURE / CERTIFICATION

1. Current, full, and unrestricted license to practice medicine in the state in which the duty station is located. The license must be maintained in a permanent, full, and unrestricted status during the term of employment. Any changes to licensure must be reported to employer immediately.
2. Current Board certification in Family Practice by the American Board of Family Medicine or
Current Board certification in Pediatrics by the American Board of Pediatrics
 - *Candidates not board certified at the time of hiring must be presented to the IHSC Medical Director for concurrence.*
3. This position requires privileging by IHSC.
4. Maintains BLS for Healthcare Providers® certification through the American Heart Association.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Expert knowledge of the current standards of practice in clinical medicine.
2. Ability to serve proficiently as a clinical expert, providing technical assistance and consultation to clinic medical staff.
3. Ability and proficiency to properly use equipment, materials and supplies in simple diagnostic and treatment procedures.
4. Ability to provide input for congressional inquiries and to effectively communicate with Federal Agencies and other organizations as indicated.
5. Mastery of managerial and administrative practices, to include expertise in routine management of ambulatory clinic functioning and responsibilities.
6. High degree of independence, initiative, clinical judgment, and follow-through on a wide range of sensitive, complex, and clinical issues.
7. Teaching experience acknowledging a level of expertise and capacity for developing and accessing clinical educational programs.
8. Knowledge of issues confronting the healthcare delivery system, including specific problems and concerns of special population groups.
9. Knowledge of program policies and guidelines, and operating procedures relating to healthcare delivery systems.
10. Knowledge of organizations and responsibilities of all levels of government operations.
11. Ability to work in a multi-cultural and multi-lingual environment.
12. Ability to utilize telephonic interpreter/translation services to complete assigned duties if not fluent in a language the patient understands.
13. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
14. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with patients, co-workers and other stakeholders.

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15. Ability to establish and maintain positive working relationships in a multidisciplinary environment.
16. Ability to navigate in an electronic work environment including electronic health records, web based training and communications.
17. Moderate proficiency in, common Microsoft Office programs, specifically Microsoft Word, Excel, Outlook and SharePoint.
18. Knowledge of regulations (HIPAA/Privacy Act) regarding the confidentiality of patient medical records and information as well as Personally Identifiable Information (PII).

MAJOR DUTIES AND RESPONSIBILITIES

1. Serves as the on-site medical authority within the scope of services provided by IHSC.
2. Clinical supervisory authority over mid-level providers as well as the nursing staff and pharmacy.
3. Responsible for developing and coordinating all aspects of healthcare delivery at his/her assigned facility.
4. Provides direct care to patients within discipline Scope of Practice and performs functions in accordance with current accepted practice, licensure, certification, credentialing and or granted privileges.
5. Provides age appropriate screening, treatment, and patient instruction pertinent to the discipline and facility setting for acute and chronic conditions.
6. Assures appropriate diagnostic and therapeutic tests and services are available, utilized and monitored.
7. Acts as initial reviewer for all outside referrals/consults to specialty services not offered at the local facility.
8. Conducts daily rounds on patients in the Medical Housing Unit.
9. May be expected to respond to and or coordinate response to medical emergencies.
10. Seeks guidance from the IHSC Medical Director, Associate Medical Director, Regional Clinical Directors or other IHSC senior leadership as appropriate.
11. Serves as chairperson of local performance improvement and pharmacy and therapeutics committee.
12. Performs record keeping functions in accordance with program policies and position.
13. Maintains functional proficiency and ease of use utilizing electronic health records as required by, and appropriate to, position.
14. Completes and passes all discipline specific competencies testing, initially and annually.
15. Completes all initial, annual and ad hoc training as required/assigned.
16. Maintains patient confidentiality, and confidentiality of medical records, in compliance with the Privacy Act and HIPAA regulations in all work activities.
17. Adheres to, and maintains awareness of, IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC.
18. Adheres to, and participates in, IHSC's Safety, Prevention, Infection and Control, Quality Improvement, Patient Education and other programs and collateral duties as appropriate to position.
19. Attends and participates in general/medical staff meetings.

12 August 2015

20. Other duties as assigned.

DUTY HOURS / ON-CALL REQUIREMENTS

IHSC operates 24/7/365 you may be required to respond telephonically during emergency call back roster activation.

1. This full time position is required to provide rotational on-call coverage and may need to return to the facility during non-core hours to provide care.
2. This full time position is required to be available telephonically and/or to report to the facility during non-core hours.

SECURITY REQUIREMENTS

1. The Department of Homeland Security's Personnel Security Unit (PSU) must render a Preliminary Favorable Fitness Determination to be considered a qualified candidate.
2. A Complete Favorable Fitness Determination must be rendered by PSU upon completion of initial and subsequent background investigations to meet the requirements of this position.

PHYSICAL DEMANDS:

1. Required to walk unaided at a normal pace for up to 10 minutes and maintain balance.
2. Required to respond to any medical emergency within 4 minutes, where a fast walk or jog may be necessary to provide assistance.
3. Required to perform CPR/emergency care standing or kneeling.
4. Must have the ability to assist sick, injured or aging residents or staff exiting the building during an emergency (may require lifting, dragging, wheeling or carrying someone who weighs significantly more than self).
5. Must be able to see, hear and smell with or without the use of aides if necessary (exceptions on a case by case basis).
6. Must easily alternate between kneeling and standing.
7. Must be able to lift, push, or carry 30 pounds.
8. Must perform the duties in a stressful and often austere environment without physical limitations.
9. Must be capable of standing on hard services (cement floors) for long periods of time.

SUPERVISORY CONTROLS

This is a contract position and supervisory controls will be set forth by the contract vendor. Technical oversight will be provided by the Government Technical Monitor (GTM).

ACKNOWLEDGEMENT

My signature below acknowledges that I have read, understand and am able to perform, the duties and requirements of this position description.

12 August 2015

Employee: _____
Sign / Print

Date

Witness: _____
Sign / Print

Date

12 August 2015

REGISTERED NURSE

Contract Position Description

INTRODUCTION

The ICE Health Services Corps (IHSC) exists within the organizational structure of the United States Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO) under the supervision of the Department of Homeland Security (DHS). The United States Public Health Service (USPHS) Commissioned Corps Officers, civil service staff and contractors comprise the healthcare professionals working together to provide quality healthcare services. IHSC serves as the medical experts for ICE for detainee health care.

MISSION

IHSC's mission is to provide medical care to maintain the health of individuals in the custody of ICE through an integrated health care delivery system, based on nationally recognized correctional, detention and residential health care standards. The Agency is committed to providing healthcare services to protect the nation's health, reduce global disease and provide medical support for the law enforcement mission of the safe apprehension, enforcement and removal of detained individuals involved in immigration proceedings. IHSC is committed to ensuring a system of care that is ethical, responsible, and accountable through rigorous surveillance and monitoring activities.

ATTRIBUTES AND PROFESSIONAL QUALITIES

1. Strong oral and written communication skills.
2. Excellent interpersonal skills.
3. Critical thinking skills.
4. Cultural competency.
5. Integrity and honesty.

REQUIRED EDUCATION AND EXPERIENCE

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education

1. Graduate from a associate's or baccalaureate nursing program for Registered Nurses located in a State, the District of Columbia, or a U.S. territory accredited by The Accreditation Commission For Education in Nursing (ACEN) or The Commission on Collegiate Nursing Education (CCNE).
2. Minimum one year of professional experience as a licensed registered nurse in a hospital, medical office or residential setting.
3. Experience in a detention/correctional or residential healthcare setting (preferred, not required).

REQUIRED LICENSURE / CERTIFICATION

1. Current, full and unrestricted licensed as Registered Nurse in the state in which the duty station is located. Any changes to license must be reported to employer immediately.
2. This position does not require privileging by IHSC.
3. Maintains BLS for Healthcare Providers® certification through the American Heart Association®.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Verbal and written proficiency in Spanish
2. Ability to properly use equipment, materials and supplies in simple diagnostic and treatment procedures.
3. Ability to work in a multi-cultural and multi-lingual environment.
4. Ability to utilize telephonic interpreter/translation services to complete assigned duties if not fluent in a language the patient understands.
5. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
6. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with patients, co-workers and other stakeholders.
7. Ability to establish and maintain positive working relationships in a multidisciplinary environment.
8. Ability to navigate in an electronic work environment including electronic health records, web based training and communications.
9. Knowledge of, and moderate proficiency in, common Microsoft Office programs, specifically Microsoft Word, Excel, Outlook and SharePoint.
10. Knowledge of regulations (HIPAA/Privacy Act) regarding the confidentiality of patient medical records and information as well as Personally Identifiable Information (PII).

MAJOR DUTIES AND RESPONSIBILITIES

1. Provides direct care to patients within discipline Scope of Practice and performs functions in accordance with current accepted practice, licensure, certification, credentialing and or granted privileges.
2. Provides treatment of persons throughout the life span as appropriate to discipline and facility setting.
3. May be expected to respond to and or coordinate response to medical emergencies. Must appropriately document patient/resident encounters electronically according to current standards of care using electronic health records.
4. Provides supervision of Licensed Vocational/Practical Nurses, as assigned.
5. Evaluates health care needs of residents and develops nursing care plans to meet those needs.
6. Provides assessment and treatment of residents during sick call utilizing the IHSC RN Guidelines and refers to mid-level provider and/or physician as appropriate.
7. Provides screening of residents during intake per IHSC established policies and procedures.
8. Obtains residents' medical histories and appropriately refers abnormal findings or responses or stated medical problems to the physician and/ or mid-level provider.
9. Draws labs as requested and collects laboratory specimens.

12 February 2016

10. Destroys and properly disposes of all sharps to include but not limited to needles and syringes according to hazardous waste, infection control and safety guidance.
11. Assists in the disposal of biologically hazardous wastes on a regular basis as needed.
12. Administers medications, immunizations, education or other needed treatments as ordered/recommended.
13. Adheres to professional nursing principals, procedures and techniques for appropriate patient care and take direction from onsite administrative personnel.
14. Adheres to medication administration guidelines, understand pharmaceutical agents and their desired effects recognize adverse effects and take appropriate corrective measures as needed.
15. Maintains safety when dispensing medications and is continually cognizant of the potential hazards of drug hoarding and trafficking among residents.
16. Provide patient/resident health education as appropriate
17. Coordinates health care needs of residents with multidisciplinary team members and coordinates referrals to off-site providers as required.
18. Participates as member of multidisciplinary team to ensure that equipment, supplies and logs are available, correct and updated. Ensures all equipment is functional and appropriately maintained according to manufacturer's requirements.
19. Provides radiological services in accordance with scope of practice for practice state and IHSC Policies and Procedures. These services will be primarily to conduct tuberculosis surveillance i.e. digital single view chest x-rays.
20. May serve as clinic coordinator to ensure effective and efficient clinical operations.
21. May participate in peer reviews, Quality Improvement/Quality Assurance activities, Infection Control activities, investigations or other clinically significant activities onsite.
22. Performs record keeping functions in accordance with program policies and position.
23. Maintains functional proficiency and ease of use utilizing electronic health records as required by, and appropriate to, position.
24. Completes and passes all discipline specific competencies testing, initially and annually.
25. Completes all initial, annual and ad hoc training as required/assigned.
26. Maintains patient confidentiality, and confidentiality of medical records, in compliance with the Privacy Act and HIPAA regulations in all work activities.
27. Adheres to, and maintains awareness of, IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC.
28. Adheres to, and participates in, IHSC's Safety, Prevention, Infection and Control, Quality Improvement, Patient Education and other programs and collateral duties as appropriate to position.
29. Attends and participates in general/medical staff meetings.
30. Other duties as assigned.

DUTY HOURS/ ON-CALL REQUIREMENTS

1. IHSC operates 24/7/365; this position is required to respond during an emergency activation.
2. This full time position requires availability to work day, evening and night shifts; availability during weekends and holidays is also required.
3. On-call availability is not required for this position.

Lost, Stolen or Compromised Personal Identity Verification Card (PIV)

ICE PIV card holders are required to immediately notify the ICE HSPD-12 program office when their DHS issued PIV card has been lost, stolen or the Public Key Infrastructure (PKI) certificates are compromised. Failure to report could adversely affect physical and logical access to ICE facilities and systems.

Before any ICE PIV cardholder can be issued a replacement PIV card, they must complete and submit the Report of Survey (ROS). When completing the ROS, cardholders shall ensure the serial number (if known) and acquisition date (card issuance date) are included in the applicable data fields. If the serial number or issuance date of a PIV card is unknown, please contact the ICE HSPD-12 program office at (b)(6); (b)(7)(C) or 202-(b)(6);

Following a successful submission of the ROS, the cardholder will be notified by the HSPD-12 office via email on where to obtain a replacement PIV card and once their PIV profile has been set for reissuance.

Lost/Compromised PIV Cards

In cases where the PIV card has been misplaced or lost, the individual will notify and advise the ICE Service Desk and the ICE HSPD-12 program office that their PIV card has been lost.

- └ The ICE Service Desk will create a service ticket number and provide a temporary 24-hour user name and password for continued access to the ICE network.
- └ The ICE HSPD-12 program office will immediately revoke the certificates on the PIV card and disable all physical accesses programmed on the PIV card.

Stolen PIV cards

In addition to the above notification requirements, a PIV cardholder shall file a police report with the law enforcement agency in the jurisdiction where the theft occurred when a PIV card has been stolen.

- └ A police report is required to be uploaded with the ROS. If a report is not immediately available, the police report/case file number shall be provided in the applicable data field.

To determine the location of the nearest PCIF, cardholders should consult the DHS Nationwide PIV Card Issuance Facility Listing.

HSPD-12 Program Office
U.S. Immigration and Customs Enforcement
Office of Professional Responsibility (OPR)
Physical Security Operations Unit (PSO)

1/31/2017

From: (b)(6), (b)(7)(C)
To: (b)(6), (b)(7)(C)
Cc:
Subject: RE: Wage Determinations
Date: Thursday, August 16, 2018 7:34:00 AM
Attachments: image001.png

(b)(6);
(b)(7)(C)

I did notice that the wage determinations for those sites that were added were missing. Please note that there will be no wage determinations for the Cibola County Correctional Center or Joe Corley Detention Facility as there are only Custody Resource Coordinators which are not SCA applicable positions.

There are SCA positions at the Caroline Detention Center and the Montgomery Processing Center. The following wage determinations are applicable for the locations:

Caroline - WD 2015-4313, Rev.-8, Date of Revision: 07/17/2018

Montgomery – WD 2015-5233, Rev.-9, Date of Revision: 01/10/2018

These two wage determination will be incorporated into the contract on the next modification.

Thank you,

(b)(6), (b)(7)(C)

Contracting Officer
Detention, Compliance & Removals (DCR)
DHS | ICE | Office of Acquisition Management (OAQ)
Office: (202) 732- (b)(6),
Mobile: (202) 878- (b)(7)(C)

(b)(6), (b)(7)(C)

NOTICE: This communication may contain privileged or otherwise confidential information. If you are not an intended recipient or believe you have received this communication in error, any review, dissemination, distribution, or copying of this message is strictly prohibited. Please inform the sender that you received this message in error and delete the message from your system.

From: (b)(6), (b)(7)(C) [stginternational.com]
Sent: Wednesday, August 15, 2018 5:07 PM
To: (b)(6), (b)(7)(C) @ice.dhs.gov>; (b)(6), (b)(7)(C) @ice.dhs.gov>; (b)(6), (b)(7)(C) @ice.dhs.gov>
Cc: (b)(6), (b)(7)(C) <(b)(6), (b)(7)(C)@stginternational.com>
Subject: Wage Determinations

Good afternoon,

Based on the additions of Cibola and Caroline Detention Center we are asking for the wage



STGd
ETGd 00042 2000
ALONG TOMORROW'S HORIZONS TODAY

determinations you have associated with these two locations.

Thank you.

(b)(6), (b)(7)(C)

VP of Finance

STG International, Inc
99 Canal Center Plaza, Suite (b)(6)
Alexandria, Virginia 22314
tel 703.578.(b)(6)
fax 571.255.6545
www.stginternational.com



J-2 – Quality Assurance Surveillance Plan (QASP)

Functional Area	Performance Requirements	Performance Measure	Method of Surveillance	Acceptable Quality Level	Deduction or Withholding Criteria
Staffing*	<p>Vendor shall have scheduled* and working* on-site*, 100% of the position codes listed in J-1-Site Staffing Matrix and as updated in future contract modifications. according to J-3– Position Descriptions.</p>	<p>The count of the number of position codes listed as vacant or filled as per J-11-Site Status Report</p> <p><i>An employee shall keep the same position code for the duration they are employed on the contract unless otherwise approved in writing by the COR.</i></p> <p><i>No other criteria other than “filled”, “vacant”, or “on hold” as per the J-11 Site Status Report, is used to describe the status of a position code.</i></p> <p><i>Unfilled position codes-due to a contract modification, will be exempt from assessment for 45 days from the date of modification, On day 46 it will be reported as filled or vacant (unless “on hold”) on the J-11 Site Status Report.</i></p>	<p>J-11-Site Status Report. Vendor shall provide the completed report to the government weekly.</p> <p>Other methods of surveillance may be used.</p>	<p>100% of position codes at each site as per J-11-Site Status Report will be scheduled and working on-site.</p> <p>Contractor must submit a waiver for consideration to the COR/CO to fill a vacant full-time position code with part time or temporary staff (multiple or single employee). Waivers will be evaluated on a case by case basis and shall not exceed 60 days without written permission from the COR/CO.</p> <p>No site may exceed 20%-part time or temporary assigned staff at any given time.</p>	<p>The monthly amount invoiced per site will be reduced by the sum of deductions applicable to each labor category at that site.</p> <p>LVN/LPNs < 85% = 0.25% < 80% = 0.50% < 75% = 1.00% <XX%=5.00% - See Site Specific Critical Staffing Level- QASP Appendix I</p> <p>RNs < 88% = 0.25% < 83% = 0.50% < 78% = 1.00% <XX%=5.00% - See Site Specific Critical Staffing Level- QASP Appendix I</p> <p>APPs < 90% = 0.25% < 83% = 0.50% < 78% = 1.00% <XX%=5.00% - See Site Specific Critical Staffing Level- QASP Appendix I</p> <p>BHPs < 90% = 0.25% < 83% = 0.50% < 78% = 1.00% <XX%=5.00% - See Site Specific Critical Staffing Level- QASP Appendix I</p> <p>Techs/Assistants < 92% = 0.25% < 87% = 0.50% < 82% = 1.00% <XX%=5.00% - See Site Specific Critical Staffing Level- QASP Appendix I</p> <p>MD/DO-DDS-PharmD-CC < 75% = 0.25% <XX%=5.00% - See Site Specific Critical Staffing Level- QASP Appendix I</p> <p>Site Specific Critical levels for each facility are</p>

Functional Area	Performance Requirements	Performance Measure	Method of Surveillance	Acceptable Quality Level	Deduction or Withholding Criteria
<p>e-QIP Initiation for Contract Modification - Staff Additions - Vacancy</p>	<p>The Contractor will have thirty (30) calendar days from the date of the fully executed contract modification, or effective date of a vacancy, to submit an e-QIP initiation request (with position code) for qualified candidates for those positions.</p> <p>The e-QIP Submission, and Start Date Functional Area timelines are applicable thereafter to staff added under a contract modification or vacancy.</p>	<p>The number of calendar days from the date of the fully executed contract modification, or vacancy, until the submission of e-QIP initiation request for qualified candidates for those positions.</p>	<p>J-11-Site Status Report. Vendor shall provide the completed report to the government weekly.</p> <p>Other methods of surveillance may be used.</p>	<p>100% of contract modification staff additions, or vacancies, will have e-QIP initiation requests submitted for qualified candidates within thirty (30) calendar days.</p>	<p>identified on the QASP Appendix 1.</p> <p>Metrics will be reported in CPARS.</p>
<p>Backfill* For Nursing Staff</p>	<p>The Contractor will provide RN and LVN/LPN backfill for contractor Shift-Call-Out's*</p>	<p>Count of the number of Shift - Call Out's successfully and unsuccessfully backfilled.</p> <p><i>A Call Out shift will be considered successfully backfilled if 50% of that shift has been staffed</i></p>	<p>J-11-Site Status Report. Vendor shall provide the completed report to the government weekly.</p> <p>Other methods of surveillance may be used.</p>	<p>100% of Shift - Call Out's requiring backfill will receive backfill.</p>	<p>Metrics will be reported in CPARS.</p>

Functional Area	Performance Requirements	Performance Measure	Method of Surveillance	Acceptable Quality Level	Deduction or Withholding Criteria
e-QIP Submission	<p>Vendor shall ensure candidate submits a complete (no missing standard documentation) e-QIP security packet (electronic) to PSU and fingerprint cards to the CORs within ten (10) calendar days after receiving notice of e-QIP initiation.</p> <p>Exceptions may be granted on a case by case basis, only if approved in writing by COR.</p>	<p>Number of complete (no missing standard documentation) e-QIP packets received by PSU and fingerprint cards to the CORs within ten (10) calendar days of notification of e-QIP initiation.</p>	<p>J-11-Site Status Report. Vendor shall provide the competed report to the government weekly.</p> <p>Other methods of surveillance may be used.</p>	<p>100% of candidates submit complete electronic e-QIP (security) packets to PSU and fingerprint cards to the CORs within ten (10) calendar days after receiving notice of e-QIP initiation.</p>	<p>Metrics will be reported in CPARS.</p>
Start Dates	<p>Contractor shall ensure staff are on-site and working (start date) within thirty (30) calendar days of notification of initial favorable fitness determination.</p> <p>Exceptions may be granted on a case by case basis, only if approved in writing by COR.</p>	<p>Number of calendar days between notification of initial favorable fitness determination and when that employee is on-site and working.</p>	<p>J-11-Site Status Report. Vendor shall provide the competed report to the government weekly.</p> <p>Other methods of surveillance may be used.</p>	<p>100% of start dates (on-site and working) shall occur within thirty (30) calendar days of notification of initial favorable fitness determination.</p>	<p>Metrics will be reported in CPARS.</p>
Credentialing *	<p>The Vendor shall submit, to on-site Key Personnel, and for the Government Technical Monitors review, a complete credentialing packet for each employee hired, no less than five (5) business days before the employee is on-site and working.</p> <p>Exceptions may be granted on a case by case basis, only</p>	<p>The number of complete and incomplete credentialing packets received, no less than five business days before the employee is on-site and working.</p>	<p>Government Technical Monitor will review credentialing packet documentation received from the vendor through on-site Key Personnel each month. Government Technical Monitor will document and report their findings to the COR's via email.</p> <p>Other methods of surveillance may be</p>	<p>100% of credentialing packets are complete when reviewed by the Government Technical Monitor prior to the start of contract staff.</p>	<p>Metrics will be reported in CPARS.</p>

Functional Area	Performance Requirements	Performance Measure	Method of Surveillance	Acceptable Quality Level	Deduction or Withholding Criteria
	if approved in writing by COR.		used.		
Privileging* for Licensed Independent Providers (LIP's)	<p>Contractor shall present the government with a complete privileging packet, as per J-6-Credentialing and Privileging, no less than ten (10) Business days before start date.</p> <p>Exceptions may be granted on a case by case basis, only if approved in writing by COR.</p>	Number of complete and incomplete privilege application packets received ten (10) Business days before start date of candidate.	<p>J-11-Site Status Report. Contractor shall provide this completed report to the government weekly.</p> <p>Other methods of surveillance may be used.</p>	100%. The government will be provided a complete and accurate privileging application ten (10) Business days prior to candidate's start date.	Metrics will be reported in CPARS.
Competency Assessment (CA)	<p>Vendor staff shall complete the Competency Assessment with no discrepancies between the PD performance requirements and actual demonstrated performance during the CA period within thirty (30) working days.</p> <p><i>Staff not successfully completing the CA will be not be considered as qualified.</i></p> <p><i>Position codes assigned to staff unsuccessfully completing their CA will be considered as having been vacant as of the prior effective date of resignation or termination assigned to that</i></p>	Number of successful/ unsuccessful, discipline specific, competency assessments completed.	<p>The Vendor shall report to the government on a weekly basis the status of their staff currently in the competency assessment period by name and position code. To include start date and scheduled end date of the assessment period. Staff not completing the orientation and competency assessment will be clearly identified in J-11-Site Status Report.</p> <p>Other methods of surveillance may be used.</p>	100% of staff completing the competency assessment demonstrates no discrepancies between the PD performance requirements and actual demonstrated performance.	Metrics will be reported in CPARS.

Functional Area	Performance Requirements	Performance Measure	Method of Surveillance	Acceptable Quality Level	Deduction or Withholding Criteria
	<i>position code.</i>				
Deliverables	100% of deliverables in F-4 – Deliverables Table will be completed by due date.	Date of receipt of deliverables and their corresponding due date.	E-mail receipt to all COR’s email boxes or other method as required	100 % receipt of completed deliverables	< 100% compliance will result in 0.25% withholding of the entire monthly invoice.

1. The Contractor is responsible for performance of ALL terms and conditions of the contract. The performance measures outlined in this QASP will be used to determine Contractor performance in each Functional Area.

2. The Government performs surveillance to determine Contractor performance and guide the Contracting Officer as to withholding or deduction, if any. Withholdings or Deductions, when applied, will be a sum of applicable withholdings or deductions for each functional area.

3. Where an asterisk is present next to a word in the QASP there is a corresponding definition in Contract Section C-34 – Glossary, specific to the implementation of the QASP.

4. Within 48 hours of the occurrence of Critical-level deficient performance, the Contractor must provide a corrective action plan to the COR and Contracting Officer. During a period of Critical-level deficient performance, the Contractor will provide the COR and Contracting Officer daily updates describing all actions taken to address and correct the deficient performance, and the results of those actions. Upon providing notice to the Contractor, the Government may utilize all resources available, including other contractors, in order to fill critical-level staffing shortages until the government is satisfied that the Contractor is able to resume acceptable performance.

5. Funds may be deducted from a monthly invoice as per the QASP. The Contractor will be notified immediately if such a situation arises. The Contracting Officer in consultation with the ICE Program Office will determine the amount of any deduction. The assessment of deductions does not preclude the Contracting Officer from initiating other applicable contract actions and remedies.

6. For facilities experiencing Critical staffing shortages, the Government may incur additional costs to transfer or re-locate, in-process, and house detainees in alternate facilities. For facilities with guaranteed minimum bed-space, in addition to the costs noted above, the Government will also incur costs for unused bed-space.

The following locations include guaranteed minimum bed-spaces:

Sites with Guaranteed Minimums	
Site	Guaranteed Minimum
Alexandria	1,170
Buffalo (Batavia)	400
El Paso	650
Elizabeth	285
Florence	374
Houston	750
Jena	1,170
Krome	450
Pearsall	1,350

Port Isabel	800
Stewart	1,600
Tacoma	1,181

The Government retains the right to file claims against the Contractor for costs associated with unused bed-spaces which are directly associated with the Contractor's Critical staffing levels.

7. For the purpose of this QASP, all Contractor staff at the Washington, D.C. location are assigned to the Assistants/Technician Staffing Category.

8. For Functional Areas noting CPARS reporting: (a) CPARS will be reported for the Contractor's overall successes in maintaining acceptable quality levels; and (b) CPARS will be reported for the Contractor's consistent or repeated failures to meet acceptable quality levels.

Definitions:

20% Rule: This is only applicable to positions that are required to be filled at 2080 hours. It is not applicable to backfill for call outs due to illness for example or for FMLA etc. This rule is meant to limit the burden on the government for the training and orientation (and associated lack of productivity) for an inordinate number of part-time staff. Staff identified on the Site Staffing Matrix as Part Time (1040 hrs) are excluded from the 20% Rule as well.

Critical: Staffing levels have dropped below levels required to maintain full compliance with American Correctional Association (ACA), National Commission on Correctional Healthcare (NCCH) standards, or Family Residential Standards. These staffing levels put the facilities at risk for reducing or suspending detainee intake, relocating detainee population or reducing services provided at the facility.

Deduction: Amount of monthly invoice reduction as the result of a deficiency. Amounts deducted are not recoverable.

Field positions: All positions, other than Headquarters positions located in Washington, DC.

Head Quarters (HQ): All Headquarters positions located in Washington DC.

Less Than Full Performance: Staffing levels have dropped below the optimal levels required to maintain full compliance with American Correctional Association (ACA), National Commission on Correctional Healthcare (NCCH) standards or Family Residential Standards (FRS). This level of performance negatively impacts morale for both the Contractor and Federal employees, and may also affect the quality of care at the sites. It is important that the contractor provide 100% staffing.

Withholding: Amount of monthly invoice payment withheld pending correction of a deficiency. Funds withheld from payment are recoverable if the COR and Contracting Officer confirm resolution/correction, and should be included in the next month's invoice.

Custody Resource Coordinator – Cibola and Joe Corley

Contract Position Description

JOB SUMMARY

The Custody Resource Coordinator (CRC) assists ERO and detention facility staff in maintaining a safe detention environment and provides services and support to individuals in ICE custody on issues that commonly affect the ICE detainee population such as responsive support to trauma, sexual abuse and assault, domestic violence, human trafficking, and, medical and mental health care.

The duty location of each CRC will be at an ICE detention facility or Family Residential Center. At each duty location, the CRC will be responsible for working with ERO and facility staff to determine needed services (e.g. assistance with language translation, standards compliance, facilitation of detainee-staff communication and developing educational programming for ERO, medical, and contract facility staff). In addition, the CRC will act as a liaison with community resources to provide a range of support activities for detainees who could benefit from connection to resources both in detention and upon discharge.

Each CRC will report to a Custody Resource Program Manager (CRP PM) located at ERO Headquarters in Washington, DC.

ATTRIBUTES AND PROFESSIONAL QUALITIES

1. Strong oral and written communication skills.
2. Excellent interpersonal skills.
3. Critical thinking skills.
4. Cultural competency.
5. Integrity and honesty.
6. Experience in a detention/correctional or residential healthcare setting (preferred, not required).

REQUIRED EDUCATION

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education

1. Bachelor's degree in social work, Social Work Education, or an equivalent degree.
2. Preferred: Master's degree in social work accredited by the Council on Social Work Education, or an equivalent degree.

March 2017

REQUIRED EXPERIENCE

1. Two years of related experience (e.g., experience providing trauma-informed programming, experience working with immigrants or foreign-born individuals) and have knowledge of program objectives, policies, procedures and requirements conducting a case management program at a local level.
2. Experience working in or with individuals in a confinement setting.
3. Two years of experience providing services to vulnerable populations.
4. Experience with and an understanding of situations that contribute to family stress, problems and crisis situations.
5. Experience providing service to and/or coordinating services for transgender individuals.

REQUIRED LICENSURE / CERTIFICATION

1. Maintains current certification in either the American Heart Association Basic Life Support Course (BLS) or the American Red Cross CPR/BLS Course.
2. As per CDC guidelines – candidates must provide proof of a negative TB skin test, as well immunization from the following diseases: Hepatitis B, MMR, Varicella and Influenza.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of the case management process commensurate with training and education at a minimum at the bachelor's level.
2. Fluent in Spanish.
3. Ability to work in a multi-cultural and multi-lingual environment.
4. Ability to utilize telephonic interpreter/translation services to complete assigned duties if not fluent in a language the detainee understands.
5. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
6. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with patients, co-workers and other stakeholders.
7. Ability to establish and maintain positive working relationships in a multidisciplinary environment.
8. Ability to navigate in an electronic work environment including electronic health records, web based training and communications.
9. Knowledge of, and moderate proficiency in, common Microsoft Office programs, specifically Microsoft Word, Excel, Outlook and SharePoint.

MAJOR DUTIES AND RESPONSIBILITIES

ERO and facility staff support

1. Assist ERO and detention facility staff as a resource to facilitate the compliance of applicable agency policies and detention standards. Facilitate discussions and communicate directly with detainees. Areas of facilitation include but are not limited to the following topic areas: allegations of sexual abuse and assault, identification and monitoring of pregnant detainees,

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resources for detainees in segregated housing or special management units, and admission and release.

2. Address ERO and facility staff questions or concerns related to specific detainees.
3. Conduct informational sessions where staff can learn and share best practices and responses regarding issues that commonly affect the detainee population (e.g. trauma, abuse, sexual assault, domestic violence, human trafficking, child abuse).
4. Coordinate post-sexual abuse and assault allegation-related activities per agency policy and applicable detention standards.
5. Provide additional services that will support an effective and efficient custody environment, as determined by ERO facility and field office leadership and the Custody Resource Program staff and leadership.
6. As appropriate, coordinate effectively with ERO personnel on Alternative to Detention (ATD) programs.

Programming

1. Conduct removal planning with detainees such as referrals and connections to resources in home country to support removals.
2. Conduct release planning for pregnant women and other vulnerable populations – referrals to housing, medical and needed support services.
3. Lead group sessions, and facilitate peer-support groups and workshops with detainees on relevant topics, such as safety, coping skills, resiliency, parenting, and empowerment.

Outreach

1. Liaise and partner with local, national, and international resources to provide detainees services in detention and upon release from detention, including access to resources in cities and countries of final destination.

Other

1. Collaborate on, implement, and evaluate facility programming that addresses and supports a holistic trauma-informed care approach.
2. In an effort to advance the mission of the program and enhance the CRC's knowledge-base, the CRC may travel to headquarters and/or other relevant sites, as needed, to participate in training events.
3. Other duties as assigned by the CRP PM, or the Government Technical Monitor (GTM), or the CRP Contracting Officer's Representative (COR) in conjunction with the ICE facility COR.

DUTY HOURS/ ON-CALL REQUIREMENTS

This full time position requires availability to work days, specific hours determined by the facility and the program. This position does not require on-call duty, and there is no overtime permitted.

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SECURITY AND OTHER REQUIREMENTS

1. The Department of Homeland Security’s Personnel Security Unit (PSU) must render an Initial Preliminary Favorable Fitness Determination to be considered a qualified candidate.
2. A Complete Favorable Fitness Determination must be rendered by PSU upon completion of initial, and between, subsequent background investigations to meet the requirements of this position.
3. Must be a U.S. citizen.

PHYSICAL DEMANDS

1. Must perform the duties in a stressful and often austere environment without physical limitations.
2. Must be capable of standing on hard services (cement floors) for long periods of time.

TRAVEL REQUIREMENT

1. Workday travel and/or overnight travel may be required to perform some of your assigned duties during surge support in designated ICE locations during crisis situations
2. Travel is reimbursed by the government per the FAR guidelines

SUPERVISORY CONTROLS

This is a contract position and supervisory controls will be set forth by the contract vendor. Technical oversight will be provided by the GTM.

ACKNOWLEDGEMENT

My signature below acknowledges that I have read, understand and am able to perform, the duties and requirements of this position description.

Employee: _____
Sign / Print

Date

Witness: _____
Sign / Print

Date

Custody Resource Coordinator 2 – Adelanto, Laguna, CA, Jenna/LaSalle

Contract Position Description

JOB SUMMARY

The Custody Resource Coordinator (CRC) assists HQ ERO and detention facility staff in maintaining a safe detention environment and provides services and support to individuals on issues that commonly affect the ICE detainee population and ICE mission such as responsive support to victims, trauma, sexual abuse and assault, domestic violence, human trafficking, and, medical and mental health care.

The duty location of each CRC will be at an ICE detention facility or an ICE office. At each duty location, the CRC will be responsible for working with ERO and facility staff to determine needed services (e.g. assistance with language translation, standards compliance, facilitation of detainee-staff communication and developing educational programming for ERO, assisting medical, and contract facility staff). In addition, the CRC will act as a liaison with community resources to provide a range of support activities for the population to benefit from connection to resources.

Each CRC will report to a Program Manager located at ERO Headquarters in Washington, DC.

ATTRIBUTES AND PROFESSIONAL QUALITIES

1. Strong oral and written communication skills.
2. Excellent interpersonal skills.
3. Critical thinking skills.
4. Cultural competency.
5. Integrity and honesty.
6. Experience in a detention/correctional or residential healthcare setting (preferred, not required).

REQUIRED EDUCATION

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education

1. Bachelor's degree in social work accredited by the Council on Social Work Education, or an equivalent degree.
2. Master's degree, or an equivalent advanced degree.

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REQUIRED EXPERIENCE

1. At least two years of related experience (e.g., experience providing services to victims, trauma-informed programming, experience working with immigrants or foreign-born individuals) and have knowledge of program objectives, policies, procedures and requirements conducting a case management program at a local level.
2. Experience working in or with victims or individuals in a confinement setting.
3. At least two years of experience providing services to vulnerable populations.
4. Experience with and an understanding of situations that contribute to family stress, problems and crisis situations.

REQUIRED LICENSURE / CERTIFICATION

1. Maintains current certification in either the American Heart Association Basic Life Support Course (BLS) or the American Red Cross CPR/BLS Course.
2. As per CDC guidelines – candidates must provide proof of a negative TB skin test, as well immunization from the following diseases: Hepatitis B, MMR, Varicella and Influenza.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of the case management process commensurate with training and education at a minimum at the bachelor's level.
2. Fluent in Spanish.
3. Ability to work in a multi-cultural and multi-lingual environment.
4. Ability to utilize telephonic interpreter/translation services to complete assigned duties if not fluent in a language the detainee understands.
5. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
6. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with patients, co-workers and other stakeholders.
7. Ability to establish and maintain positive working relationships in a multidisciplinary environment.
8. Ability to navigate in an electronic work environment including electronic health records, web based training and communications.
9. Knowledge of, and moderate proficiency in, common Microsoft Office programs, specifically Microsoft Word, Excel, Outlook and SharePoint.

MAJOR DUTIES AND RESPONSIBILITIES

ERO and facility staff support

1. Assist ERO and detention facility staff as a resource to facilitate the compliance of applicable agency policies and detention standards. Facilitate discussions and communicate directly with detainees. Areas of facilitation include but are not limited to the following topic areas: allegations of sexual abuse and assault, identification and monitoring of pregnant detainees, resources for detainees in segregated housing or special management units, and admission and release.

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2. Address ERO and facility staff questions or concerns related to specific detainees.
3. Conduct informational sessions where staff can learn and share best practices and responses regarding issues that commonly affect the detainee population (e.g. trauma, abuse, sexual assault, domestic violence, human trafficking, child abuse).
4. Coordinate post-sexual abuse and assault allegation-related activities per agency policy and applicable detention standards.
5. Provide additional services that will support an effective and efficient custody environment, as determined by ERO facility and field office leadership and the Custody Resource Program staff and leadership.
6. As appropriate, coordinate effectively with ERO personnel on Alternative to Detention (ATD) programs.
7. Provided assistance to victims
8. Provide data and reports on the program

Programming

1. Conduct removal planning with detainees such as referrals and connections to resources in home country to support removals.
2. Conduct release planning for pregnant women and other vulnerable populations – referrals to housing, medical and needed support services.
3. Lead group sessions, and facilitate peer-support groups and workshops with detainees on relevant topics, such as safety, coping skills, resiliency, parenting, and empowerment.

Outreach

1. Liaise and partner with local, national, and international resources to provide detainees services in detention and upon release from detention, including access to resources in cities and countries of final destination.

Other

1. Collaborate on, implement, and evaluate facility programming that addresses and supports a holistic trauma-informed care approach.
2. In an effort to advance the mission of the program and enhance the CRC's knowledge-base, the CRC may travel to headquarters and/or other relevant sites, as needed, to participate in training events.
3. Other duties as assigned by the CRP PM, or the Government Technical Monitor (GTM), or the CRP Contracting Officer's Representative (COR) in conjunction with the ICE facility COR.

DUTY HOURS/ ON-CALL REQUIREMENTS

This full-time position requires availability to work days, specific hours determined by the facility and the program. This position does not require on-call duty, and there is no overtime permitted.

SECURITY AND OTHER REQUIREMENTS

March 2017

1. The Department of Homeland Security's Personnel Security Unit (PSU) must render an Initial Preliminary Favorable Fitness Determination to be considered a qualified candidate.
2. A Complete Favorable Fitness Determination must be rendered by PSU upon completion of initial, and between, subsequent background investigations to meet the requirements of this position.
3. **Must be a U.S. citizen.**

PHYSICAL DEMANDS

1. Must perform the duties in a stressful and often austere environment without physical limitations.
2. Must be capable of standing on hard services (cement floors) for long periods of time.

TRAVEL REQUIREMENT

1. Workday travel and/or overnight travel may be required to perform some of your assigned duties during surge support in designated ICE locations during crisis situations
2. Travel is reimbursed by the government per the FAR guidelines

SUPERVISORY CONTROLS

This is a contract position and supervisory controls will be set forth by the contract vendor. Technical oversight will be provided by the GTM.

ACKNOWLEDGEMENT

My signature below acknowledges that I have read, understand and am able to perform, the duties and requirements of this position description.

Employee: _____
Sign / Print Date

Witness: _____
Sign / Print Date

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Custody Resource Coordinator – KBHU - Miami, FL.

Contract Position Description

JOB SUMMARY

The Custody Resource Coordinator (CRC) assists ERO and detention facility staff in maintaining a safe detention environment and provides services and support to individuals in ICE custody on issues that commonly affect the ICE detainee population such as responsive support to trauma, sexual abuse and assault, domestic violence, human trafficking, and, medical and mental health care.

The duty location of each CRC will be at an ICE detention facility or Family Residential Center. At each duty location, the CRC will be responsible for working with ERO and facility staff to determine needed services (e.g. assistance with language translation, standards compliance, facilitation of detainee-staff communication and developing educational programming for ERO, medical, and contract facility staff). In addition, the CRC will act as a liaison with community resources to provide a range of support activities for detainees who could benefit from connection to resources both in detention and upon discharge.

Each CRC will report to a Custody Resource Program Manager (CRP PM) located at ERO Headquarters in Washington, DC.

ATTRIBUTES AND PROFESSIONAL QUALITIES

1. Strong oral and written communication skills.
2. Excellent interpersonal skills.
3. Critical thinking skills.
4. Cultural competency.
5. Integrity and honesty.
6. Experience in a detention/correctional or residential healthcare setting (preferred, not required).

REQUIRED EDUCATION

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education

1. Bachelor's degree in Social work, Psychology, or an equivalent degree.
2. Master's degree or an equivalent advanced degree

REQUIRED EXPERIENCE

1. At least two years of experience in Utilization review and utilization management of adult mental health programs to develop procedures to ensure efficiency and appropriate use of limited resources.

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2. At least two years of related experience (e.g., experience providing trauma-informed programming, experience working with immigrants or foreign-born individuals) and have knowledge of program objectives, policies, procedures and requirements conducting a case management program at a local level.
3. Experience working in or with individuals in a confinement setting.
4. At least two years of experience providing services to vulnerable populations.
5. Experience with and an understanding of situations that contribute to family stress, problems and crisis situations.
6. Preferred, but not required: Experience providing service to and/or coordinating services for transgender individuals.

REQUIRED LICENSURE / CERTIFICATION

1. Maintains current certification in either the American Heart Association Basic Life Support Course (BLS) or the American Red Cross CPR/BLS Course.
2. As per CDC guidelines – candidates must provide proof of a negative TB skin test, as well immunization from the following diseases: Hepatitis B, MMR, Varicella and Influenza.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of the case management process commensurate with training and education at a minimum at the bachelor's level.
2. Fluent in Spanish.
3. Ability to work in a multi-cultural and multi-lingual environment.
4. Ability to utilize telephonic interpreter/translation services to complete assigned duties if not fluent in a language the detainee understands.
5. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
6. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with patients, co-workers and other stakeholders.
7. Ability to establish and maintain positive working relationships in a multidisciplinary environment.
8. Ability to navigate in an electronic work environment including electronic health records, web based training and communications.
9. Knowledge of, and moderate proficiency in, common Microsoft Office programs, specifically Microsoft Word, Excel, Outlook and SharePoint.

MAJOR DUTIES AND RESPONSIBILITIES

ERO and facility staff support

1. Assist ERO and detention facility staff as a resource to facilitate the compliance of applicable agency policies and detention standards. Facilitate discussions and communicate directly with detainees. Areas of facilitation include but are not limited to the following topic areas: allegations of sexual abuse and assault, identification and monitoring of pregnant detainees, resources for detainees in segregated housing or special management units, and admission and release.

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2. Address ERO and facility staff questions or concerns related to specific detainees.
3. Conduct informational sessions where staff can learn and share best practices and responses regarding issues that commonly affect the detainee population (e.g. trauma, abuse, sexual assault, domestic violence, human trafficking, child abuse).
4. Coordinate post-sexual abuse and assault allegation-related activities per agency policy and applicable detention standards.
5. Provide additional services that will support an effective and efficient custody environment, as determined by ERO facility and field office leadership and the Custody Resource Program staff and leadership.
6. As appropriate, coordinate effectively with ERO personnel on Alternative to Detention (ATD) programs.

Programming

1. Conduct removal planning with detainees such as referrals and connections to resources in home country to support removals.
2. Conduct release planning for pregnant women and other vulnerable populations – referrals to housing, medical and needed support services.
3. Lead group sessions, and facilitate peer-support groups and workshops with detainees on relevant topics, such as safety, coping skills, resiliency, parenting, and empowerment.

Outreach

1. Liaise and partner with local, national, and international resources to provide detainees services in detention and upon release from detention, including access to resources in cities and countries of final destination.

Other

1. Collaborate on, implement, and evaluate facility programming that addresses and supports a holistic trauma-informed care approach.
2. In an effort to advance the mission of the program and enhance the CRC's knowledge-base, the CRC may travel to headquarters and/or other relevant sites, as needed, to participate in training events.
3. Other duties as assigned by the CRP PM, or the Government Technical Monitor (GTM), or the CRP Contracting Officer's Representative (COR) in conjunction with the ICE facility COR.

DUTY HOURS/ ON-CALL REQUIREMENTS

This full time position requires availability to work days, specific hours determined by the facility and the program. This position does not require on-call duty, and there is no overtime permitted.

SECURITY AND OTHER REQUIREMENTS

1. The Department of Homeland Security's Personnel Security Unit (PSU) must render an Initial Preliminary Favorable Fitness Determination to be considered a qualified candidate.

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HEALTH INFORMATICS ANALYST

Contract Position Description

INTRODUCTION

The ICE Health Services Corps (IHSC) exists within the organizational structure of the United States Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO) under the supervision of the Department of Homeland Security (DHS). The United States Public Health Service (USPHS) Commissioned Corps Officers, civil service staff and contractors comprise the healthcare professionals working together to provide quality healthcare services. IHSC serves as the medical experts for ICE for detainee health care.

MISSION

IHSC's mission is to provide medical care to maintain the health of individuals in the custody of ICE through an integrated health care delivery system, based on nationally recognized correctional, detention and residential health care standards. The Agency is committed to providing healthcare services to protect the nation's health, reduce global disease and provide medical support for the law enforcement mission of the safe apprehension, enforcement and removal of detained individuals involved in immigration proceedings. IHSC is committed to ensuring a system of care that is ethical, responsible, and accountable through rigorous surveillance and monitoring activities.

ATTRIBUTES AND PROFESSIONAL QUALITIES

1. Strong oral and written communication skills.
2. Excellent interpersonal skills.
3. Critical thinking skills
4. Computer competency.
5. Cultural competency.
6. Integrity and honesty.

REQUIRED EDUCATION AND EXPERIENCE

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education

1. Master's degree in Data Analytics, Information Governance, Information Management, Informatics, Health Information Technology or similar Field.
2. Minimum of five year's experience working within a health data analytic, information governance, information management or informatics role with similar duties as responsibilities as contained herein.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Extract the performance improvement and data quality indicators dataset to assist leadership to assess achievement of strategic goals.
2. Analyze data and trends of patient population and conversion into actionable information.
3. Use analytics to compile and trend patient population health status, costs and quality of care.
4. Strong foundational knowledge in information systems in healthcare
5. Data extraction, categorization, mining, simulation, optimization and presentation.
6. Development of solutions to extract, collect and store data sets and metadata.
7. Utilize data analytic software and tools to process and manipulate large datasets and metadata, such as Tableau, SAS, WPS, SPAA, Advance Excel functionality and similar software
8. Knowledge and proficiency in standard languages such as SQL and Visual Basic to retrieve data and interface with other systems.
9. Import data into other software to analyze
10. Exploratory graphical and data analysis and correlations among variables
11. Provides professionally designed reports to support leadership and management insight, strategic planning and decision making,
12. Knowledge and understanding of the Health Level Seven framework and standards for data.
13. Preparing and validating data for file transfer protocol and transmission.
14. Utilize Access Database and Excel to import data for manipulation and analysis
15. Ability to manage multiple, complex projects.
16. Ability to coordinate projects from the concept stage to completion.
17. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with patients, co-workers and other stakeholders.
18. Ability to establish and maintain positive working relationships in a multidisciplinary environment.
19. Proficiency in, using Microsoft Office Suite and SharePoint software.

MAJOR DUTIES AND RESPONSIBILITIES

1. Provides assistance in assessing, planning, organizing, implementing, and evaluating systems processes and application to patient care.
2. Assist management in planning, collecting, aggregating, analyzing and disseminating patient information and aggregate clinical data.
3. Evaluation of the impact of information on the clinical process, clinical outcome, organizations, and resources.
4. Create and develop essential division reports and deliverables to ensure timely

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- dissemination of accurate information to organizational decision-makers.
5. Assist staff to fully utilize the electronic health record information systems and processes.
 6. Accurately reviews data quality and other documents according to IHSC policy and procedures to ensure reported data is accurate and reliable.
 7. Inputs data into various data collection systems for statistical analysis.
 8. Possess a working knowledge of IHSC facility medical protocols, policies, procedures, regulatory standards and guidelines.
 9. Effectively recognize and validate accuracy of data in the electronic health record.
 10. Demonstrate efficiency with electronic health records process flow.
 11. Performs record keeping functions in accordance with program policies and position.
 12. Maintains functional proficiency utilizing electronic health records as required by, and appropriate to, position.
 13. Completes all initial, annual and ad hoc training as required/assigned.
 14. Maintains patient confidentiality, and confidentiality of medical records, in compliance with the Privacy Act and HIPAA regulations in all work activities.
 15. Adheres to, and maintains awareness of, IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC.
 16. Adheres to, and participates in, IHSC's Safety, Prevention, Infection and Control, Quality Improvement, Patient Education and other programs and collateral duties as appropriate to position.
 17. Attends and participates in general/medical staff meetings.
 18. Other duties as assigned.

ON-CALL REQUIREMENTS

1. IHSC operates 24/7/365; this position may be required to respond during an emergency activation.
2. On-call availability is not required for this position.

SECURITY REQUIREMENTS

1. The Department of Homeland Security's Personnel Security Unit (PSU) must render an Initial Preliminary Favorable Fitness Determination to be considered a qualified candidate.
2. A Complete Favorable Fitness Determination must be rendered by PSU upon completion of initial, and between, subsequent background investigations to meet the requirements of this position.

PHYSICAL DEMANDS

1. Physically capable of performing duties and responsibilities as listed above.
2. Sitting for prolonged periods of time.
3. Frequent use of common office technology such as the computer, telephone etc.
4. Ability to lift, carry and move up to 30 lbs.

PUBLIC HEALTH ANALYST (HEADQUARTERS/FIELD OFFICE)

Contract Position Description

INTRODUCTION

The ICE Health Services Corps (IHSC) exists within the organizational structure of the United States Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO) under the supervision of the Department of Homeland Security (DHS). The United States Public Health Service (USPHS) Commissioned Corps Officers, civil service staff and contractors comprise the healthcare professionals working together to provide quality healthcare services. IHSC serves as the medical experts for ICE for detainee health care. The incumbent will support the Infectious Disease Consultant with a duty station in San Diego, CA.

MISSION

IHSC's mission is to provide medical care to maintain the health of individuals in the custody of ICE through an integrated health care delivery system, based on nationally recognized correctional, detention and residential health care standards. The Agency is committed to providing healthcare services to protect the nation's health, reduce global disease and provide medical support for the law enforcement mission of the safe apprehension, enforcement and removal of detained individuals involved in immigration proceedings. IHSC is committed to ensuring a system of care that is ethical, responsible, and accountable through rigorous surveillance and monitoring activities.

ATTRIBUTES AND PROFESSIONAL QUALITIES:

1. Strong leadership skills.
2. Strong organizational and time management skills.
3. Strong analytic problem solving, judgment and decision-making skills.
4. Cultural competency.
5. Excellent interpersonal skills.
6. Superior oral and written communication skills in English.
7. Integrity and honesty.

REQUIRED EDUCATION AND EXPERIENCE:

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education

1. Master's degree in public health epidemiology or related analytical public health field.
2. Professional background in epidemiology preferably associated with a correctional setting.
3. Minimum of one-year experience with public health practice.

REOURED LICENSURE/CERTIFICATION

1. This position does not require licensure, certification, or privileging by IHSC.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Proficiency with quantitative data analysis, statistical programming, and data interpretation.
2. Flexibility in applying analytical public health skills and knowledge in a detention health services environment.
3. Proficiency designing, collecting, and managing data using Microsoft Access and EpiInfo.
4. Strong quantitative skills in data collection, data management, and data analysis
5. Proficiency with epidemiologic analysis using SAS statistical analysis software package.
6. Knowledge and understanding of public health actions for tuberculosis care and other infectious diseases of public health significance.
7. Proficiency with professional and technical writing in English.
8. Proficiency with presentation of scientific and public health information
9. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
10. Ability to communicate proficiently in English (verbal and written) to develop positive rapport with co-workers and other stakeholders.
11. Ability to maintain positive working relationships in a multidisciplinary environment.
12. Ability to navigate in an electronic work environment including electronic health records, web based training and communications.
13. Proficiency with Adobe Acrobat Pro.
14. Knowledge of, and proficiency in, common Microsoft Office programs, specifically Microsoft Word, Excel, Access, Outlook, PowerPoint, and SharePoint.
15. Ability to create and edit documents using Microsoft Office Tools including database building and manipulation in Access.
16. Knowledge of regulations (HIPAA/Privacy Act) regarding the confidentiality of patient medical records and information as well as Personally Identifiable Information (PII).

MAJOR DUTIES AND RESPONSIBILITIES:

1. Conducts data collection, data management, surveillance, epidemiologic, and operational analyses involving statistical programming, data interpretation, and preparation of results.
2. Supports the IHSC Tuberculosis Coordination and Care Team, infectious disease surveillance, public health interventions, and special projects.
3. Prepares written analytic reports.
4. Prepares literature reviews; compiles, analyzes, and summarizes information concisely and at a level suitable for the intended audience; presents data at intra-agency, inter-agency, and national meetings
5. Write official guidance and planning documents.

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6. Collaborates with public health and law enforcement partners.
7. Maintains current knowledge of program areas.
8. Assesses program goals, objectives, priorities, progress, impact, and outcomes.
9. Mentors student volunteers assisting with various surveillance, program assessment and process improvement projects.
10. Travel as directed for the needs of the Agency.
11. Completes all initial, annual and ad hoc training as required/assigned.
12. Maintains patient confidentiality, and confidentiality of medical records, in compliance with the Privacy Act and HIPAA regulations in all work activities.
13. Adheres to, and maintains awareness of, IHSC official guidance and accreditation standards as prescribed by ICE/IHSC.
14. Attends and participates in meetings, workgroups, and committees appropriate to the position.
15. Maintains professional skills via continuing education opportunities.

ON-CALL REQUIREMENTS

1. IHSC operates 24/7/365; this position may be required to respond during an emergency activation.
2. On-call availability is not required for this position.

SECURITY REQUIREMENTS

1. The Department of Homeland Security's Personnel Security Unit (PSU) must render an Initial Preliminary Favorable Fitness Determination to be considered a qualified candidate.
2. A Complete Favorable Fitness Determination must be rendered by PSU upon completion of initial, and between, subsequent background investigations to meet the requirements of this position.

PHYSICAL DEMANDS

1. Required to walk unaided at a normal pace for up to 10 minutes and maintain balance.
2. Must easily alternate between kneeling and standing.
3. Must be able to lift, push, or carry 30 pounds.

SUPERVISORY CONTROLS

This is a contract position and supervisory controls will be set forth by the contract vendor. Technical oversight will be provided by the Government Technical Monitor (GTM).

EXECUTIVE ASSISTANT

Contract Position Description

INTRODUCTION

The ICE Health Service Corps (IHSC) exists within the organizational structure of the Department of Homeland Security (DHS), Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO). IHSC health care professionals are comprised of U.S. Public Health Service (PHS) Commissioned Corps officers, federal civil servants, and contract staff working together to provide quality health care services. IHSC serves as the medical experts for ICE for detainee health care.

MISSION

IHSC's mission is to provide the safe delivery of high-quality health care to those in ICE custody. The Agency is committed to providing health care services to reduce global disease and support the safe apprehension, enforcement, and removal of detained individuals involved in immigration proceedings. IHSC is also committed to ensuring a system of care that is ethical, responsible, and accountable through rigorous surveillance and monitoring activities.

ATTRIBUTES AND PROFESSIONAL QUALITIES

1. Strong oral and written communication skills.
2. Excellent interpersonal skills.
3. Critical thinking skills.
4. Cultural competency.
5. Integrity and honesty.
6. High level of attention to detail.

REQUIRED EDUCATION AND EXPERIENCE

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education.

1. Bachelor's Degree, or
2. A combination of education, training, and experience which provides the desired knowledge, skills, and abilities to perform the positions duties and responsibilities.
3. Minimum of one year of direct experience with, and high level of proficiency in Microsoft Office programs, specifically Microsoft Word®, Excel, PowerPoint, Outlook and SharePoint.

REQUIRED LICENSURE/CERTIFICATION

1. This position does not require privileging by IHSC.
2. Maintains Heartsaver® CPR AED certification through the American Heart Association®.

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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
2. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with co-workers and other stakeholders.
3. Ability to establish and maintain positive working relationships in a multidisciplinary environment.
4. Ability to navigate in an electronic work environment including electronic health records, web-based training, and communications.
5. Proficiency with Adobe Acrobat Pro.
6. Knowledge of, and moderate proficiency in, common Microsoft Office programs, specifically Microsoft Word, Excel, PowerPoint, Outlook and SharePoint.
7. Knowledgeable in areas of administration and database management.
8. Ability to create and edit documents using Microsoft Office.
9. Knowledge of regulations (HIPAA/Privacy Act) regarding the confidentiality of patient medical records and information, as well as personally identifiable information (PII).
10. Proficient in typing.

MAJOR DUTIES AND RESPONSIBILITIES

1. Screens calls and visitors, referring them to the appropriate staff member or office, handling some personally, and forwarding to the director only those calls or visitors requiring the director's attention. Schedules appointments and makes commitments for the director to attend meetings.
 2. Reviews incoming correspondence, determines proper action, and routes to the appropriate staff or office.
 3. Responds to inquiries of a routine, non-technical nature.
 4. Follows up with staff, or other offices, to assure that responses are prepared in a timely manner.
 5. Receives requests for information for both ad hoc and recurring reports.
 6. Assembles data from a variety of sources and compiles statistics for use in response.
 7. Formats information and assures that results are clear and understandable.
 8. Prepares correspondence for the assistant director, chief of staff, deputy assistant director, or branch chief's signature, and maintains records and files required by the office.
 9. Reviews outgoing correspondence and reports prepared for signature, ensuring proper format, mathematical correctness, correct grammar and necessary coordination.
 10. Works with authors to resolve problems.
 11. Explains non-technical policies and procedures used in office to managers and staff.
 12. Conducts periodic training to update those throughout the office on administrative procedures and recommends changes as necessary.
 13. Makes arrangement for travel, meetings, conferences, etc. For visits to organizations, makes transportation and hotel arrangements, notifies subordinate organizations, prepares agenda and other materials needed for the affair.
 14. Provides management assistance to IHSC leadership as follows: calendar management, WebTA, drafting and editing documents for management consideration, research regulations and other requirements, project management and project status updates.
 15. Receives incoming correspondence, determines proper action, and routes to the appropriate
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- subject matter expert or unit (i.e., Taskings/other short turn around reports).
16. Manages, prepares, and trends reports for large data files using Microsoft products.
 17. Performs record keeping functions in accordance with program policies and position.
 18. Completes all initial, annual, and ad hoc training as required/assigned.
 19. Manages, assigns, refines, monitors, reviews, and balances task workload and closes out all taskings on behalf of IHSC.
 20. Obtains a comprehensive knowledge of IHSC clinical and administrative roles and responsibilities to manage the day-to-day tasking process.
 21. Collaborates with ICE Task Management offices to request adjustments to suspense dates and provide updates on tasks in progress.
 22. Maintains broad and extensive knowledge of the IHSC health care system, program principles, missions and functions, and applicable correctional health care standards.
 23. Develops, schedules, and performs IHSC Task Management System (iTMS) training for IHSC staff and leadership.
 24. Prepare agenda and minutes/notes for regularly scheduled and ad hoc meetings.

ON-CALL REQUIREMENTS

1. IHSC operates 24/7/365; this position may be required to respond during an emergency activation.
2. On-call availability is not required for this position.

SECURITY REQUIREMENTS

1. The Department of Homeland Security's Personnel Security Unit (PSU) must render an Initial Preliminary Favorable Fitness Determination to be considered a qualified candidate.
2. A Complete Favorable Fitness Determination must be rendered by PSU upon completion of initial, and between, subsequent background investigations to meet the requirements of this position.

PHYSICAL DEMANDS

1. Physically capable of performing duties and responsibilities as listed above.
2. Sitting for prolonged periods of time.
3. Frequent use of common office technology such as the computer, telephone etc.
4. Ability to lift, carry and move up to 30 lbs.

SUPERVISORY CONTROLS

This is a contract position and supervisory controls will be set forth by the contract vendor. Technical oversight will be provided by the Government Technical Monitor (GTM).

ACKNOWLEDGEMENT

My signature below acknowledges that I have read, understand and am able to perform, the duties and requirements of this position description.

Employee: _____

14 September 2018

Sign / Print

Date

14 September 2018

Witness: _____
Sign / Print

Date

14 September 2018

ASSISTANT NURSE MANAGER

Contract Position Description

INTRODUCTION

The ICE Health Services Corps (IHSC) exists within the organizational structure of the United States Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO) under the supervision of the Department of Homeland Security (DHS). The United States Public Health Service (USPHS) Commissioned Corps Officers, civil service staff and contractors comprise the healthcare professionals working together to provide quality healthcare services. IHSC serves as the medical experts for ICE for resident health care.

It is the responsibility of the Assistant Nurse Manager to adhere to policies and procedures as stated in the ICE Health Service Corps (IHSC) Policies and Procedures Manual and IHSC National Guidance

MISSION:

IHSC's mission is to provide medical care to maintain the health of individuals in the custody of ICE through an integrated health care delivery system, based on nationally recognized correctional, detention and residential health care standards. The Agency is committed to providing healthcare services to protect the nation's health, reduce global disease and provide medical support for the law enforcement mission of the safe apprehension, enforcement and removal of detained individuals involved in immigration proceedings. IHSC is committed to ensuring a system of care that is ethical, responsible, and accountable through rigorous surveillance and monitoring activities.

ATTRIBUTES AND PROFESSIONAL QUALITIES

1. Strong oral and written communication skills.
2. Strong leadership skills.
3. Excellent interpersonal skills.
4. Critical thinking skills.
5. Cultural competency.
6. Integrity and honesty.
7. Verbal and written proficiency in Spanish (preferred, not required).
8. Experience in a detention/correctional or residential healthcare setting (preferred, not required).

REQUIRED EDUCATION AND EXPERIENCE

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education.

1. Graduate from an accredited Nursing program for Registered Nurses located in a State, the District of Columbia or a U.S. territory
2. Bachelor's Degree in Nursing.
3. Minimum six (6) years professional nursing experience.
4. Minimum (3) years supervisory experience.

REQUIRED LICENSURE/CERTIFICATION

1. Maintains current, active and unrestricted license to practice as a Registered Nurse in the state in which the duty station is located. Any changes to license must be reported to employer immediately.
2. This position does not require privileging by IHSC.
3. Maintains BLS for Healthcare Providers® certification through the American Heart Association.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of a wide range of complex nursing concepts, principles, and practices to perform nursing assessments of considerable diversity to include mental health, medical surgical, ambulatory and emergency nursing care.
2. Knowledge of team building principles.
3. Knowledge of staff development and basic adult learner teaching skills.
4. Knowledge of the Nurse Practice Act for the licensing state and/or the state in which one practices nursing.
5. Knowledge of managing non-compliant patients, special needs populations, and patients with significant deficits in coping skills, thereby requiring continuing professional clinical support.
6. Ability to work in a multi-cultural and multi-lingual environment.
7. Ability to utilize telephonic interpreter/translation services to complete assigned duties if not fluent in a language the patient understands.
8. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
9. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with patients, co-workers and other stakeholders.
10. Ability to establish and maintain positive working relationships in a multidisciplinary environment.
11. Ability to navigate in an electronic work environment including electronic health records, web based training and communications.
12. Moderate proficiency in, common Microsoft Office programs, specifically Microsoft Word, Excel, Outlook and SharePoint.
13. Knowledge of regulations (HIPAA/Privacy Act) regarding the confidentiality of patient medical records and information as well as Personally Identifiable Information (PII).

MAJOR DUTIES AND RESPONSIBILITIES

1. Assists Nurse Manager in providing front line supervision of patient care provided by all nursing staff including nursing assistants or technicians/medical assistants.
2. Provides supportive assistance to the clinic/traffic coordinator as needed.
3. Monitors data elements of the electronic health record (eCW) to ensure compliance.
4. Provides electronic health record support and training to all nursing staff including nursing assistants or technicians/medical assistants.

5. Reviews identified patient records to assess treatment progress, adequacy of record keeping, and implementation of appropriate clinical guidelines.
6. Assists Nurse Manager in planning and/or collaborating patient care interventions with other health care professionals using in-depth knowledge of the specific patient's status, anticipating physiological and/or psychological appropriate or adverse responses
7. Conducts staff in-services on general and complex subjects with improvement of nursing and medical care as expected outcomes.
8. Provides orientation and training of new nursing personnel to protocols, requirements, and the specifics of the patient population.
9. Meets regularly with multidisciplinary treatment team members to discuss proposed revisions of medical treatment.
10. Provides appropriate health teaching and counseling to provide reinforcement and guidance to minimize protocol deviations.
11. Participates in developing recommendations for improved efficiency of patient care.
12. Serves as a liaison while maintaining collaborative relationships with members of other healthcare disciplines.
13. Serves as a team member for analyzing established protocol practices and identifying areas for improvement.
14. Assists Nurse Manager with program/project design activities, strategy development, problem resolution, and project implementation.
15. Assists in coordination of the treatment and transport, if necessary, of acutely ill or injured patients.
16. Reports all major changes of patient status to appropriate providers in a timely manner.
17. Performs record keeping functions in accordance with program policies and position.
18. Completes and passes all discipline specific competencies testing, initially and annually.
19. Completes all initial, annual and ad hoc training as required/assigned.
20. Maintains patient confidentiality, and confidentiality of medical records, in compliance with the Privacy Act and HIPAA regulations in all work activities.
21. Adheres to, and maintains awareness of, IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC.
22. Adheres to, and participates in, IHSC's Safety, Prevention, Infection and Control, Quality Improvement, Patient Education and other programs and collateral duties as appropriate to position.
23. Attends and participates in general/medical staff meetings.
24. Assumes Nurse Manager duties as needed.
25. Performs duties as a staff Registered Nurse (see Registered Nurse Position Description) in times of critical needs across the facility as deemed necessary by the Health Services Administrator and/or Government Technical Monitor.
26. Other duties as assigned.

DUTY HOURS / ON-CALL REQUIREMENTS

IHSC operates 24/7/365 you may be required to respond telephonically during emergency call back roster activation.

1. This full time position is required to be available telephonically and/or to report to the facility during non-core hours.

REGISTERED NURSE – PSYCHIATRIC - KBHU

Contract Position Description

INTRODUCTION

The ICE Health Services Corps (IHSC) exists within the organizational structure of the United States Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO) under the supervision of the Department of Homeland Security (DHS). The United States Public Health Service (USPHS) Commissioned Corps Officers, civil service staff and contractors comprise the healthcare professionals working together to provide quality healthcare services. IHSC serves as the medical experts for ICE for detainee health care.

MISSION

IHSC's mission is to provide medical care to maintain the health of individuals in the custody of ICE through an integrated health care delivery system, based on nationally recognized correctional, detention and residential health care standards. The Agency is committed to providing healthcare services to protect the nation's health, reduce global disease and provide medical support for the law enforcement mission of the safe apprehension, enforcement and removal of detained individuals involved in immigration proceedings. IHSC is committed to ensuring a system of care that is ethical, responsible, and accountable through rigorous surveillance and monitoring activities.

ATTRIBUTES AND PROFESSIONAL QUALITIES

1. Strong oral and written communication skills.
2. Excellent interpersonal skills.
3. Critical thinking skills.
4. Cultural competency.
5. Integrity and honesty.

REQUIRED EDUCATION AND EXPERIENCE

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education

1. Graduate from an associate's, baccalaureate, or graduate nursing program for Registered Nurses located in a State, the District of Columbia, or a U.S. territory accredited by The Accreditation Commission for Education in Nursing (ACEN) or The Commission on Collegiate Nursing Education (CCNE). In cases of graduates of foreign schools of professional nursing, possession of a current, full, active and unrestricted registration will meet the requirement of graduation from an approved school of professional nursing.
2. Have practiced the equivalent of two years full-time as a registered nurse.
3. Minimum 2,000 hours (equivalent to one-year of full-time) work experience in psychiatric-mental health nursing as a licensed registered nurse, in a hospital, medical office or residential setting within the last three years.

30 October 2019

4. Completed 30 hours of continuing education in psychiatric-mental health nursing within the last three years.
5. Experience in a detention/correctional healthcare setting (preferred, not required).

REQUIRED LICENSURE / CERTIFICATION

1. Current, full and unrestricted license as Registered Nurse in the state in which the duty station is located, or a compact state that allows practice in the state in which the duty station is located. Any changes to license must be reported to employer immediately.
2. Board Certification in Psychiatric-Mental Health Nursing by the American Nurses Credentialing Center (ANCC) or eligible and must obtain within one year of start date with IHSC.
3. Maintains BLS for Healthcare Providers® certification through the American Heart Association®.
4. This position does not require privileging by IHSC.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Ability to properly use equipment, materials and supplies in simple diagnostic and treatment procedures.
2. Ability to work in a multi-cultural and multi-lingual environment.
3. Ability to utilize telephonic interpreter/translation services to complete assigned duties if not fluent in a language the patient understands.
4. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
5. Ability to communicate proficiently in English.
6. Ability to establish and maintain positive working relationships in a multidisciplinary environment.
7. Ability to navigate an electronic work environment including electronic health records, web-based training and communications.
8. Knowledge of, and moderate proficiency in, common Microsoft Office programs, specifically Microsoft Word, Excel, Outlook and SharePoint.
9. Knowledge of regulations (HIPAA/Privacy Act) regarding the confidentiality of patient medical records and information as well as Personally Identifiable Information (PII).

MAJOR DUTIES AND RESPONSIBILITIES

1. Provides direct care to patients within discipline Scope of Practice and performs functions in accordance with current accepted practice, licensure, certification, and credentialing.
2. Provides treatment of persons throughout the life span as appropriate to discipline and facility setting.
3. Responds to and/or coordinate response to medical emergencies.
4. Assesses and identifies high risk symptoms/behaviors in patients to include suicidal risk, homicidal risk, and verbally/physical uncooperative detainees.

30 October 2019

5. Assesses patient learning needs and develops a plan of care based on identified needs.
6. Observes, interprets and documents all pertinent patient behaviors.
7. Demonstrates an understanding of psychiatric conditions as defined in the DSM-V in planning nursing care for patients. Must appropriately document patient encounters electronically according to current standards of care using electronic health records.
8. Serves as clinical resource to nursing staff members of matters related to psychiatric-mental health nursing.
9. Annually, develops and provides one in-service to nursing staff members on psychiatric-mental health nursing.
10. Serves as mentor and preceptor, as assigned, to new nursing staff members with particular attention to psychiatric-mental health nursing care.
11. Performs individual and group patient education/instruction to facilitate meeting the health needs of patients and preventing disability or disease.
12. Maintains a therapeutic relationship with patients and differentiates therapeutic action from social interactions.
13. Coordinates health care needs of patients with multidisciplinary team members and coordinates referrals to off-site providers as required.
14. Provides supervision of Licensed Vocational/Practical Nurses and unlicensed assistive personnel, as assigned.
15. Evaluates health care needs of patients and develops nursing care plans to meet those needs.
16. Provides assessment and treatment of patients during sick call utilizing the IHSC RN Guidelines and refers to a medical provider as appropriate.
17. Provides screening of patients during intake per IHSC established policies and procedures.
18. Obtains patients' health histories and appropriately refers abnormal findings or responses or stated medical problems to the appropriate medical provider.
19. Draws labs as requested and collects laboratory specimens.
20. Properly disposes of all sharps to include but not limited to needles and syringes according to hazardous waste, infection control and safety guidance.
21. Assists in the disposal of biologically hazardous wastes on a regular basis as needed.
22. Administers medications, immunizations, education or other needed treatments as ordered/recommended.
23. Adheres to professional nursing principals, procedures and techniques for appropriate patient care and take direction from onsite administrative personnel.
24. Adheres to medication administration guidelines, understand pharmaceutical agents and their desired effects recognize adverse effects and take appropriate corrective measures as needed.
25. Maintains safety when dispensing medications and is continually cognizant of the potential hazards of drug hoarding and trafficking among patients.
26. Provides patient health education as appropriate.
27. Participates as member of multidisciplinary team to ensure that equipment, supplies and logs are available, correct and updated. Ensures all equipment is functional and appropriately maintained according to manufacturer's requirements.
28. Serves as clinic coordinator to ensure effective and efficient clinical operations.
29. Participates in peer reviews, Quality Improvement/Quality Assurance activities, Infection Control activities, investigations or other clinically significant activities onsite.
30. Performs record keeping functions in accordance with program policies and position.

31. Maintains functional proficiency and ease of use utilizing electronic health records as required by, and appropriate to, position.
32. Completes and passes all discipline specific competencies testing, initially and annually.
33. Completes all initial, annual and *ad hoc* training as required/assigned.
34. Maintains patient confidentiality, and confidentiality of medical records, in compliance with the Privacy Act and HIPAA regulations in all work activities.
35. Adheres to, and maintains awareness of, IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC.
36. Adheres to, and participates in, IHSC's Safety, Prevention, Infection and Control, Quality Improvement, Patient Education and other programs as appropriate to position.
37. Attends and participates in general/medical staff meetings.

DUTY HOURS/ ON-CALL REQUIREMENTS

1. IHSC operates 24/7/365; this position is required to respond during an emergency activation.
2. This full-time position requires availability to work day, evening and night shifts; availability during weekends and holidays is also required.
3. On-call availability is not required for this position.

SECURITY REQUIREMENTS

1. The Department of Homeland Security's Personnel Security Unit (PSU) must render an Initial Preliminary Favorable Fitness Determination to be considered a qualified candidate.
2. A Complete Favorable Fitness Determination must be rendered by PSU upon completion of initial, and between, subsequent background investigations to meet the requirements of this position.

PHYSICAL DEMANDS

1. Required to walk unaided at a normal pace for up to 10 minutes and maintain balance.
2. Required to respond to any medical emergency within 4 minutes, where a fast walk or jog may be necessary to provide assistance.
3. Required to perform CPR/emergency care standing or kneeling.
4. Must have the ability to assist sick, injured or aging detainees or staff exiting the building during an emergency (may require lifting, dragging, wheeling or carrying someone who weighs significantly more than self).
5. Must be able to see, hear and smell with or without the use of aides if necessary (exceptions on a case by case basis).
6. Must easily alternate between kneeling and standing.
7. Must be able to lift, push, or carry 30 pounds.
8. Must perform the duties in a stressful and often austere environment without physical limitations.
9. Must be capable of standing on hard services (cement floors) for long periods of time.

SUPERVISORY CONTROLS

This is a contract position and supervisory controls will be set forth by the contract vendor. Technical oversight will be provided by the Government Technical Monitor (GTM).

ACKNOWLEDGEMENT

My signature below acknowledges that I have read, understand and am able to perform, the duties and requirements of this position description.

Employee: _____
Sign / Print

Date

Witness: _____
Sign / Print

Date

(b)(6), (b)(7)(C)

From:

(b)(6), (b)(7)(C)

Sent:

Tuesday, January 14, 2020 8:44 AM

To:

(b)(6), (b)(7)(C)

Cc:

Subject:

Contract Language to add...

(b)(6),
(b)(7)(C)

(b)(5)

Thanks

(b)(6),
(b)(7)(C)

CAPT (b)(6), (b)(7)(C) LCSW

Contracting Officer's Representative

Resource Management Unit (RMU)

ICE Health Service Corps (IHSC)

Enforcement Removal Operations (ERO)

Desk: 202-73

(b)(6),
(b)(7)(C)

Cell: 202-641

(b)(5)

~~Warning: This document is UNCLASSIFIED//FOR OFFICIAL USE ONLY (U//FOUO). It contains information that may be exempt from public release under the Freedom of Information Act (5 U.S.C. 552). It is to be controlled, stored, handled, transmitted, distributed, and disposed of in accordance with DHS policy relating to FOUO information and is not to be released to the public or other personnel who do not have a valid "need-to-know" without prior approval of an authorized DHS official. No portion of this report should be furnished to the media, either in written or verbal form.~~

From: (b)(6), (b)(7)(C)

Sent: Monday, January 13, 2020 2:43 PM

To: (b)(6), (b)(7)(C) <ice.dhs.gov>

Subject: FW: STGI

CAPT (b)(6), (b)(7)(C) LCSW

Contracting Officer's Representative

Resource Management Unit (RMU)

ICE Health Service Corps (IHSC)

Enforcement Removal Operations (ERO)

Desk: 202-73

(b)(6),
(b)(7)(C)

Cell: 202-641

(b)(5)

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From: Lucero, Enrique M <(b)(6), (b)(7)(C)@ice.dhs.gov>
Sent: Thursday, December 19, 2019 10:28 AM
To: (b)(6), (b)(7)(C)@ice.dhs.gov
Subject: RE: STGI

Thank you

Enrique M. Lucero
(A) Deputy Executive Associate Director
Enforcement and Removal Operations
U.S. Immigration and Customs Enforcement
202 732 (b)(6), (b)(7)(C) office)
(b)(6), (b)(7)(C)@ice.dhs.gov

From: (b)(6), (b)(7)(C)@ice.dhs.gov
Sent: Monday, December 16, 2019 7:20 AM
To: Lucero, Enrique M <(b)(6), (b)(7)(C)@ice.dhs.gov>
Subject: RE: STGI

Sir,
Please see below. The highlighted area would be the draft language.

(b)(6);
(b)(7)(C)

(b)(5)



(b)(5)

CAPT (b)(6); (b)(7)(C) LCSW
Contracting Officer's Representative
Resource Management Unit (RMU)
ICE Health Service Corps (IHSC)
Enforcement Removal Operations (ERO)
Desk: 202-7 (b)(6); (b)(7)(C)
Cell: 202-64 (b)(7)(C)

(b)(5)

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From: Lucero, Enrique M <(b)(6); (b)(7)(C)@ice.dhs.gov>
Sent: Friday, December 13, 2019 2:25 PM
To: (b)(6); (b)(7)(C)@ice.dhs.gov; (b)(6); (b)(7)(C)@ice.dhs.gov; (b)(6); (b)(7)(C)@ice.dhs.gov
Cc: Johnson, Tae D <(b)(6); (b)(7)(C)@ice.dhs.gov>; (b)(6); (b)(7)(C)@ice.dhs.gov
Subject: RE: STGI

I don't see the language, please resend.

From: (b)(6); (b)(7)(C)@ice.dhs.gov
Date: Friday, Dec 13, 2019, 7:50 AM
To: Lucero, Enrique M <(b)(6); (b)(7)(C)@ice.dhs.gov>; (b)(6); (b)(7)(C)@ice.dhs.gov; (b)(6); (b)(7)(C)@ice.dhs.gov
Cc: Johnson, Tae D <(b)(6); (b)(7)(C)@ice.dhs.gov>; (b)(6); (b)(7)(C)@ice.dhs.gov
Subject: RE: STGI

Sir,
Please the contract language with the highlights in yellow as the additional language.

Thanks

(b)(6); (b)(7)(C)

CAPT (b)(6); (b)(7)(C) LCSW
Contracting Officer's Representative

Resource Management Unit (RMU)
ICE Health Service Corps (IHSC)
Enforcement Removal Operations (ERO)
Desk: 202-732-
Cell: 202-641-

(b)(5)

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From: Lucero, Enrique M <(b)(6), (b)(7)(C)@ice.dhs.gov>
Sent: Friday, December 13, 2019 9:46 AM
To: (b)(6), (b)(7)(C)@ice.dhs.gov; (b)(6), (b)(7)(C)@ice.dhs.gov; (b)(6), (b)(7)(C)@ice.dhs.gov
Cc: Johnson, Tae D <(b)(6), (b)(7)(C)@ice.dhs.gov>; (b)(6), (b)(7)(C)@ice.dhs.gov
Subject: RE: STGI

(b)(5)

Thank you

From: (b)(6), (b)(7)(C)@ice.dhs.gov
Date: Friday, Dec 13, 2019, 6:39 AM
To: Lucero, Enrique M <(b)(6), (b)(7)(C)@ice.dhs.gov>; (b)(6), (b)(7)(C)@ice.dhs.gov; (b)(6), (b)(7)(C)@ice.dhs.gov
Cc: Johnson, Tae D <(b)(6), (b)(7)(C)@ice.dhs.gov>; (b)(6), (b)(7)(C)@ice.dhs.gov
Subject: RE: STGI

Sir,
(b)(5)

Thanks

(b)(6);
(b)(7)(C)

CAPT (b)(6), (b)(7)(C) LCSW
Contracting Officer's Representative
Resource Management Unit (RMU)
ICE Health Service Corps (IHSC)

Enforcement Removal Operations (ERO)

Desk: 202-732-(b)(6),
Cell: 202-641-(b)(7)(C)

(b)(5)

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From: Lucero, Enrique M (b)(6); (b)(7)(C) @ice.dhs.gov>
Sent: Friday, December 13, 2019 9:32 AM
To: (b)(6); (b)(7)(C) @ice.dhs.gov>; (b)(6); (b)(7)(C) @ice.dhs.gov>; (b)(6); (b)(7)(C) @ice.dhs.gov>
Cc: Johnson, Tae D (b)(6); (b)(7)(C) @ice.dhs.gov>; (b)(6); (b)(7)(C) @ice.dhs.gov>
Subject: RE: STGI

Hello Team,

(b)(5)

From: (b)(6); (b)(7)(C) @ice.dhs.gov>
Date: Friday, Dec 13, 2019, 6:25 AM
To: (b)(6); (b)(7)(C) @ice.dhs.gov>; (b)(6); (b)(7)(C) @ice.dhs.gov>
Cc: Johnson, Tae D (b)(6); (b)(7)(C) @ice.dhs.gov>; Lucero, Enrique M (b)(6); (b)(7)(C) @ice.dhs.gov>; (b)(6); (b)(7)(C) @ice.dhs.gov>
Subject: RE: STGI

Sir,
(b)(5)

Thanks

(b)(6); (b)(7)(C)

(b)(6); (b)(7)(C)

Contracting Officer's Representative
Resource Management Unit (RMU)
ICE Health Service Corps (IHSC)
Enforcement Removal Operations (ERO)
Desk: 202-732-(b)(6),
Cell: 202-641-(b)(7)(C)

(b)(5)

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From: (b)(6); (b)(7)(C)@ice.dhs.gov>
Sent: Friday, December 13, 2019 9:20 AM
To: (b)(6); (b)(7)(C)@ice.dhs.gov>; (b)(6); (b)(7)(C)@ice.dhs.gov>
Cc: Johnson, Tae D <(b)(6); (b)(7)(C)@ice.dhs.gov>; Lucero, Enrique M <(b)(6); (b)(7)(C)@ice.dhs.gov>
Subject: RE: STGI

Thx, (b)(6)

(b)(6); (b)(7)(C) CCHP, FACHE
Assistant Director | ICE Health Service Corps
Desk: 202-732-(b)(6); Cell: 202-321-(b)(6)

From: (b)(6); (b)(7)(C)@ice.dhs.gov>
Date: Friday, Dec 13, 2019, 9:12 AM
To: (b)(6); (b)(7)(C)@ice.dhs.gov>; (b)(6); (b)(7)(C)@ice.dhs.gov>
Cc: Johnson, Tae D <(b)(6); (b)(7)(C)@ice.dhs.gov>; Lucero, Enrique M <(b)(6); (b)(7)(C)@ice.dhs.gov>
Subject: RE: STGI

Sir,
I am working with the CO on this as we speak.

(b)(6); (b)(7)(C)

(b)(6); (b)(7)(C) LCSW
Contracting Officer's Representative
Resource Management Unit (RMU)
ICE Health Service Corps (IHSC)
Enforcement Removal Operations (ERO)
Desk: 202-732-(b)(6); (b)(7)(C)
Cell: 202-641-(b)(6); (b)(7)(C)

(b)(5)

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From: (b)(6); (b)(7)(C) <(b)(6); (b)(7)(C)@ice.dhs.gov>
Sent: Friday, December 13, 2019 8:42 AM
To: (b)(6); (b)(7)(C) <(b)(6); (b)(7)(C)@ice.dhs.gov>; (b)(6); (b)(7)(C) <(b)(6); (b)(7)(C)@ice.dhs.gov>
Cc: Johnson, Tae D <(b)(6); (b)(7)(C)@ice.dhs.gov>; Lucero, Enrique M <(b)(6); (b)(7)(C)@ice.dhs.gov>
Subject: RE: STGI

(b)(6); (b)(7)(C)

Please see below and provide the language. My Lucero needs this ASAP.

(b)(6);

(b)(6); (b)(7)(C) CCHP, FACHE
Assistant Director | ICE Health Service Corps
Desk: 202-732-3524 | Cell: 202-321-6177
Executive Assistant: (b)(6); (b)(7)(C) <(b)(6); (b)(7)(C)@associates.ice.dhs.gov>
Desk: 202-732-3524 | Cell: 202-893-1561
"IHSC: One Team, One Mission...Leading the Way in Immigration Health Care"

From: Lucero, Enrique M <(b)(6); (b)(7)(C)@ice.dhs.gov>
Sent: Friday, December 13, 2019 8:40 AM
To: (b)(6); (b)(7)(C) <(b)(6); (b)(7)(C)@ice.dhs.gov>
Cc: Johnson, Tae D <(b)(6); (b)(7)(C)@ice.dhs.gov>
Subject: RE: STGI

Thanks, can you send the specific language so we see exactly how it reads?

(b)(5)

From: (b)(6); (b)(7)(C) <(b)(6); (b)(7)(C)@ice.dhs.gov>
Date: Friday, Dec 13, 2019, 5:33 AM
To: Lucero, Enrique M <(b)(6); (b)(7)(C)@ice.dhs.gov>
Cc: Johnson, Tae D <(b)(6); (b)(7)(C)@ice.dhs.gov>
Subject: FW: STGI

Henry –

Please see below.

(b)(6);

(b)(6); (b)(7)(C) CCHP, FACHE
Assistant Director | ICE Health Service Corps
Desk: 202-732-3524 | Cell: 202-321-6177
Executive Assistant: (b)(6); (b)(7)(C) <(b)(6); (b)(7)(C)@associates.ice.dhs.gov>
Desk: 202-732-3524 | Cell: 202-893-1561
"IHSC: One Team, One Mission...Leading the Way in Immigration Health Care"

From: (b)(6); (b)(7)(C) <(b)(6); (b)(7)(C)@ice.dhs.gov>
Sent: Friday, December 13, 2019 8:31 AM
To: (b)(6); (b)(7)(C) <(b)(6); (b)(7)(C)@ice.dhs.gov>; (b)(6); (b)(7)(C) <(b)(6); (b)(7)(C)@ice.dhs.gov>

Cc: (b)(6), (b)(7)(C) @ice.dhs.gov (b)(6), (b)(7)(C) ice.dhs.gov>

Subject: RE: STGI

Sir,

(b)(5)

Thanks

(b)(6);

(b)(6), (b)(7)(C), LCSW

Contracting Officer's Representative
Resource Management Unit (RMU)
ICE Health Service Corps (IHSC)
Enforcement Removal Operations (ERO)
Desk: 202-732 (b)(6);
Cell: 202-641 (b)(7)(C)

(b)(5)

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From (b)(6), (b)(7)(C) ice.dhs.gov>

Sent: Friday, December 13, 2019 4:01 AM

To: (b)(6), (b)(7)(C) @ice.dhs.gov; (b)(6), (b)(7)(C) ice.dhs.gov>

Cc: (b)(6), (b)(7)(C) @ice.dhs.gov; (b)(6), (b)(7)(C) @ice.dhs.gov>

Subject: FW: STGI

Guys -

Please see below. Mr. Lucero is visiting Otay today and would like this info. Please check into and get back to me first thing this morning.

Many thx (b)(6), (b)(7)(C)

(b)(6), (b)(7)(C) CCHP, FACHE
Assistant Director | ICE Health Service Corps
Desk: 202-732 (b)(6); (b)(7)(C) Cell: 202-321 (b)(6);

From: Johnson, Tae D (b)(6), (b)(7)(C) ice.dhs.gov>

Date: Thursday, Dec 12, 2019, 8:26 PM

To: (b)(6), (b)(7)(C) ice.dhs.gov>

Subject: RE: STGI

Copy

From: (b)(6), (b)(7)(C) @ice.dhs.gov
Date: Thursday, Dec 12, 2019, 7:34 PM
To: Johnson, Tae D (b)(6), (b)(7)(C) @ice.dhs.gov
Subject: RE: STGI

Let me check. I know they are treating USMS.

(b)(6), (b)(7)(C) CHP, FACHE
Assistant Director | ICE Health Service Corps
Desk: 202-732-(b)(6); | Cell: 202-32-(b)(6);

From: Johnson, Tae D (b)(6), (b)(7)(C) @ice.dhs.gov
Date: Thursday, Dec 12, 2019, 5:58 PM
To: (b)(6), (b)(7)(C) @ice.dhs.gov
Subject: FW: STGI

(b)(5)

From: Lucero, Enrique M (b)(6), (b)(7)(C) @ice.dhs.gov
Sent: Thursday, December 12, 2019 5:46 PM
To: Johnson, Tae D (b)(6), (b)(7)(C) @ice.dhs.gov; (b)(6), (b)(7)(C) @ice.dhs.gov
Subject: RE: STGI

Yes, medical. Just wanted to make sure it is written in the contract.

From: Johnson, Tae D (b)(6), (b)(7)(C) @ice.dhs.gov
Date: Thursday, Dec 12, 2019, 2:43 PM
To: Lucero, Enrique M (b)(6), (b)(7)(C) @ice.dhs.gov; (b)(6), (b)(7)(C) @ice.dhs.gov
Subject: RE: STGI

Medical contract? Yes.

From: Lucero, Enrique M (b)(6), (b)(7)(C) @ice.dhs.gov
Sent: Thursday, December 12, 2019 5:42 PM
To: Johnson, Tae D (b)(6), (b)(7)(C) @ice.dhs.gov; (b)(6), (b)(7)(C) @ice.dhs.gov
Subject: STGI

(b)(5)

(b)(6); (b)(7)(C)

From: (b)(6); (b)(7)(C)
Sent: Monday, December 16, 2019 3:46 PM
To: (b)(6); (b)(7)(C)
Cc:
Subject: Request for Cost Out-All Sites
Attachments: Contract -Behavioral Health Technician .docx; Contract-Medical Assistant.docx

(b)(6);
(b)(7)(C)

(b)(5); (b)(4)

Thanks

(b)(6)

CAPT (b)(6); (b)(7)(C) W
Contracting Officer's Representative
Resource Management Unit (RMU)
ICE Health Service Corps (IHSC)
Enforcement Removal Operations (ERO)
Desk: 202-733-(b)(6);
Cell: 202-641-(b)(7)(C)

(b)(5)

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MEDICAL ASSISTANT

Contract Position Description

INTRODUCTION

The ICE Health Services Corps (IHSC) exists within the organizational structure of the United States Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO) under the supervision of the Department of Homeland Security (DHS). The United States Public Health Service (USPHS) Commissioned Corps Officers, civil service staff and contractors comprise the healthcare professionals working together to provide quality healthcare services. IHSC serves as the medical experts for ICE for detainee health care.

MISSION

IHSCs mission is to manage and provide medical care to maintain the health of individuals in the custody of ICE through an integrated health care delivery system, based on nationally recognized correctional and detention health care standards. The Agency is committed to providing healthcare services to protect the nation's health, reduce global disease and support the safe apprehension, enforcement and removal of detained individuals involved in immigration proceedings. IHSC is committed to ensuring a system of care that is ethical, responsible, and accountable through rigorous surveillance and monitoring activities that are in place.

ATTRIBUTES AND PROFESSIONAL QUALITIES

1. Strong oral and written communication skills.
2. Strong interpersonal and active listening skills.
3. Strong organizational and time management skills.
4. Demonstrated integrity, honesty and cultural competency.

REQUIRED EDUCATION AND EXPERIENCE

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education

1. Minimum Education: High School Graduate
2. Graduate of an approved Medical Assistant Program located in a State, the District of Columbia, or a U.S. Territory.
3. One year of experience as a medical assistant in a clinical setting (preferred).
4. Experience in a detention/correctional or residential healthcare setting (preferred).

REQUIRED LICENSURE / CERTIFICATION

1. Active, unrestricted certification as a Medical Assistant. Certified by one of the following:
 - a. Certified Medical Assistant (CMA) by the American Association of Medical Assistants (AAMA),
 - b. Registered Medical Assistant by the American Society of Medical Technologists (AMT),

- c. Certified Clinical Medical Assistant (CCMA) by the National Healthcareer Association (NHA),
 - d. National Certified Medical Assistant (NCMA) by the National Center for Competency Testing (NCCT), or
 - e. National Registered title of Certified Medical Assistant (NRCMA) by the National Health Association for Health Professionals
2. This position does not require privileging by IHSC.
 3. Maintains BLS for Healthcare Providers® certification through the American Heart Association® or equivalent.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Ability and proficiency to properly use equipment, materials and supplies in simple diagnostic and treatment procedures.
2. Ability to work in a multi-cultural and multi-lingual environment.
3. Ability to utilize telephonic interpreter/translation services to complete assigned duties if not fluent in a language the patient understands.
4. Ability to adapt to sudden changes in schedules and flexibility in work requirements.
5. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with patients, co-workers and other stakeholders.
6. Ability to establish and maintain positive working relationships in a multidisciplinary environment.
7. Ability to navigate in an electronic work environment including electronic health records, web based training and communications.
8. Moderate proficiency in, common Microsoft Office programs, specifically Microsoft Word, Excel, Outlook and SharePoint.
9. Knowledge of regulations (HIPAA/Privacy Act) regarding the confidentiality of patient medical records and information as well as Personally Identifiable Information (PII).

MAJOR DUTIES AND RESPONSIBILITIES

1. Provides direct care to patients throughout the lifespan in adherence to the defined Scope of Practice.
2. Completes all required competency assessments successfully and updates annually and/or as requested.
3. Attends all required training and completes successfully.
4. Performs functions in accordance with current accepted practice and certification.
5. Provides patient care under the supervision of licensed health care staff to include the registered nurse (RN), nurse practitioners (NP), physician assistant (PA), physician, dentist, psychiatrist, pharmacist, or behavioral health provider (BHP).
6. Responds to health emergencies as directed by licensed health care staff.
7. Asks patient health questions as directed by licensed health care staff.
8. Completes required health documentation in the electronic health record.
9. Prepares patient and examination room for health evaluation by licensed health care staff.
10. Performs tasks for outpatient health care to include:
 - a. Vital signs

- b. Fingerstick glucose checks
 - c. Urinalysis, urine pregnancy test, urine drug screening, and other CLIA-waived tests performed at the facility.
 - d. Rapid flu and strep testing.
 - e. Phlebotomy
 - f. Peak flow test
 - g. Infant length/weight/head circumference
 - h. Electrocardiogram
 - i. Sterile set up and clean up for minor outpatient surgical procedures.
 - j. Sterilization, packaging, and/or disposal of medical instruments.
 - k. Management of medical waste as per requirements.
 - l. Administration of basic first aid.
 - m. Dressing changes as ordered by licensed health staff.
 - n. Administration of immunizations
 - o. Serving as chaperone during patient examinations.
 - p. Serving as scribe for patient health care encounters.
 - q. Administration of medications via topical, oral, intra-muscular, intra-dermal, and nasally as ordered by licensed health staff.
 - r. Other assigned duties within scope of practice
11. Performs required quality assurance testing and manages inventory as required:
 - a. Maintains laboratory supplies and equipment
 - b. Assists administrative leadership in required supply ordering processes
 - c. Perform required quality testing on CLIA waived equipment and maintain appropriate testing logs
 12. Performs support tasks in the health clinic to ensure cleanliness and of medical equipment and furniture:
 - a. Attends to safety and hygienic requirements and tasks to ensure a safe and clean working environment at all times.
 - b. Attends to required tasks to that equipment, clinic room supplies, inventory, and logs are clean, functional, and up to date.
 - c. Record refrigerator temperatures.
 13. Performs medication administration and assists with pharmacy tasks.
 - a. Delivers keep on person medication to patients and obtains appropriate detainee signature documenting receipt of items.
 - b. Administers medication via pill line and documents appropriately in the medication administration record.
 14. Professionally manages clinic telephone calls to include taking messages, transferring telephone calls appropriately, and alerting appropriate licensed health staff immediately for calls of an urgent nature.
 15. Performs all record keeping functions in accordance with program policies and position.
 16. Transcribes patient clinical encounter information in the health record for other health staff.
 17. Maintains functional proficiency and adheres to required electronic health record processes and procedures for professional and accurate health documentation.
 18. Completes and passes all discipline specific competencies testing, initially and annually.
 19. Completes all initial, annual and ad hoc training as required/assigned.
 20. Maintains patient confidentiality, and confidentiality of health records, in compliance with

the Privacy Act and HIPAA regulations in all work activities.

21. Adheres to, and maintains awareness of, IHSC Policies, Procedures, Directives, Operational Memoranda and accreditation standards as prescribed by ICE/IHSC.
22. Attends and participates in required staff meetings

DUTY HOURS / ON-CALL REQUIREMENTS

1. IHSC operates 24/7/365; this position is required to respond during an emergency activation.
2. This full time position requires availability to work day, evening and night shifts. Availability during weekends and holidays is also required.
3. On-call availability is not required for this position.

SECURITY REQUIREMENTS

1. The Department of Homeland Security's Personnel Security Unit (PSU) must render an Initial Preliminary Favorable Fitness Determination to be considered a qualified candidate.
2. A Complete Favorable Fitness Determination must be rendered by PSU upon completion of initial, and between, subsequent background investigations to meet the requirements of this position.

PHYSICAL DEMANDS

1. Required to walk unaided at a normal pace for up to 10 minutes and maintain balance.
2. Required to respond to any medical emergency within 4 minutes, where a fast walk or jog may be necessary to provide assistance.
3. Required to perform CPR/emergency care standing or kneeling.
4. Must have the ability to assist sick, injured or aging detainees or staff exiting the building during an emergency (may require lifting, dragging, wheeling or carrying someone who weighs significantly more than self).
5. Must be able to see, hear and smell with or without the use of aides if necessary (exceptions on a case by case basis).
6. Must easily alternate between kneeling and standing.
7. Must be able to lift, push, or carry 30 pounds.
8. Must perform the duties in a stressful and often austere environment without physical limitations.
9. Must be capable of standing on hard surfaces (cement floors) for long periods of time.

SUPERVISORY CONTROLS

This is a contract position and supervisory controls will be set forth by the contract vendor. Technical oversight will be provided by the Government Technical Monitor (GTM).

Behavioral Health Technician

Contract Position Description

INTRODUCTION

The ICE Health Services Corps (IHSC) exists within the organizational structure of the United States Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO) under the supervision of the Department of Homeland Security (DHS). The United States Public Health Service (USPHS) Commissioned Corps Officers, civil service staff and contractors comprise the healthcare professionals working together to provide quality healthcare services. IHSC serves as the medical experts for ICE for detainee health care.

MISSION

IHSC's mission is to provide medical care to maintain the health of individuals in the custody of ICE through an integrated health care delivery system, based on nationally recognized correctional, detention and residential health care standards. The Agency is committed to providing healthcare services to protect the nation's health, reduce global disease and provide medical support for the law enforcement mission of the safe apprehension, enforcement and removal of detained individuals involved in immigration proceedings. IHSC is committed to ensuring a system of care that is ethical, responsible, and accountable through rigorous surveillance and monitoring activities.

ATTRIBUTES AND PROFESSIONAL QUALITIES

1. Strong oral/written communication skills
2. Active listening skills
3. Excellent interpersonal skills
4. Strong organizational and time management skills
5. Strong problem solving, judgment and decision-making skills
6. Integrity/honesty
7. Demonstrated cultural awareness
8. Spanish-speaking candidates are preferred, but not required

REQUIRED EDUCATION AND EXPERIENCE

Degree issuing institution and or program must be accredited by an entity recognized by the U.S. Department of Education

Minimum Associate degree in a behavioral science/specialty field,
and;

Minimum of two years of work experience in a mental health clinic or residential healthcare setting.

16 December 2019

REQUIRED LICENSURE / CERTIFICATION

1. Must obtain American Association of Psychiatric Technicians (AAPT) certification at level three within 12 months of hire.
2. Maintains current certification in either the American Heart Association Basic Life Support Course (BLS) or the American Red Cross CPR/BLS Course.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Basic knowledge regarding therapeutic communication and psychiatric recovery and rehabilitation skills.
2. Ability to conduct clinical mental health screenings.
3. Ability to facilitate skill building exercises, patient safety and wellness processing groups.
4. Ability to coordinate instructional recreational activities.
5. Ability to communicate with cultural awareness and respond to the unique needs of members of diverse populations.
6. Ability to navigate electronic health records, web-based training and communications.
7. Ability to communicate proficiently in English (verbal and written) in order to develop positive rapport with patients, co-workers and other stakeholders.
8. Ability to establish and maintain positive working relationships and take direction in a multidisciplinary environment.
9. Knowledge of regulations (HIPAA/Privacy Act) regarding the confidentiality of patient health records and information as well as Personally Identifiable Information (PII).
10. Moderate proficiency in common Microsoft Office programs, specifically Microsoft Word, Excel, Outlook and SharePoint.

MAJOR DUTIES AND RESPONSIBILITIES

1. Under the clinical direction of a licensed Behavioral Health Provider assists in:
 - providing direct services to assigned population;
 - health data collection;
 - observations of behaviors and wellness checks;
 - prompting as needed with activities of daily living;
 - health and general program education and patient support;
 - patient safety and risk monitoring;
 - observation of patient's behaviors during all programming and recreation activities;
2. Maintains a basic knowledge of behavioral health interventions including psychotropic medications and awareness of side effects and potential impact on patient functioning.
3. Facilitate basic therapeutic groups (i.e. Processing Groups/Alternative Programming) and provides direct individual patient care and treatment.
4. Assists in the development of specific behavioral treatment interventions such as coping skills, anger management, and other self-regulating behavior activities.
5. Gathers patient care information through frequent contacts to assist behavioral health and medical providers with diagnosis, treatment planning, and medication management.
6. Documents clinical observations of a patient's behavior including mood, affect, mental sharpness, sleeping patterns, eating habits and overall

16 December 2019

- functioning and any changes observed.
7. Conduct crisis management in emergent situations through sound judgement and team collaboration according to standardized facility procedures and IHSC policy.
 8. Conduct program schedule management to include: group schedules, telehealth appointments, and individual check-ins).
 9. Chaperone for Tele-Behavioral Health (to include telepsychiatry) or any other clinical appointment (if available).
 10. Continues professional development through in-service education, workshops, conferences and self-study necessary to maintain current knowledge applicable to the position.
 11. Adhere to IHSC, PBNDS, ACA, NCCHC standards.
 12. Maintain proficiency and accurately utilizes the IHSC electronic medical record.

DUTY HOURS/ ON-CALL REQUIREMENTS

1. IHSC operates 24/7/365; this position is required to respond during an emergency activation.
2. This full-time position requires availability to work days, evenings, as well as weekends and holidays. Specific hours will be determined by the facility mission needs.
3. On-call availability is not required for this position.

SECURITY AND OTHER REQUIREMENTS

1. The Department of Homeland Security's Personnel Security Unit (PSU) must render an Initial Preliminary Favorable Fitness Determination to be considered a qualified candidate.
2. A Complete Favorable Fitness Determination must be rendered by PSU upon completion of initial, and between, subsequent background investigations to meet the requirements of this position.
3. Must be able to obtain and maintain assigned security clearance.

PHYSICAL DEMANDS

1. Required to walk unaided at a normal pace for up to 5 minutes and maintain balance.
2. Required to jog/fast walk up to ¼ mile.
3. Required to perform CPR/emergency care standing or kneeling.
4. Must have the ability to assist sick, injured or aging detainees or staff exiting the building (may require lifting, dragging, wheeling or carrying someone who weighs significantly more than oneself).
5. Must be able to see, hear and smell with aids if necessary (exceptions on a case by case basis).
6. Must easily alternate between kneeling and standing.
7. Must be able to lift, push, or carry 30 pounds.
8. Must perform the duties of the role in a stressful and often austere environment without physical limitations.
9. Must be capable of standing on hard services (cement floors) for long periods of time.

2. AMENDMENT/MODIFICATION NO. P00012	3. EFFECTIVE DATE See Block 16C	4. REQUISITION/PURCHASE REQ. NO. 192119FHQIHSCSTG1.04	5. PROJECT NO. (If applicable)
---	------------------------------------	--	--------------------------------

6. ISSUED BY ICE/DCR ICE/Detention Compliance & Removals Immigration and Customs Enforcement Office of Acquisition Management 801 I Street, NW Suite (b)(6) WASHINGTON DC 20536	7. ADMINISTERED BY (If other than Item 6) CODE
---	---

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) STG INTERNATIONAL INC ATTN: (b)(6), (b)(7)(C) 99 CANAL CENTER PLAZA SUITE 500 ALEXANDRIA VA 22314	(x) 9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11) x 10A. MODIFICATION OF CONTRACT/ORDER NO. 70CDCR18C00000003 10B. DATED (SEE ITEM 13) 02/20/2018
CODE (b)(7)(E) FACILITY CODE	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended. is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) Net Increase: (b)(4)
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority) X Mutual Agreement of Both Parties

E. IMPORTANT: Contractor is not. is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)
 DUNS Number: 179570403
 COR: CAPT (b)(6), (b)(7)(C)
 Phone: 202-732-(b)(6)
 Email: (b)(6), (b)(7)(C)@ice.dhs.gov

 COR: (b)(6), (b)(7)(C)
 Phone: 202-732-(b)(6)
 Email: (b)(6), (b)(7)(C)@ice.dhs.gov

 COR: LCDR (b)(6), (b)(7)(C)
 Phone: 202-732-(b)(6)
 Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) (b)(6), (b)(7)(C)
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED
16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED

NAME OF OFFEROR OR CONTRACTOR
STG INTERNATIONAL INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Email: (b)(6), (b)(7)(C)@ice.dhs.gov</p> <p>COR: (b)(6), (b)(7)(C)</p> <p>Phone: 202-732-(b)(6)</p> <p>Email: (b)(6), (b)(7)(C)@ice.dhs.gov</p> <p>Contracting Officer: (b)(6), (b)(7)(C)</p> <p>Phone: 202-732-(b)(6)</p> <p>Email: (b)(6), (b)(7)(C)@ice.dhs.gov</p> <p>Requisition 192119FHQIHSCSTG1.04 is associated with this modification.</p> <p>The purpose of P00012 is the following:</p> <ol style="list-style-type: none"> 1. Change FTE counts across various sites due to changes in mission needs. These changes are tracked in the Site Staffing and Bill Rates document attached to this modification. 2. Establish a contract hourly rate for the following positions: <ul style="list-style-type: none"> - Eloy: Nurse Practitioner - Psychiatric (APP-BH) - Montgomery: Nurse Practitioner - Psychiatric (APP-BH) - San Diego: Nurse Practitioner - Psychiatric (APP-BH) - Tacoma: Nurse Practitioner - Psychiatric (APP-BH) - Tacoma: Registered Dental Hygienist (RDH) - No FTE increase at this time 3. Maintain the MRT (1 FTE) and AA (1 FTE) positions at LA Staging. 4. Revise Option Period labor rates for all labor categories at Dilley (STFRC). 5. Update the Position Description (PD) for Public Health Analyst. 6. Update attachment J-2 QASP to reduce the Critical Threshold Level Deduction Criteria from 5% to 3%. 7. The following CLINs are modified: <p>CLIN 0001 The total obligated amount of this CLIN increases Continued ...</p> 				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
70CDCR18C00000003/P00012

PAGE OF
3 5

NAME OF OFFEROR OR CONTRACTOR
STG INTERNATIONAL INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	<p>from (b)(4) to (b)(4)</p> <p>CLIN 0002 The total obligated amount of this CLIN increases from (b)(4) to (b)(4)</p> <p>8. As a result, the total obligated amount on 70CDCR18C00000003 has increased: From: (b)(4) By: To:</p> <p>9. The total contract value of 70CDCR18C00000003 does not change, remaining (b)(4)</p> <p>Delivery Location Code: ICE/ERO ICE Enforcement & Removal Immigration and Customs Enforcement 801 I Street, NW Suite 900 Washington DC 20536</p> <p>Period of Performance: 02/20/2018 to 05/28/2022</p> <p>Change Item 0001 to read as follows (amount shown is the obligated amount):</p> <p>Base Year - IHSC Medical Staffing Services Period of Performance: 06/29/2018 - 06/28/2019 Fully Funded Obligation Amount (b)(4) Incrementally Funded Amount: \$ Product/Service Code: Q201 Product/Service Description: MEDICAL- GENERAL HEALTH CARE</p> <p>Accounting Info: (b)(7)(E)</p> <p>Funded: \$0.00 Accounting Info: (b)(7)(E)</p> <p>Funded: \$0.00 Accounting Info: (b)(7)(E)</p> <p>Continued ...</p>				(b)(4)

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
70CDCR18C00000003/P00012

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NAME OF OFFEROR OR CONTRACTOR
STG INTERNATIONAL INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	(b)(7)(E) [Redacted]				
	Funded: \$0.00 Accounting Info: (b)(7)(E) [Redacted]				
	Funded: \$0.00 Accounting Info: (b)(7)(E) [Redacted]				
	Funded: \$0.00 Accounting Info: (b)(7)(E) [Redacted]				
	Funded: \$0.00 Accounting Info: (b)(7)(E) [Redacted]				
	Funded: \$0.00 Accounting Info: (b)(7)(E) [Redacted]				
	Funded: \$0.00 Accounting Info: (b)(7)(E) [Redacted]				
	Funded: \$0.00 Accounting Info: (b)(7)(E) [Redacted]				
	Funded: \$0.00 Accounting Info: (b)(7)(E) [Redacted]				
	Funded: (b)(4) [Redacted]				
0002	Change Item 0002 to read as follows (amount shown is the obligated amount): Dilley Facility Period of Performance: 06/29/2018 - 06/28/2019 Continued ...				(b)(4) [Redacted]

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REFERENCE NO. OF DOCUMENT BEING CONTINUED
70CDCR18C00000003/P00012

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NAME OF OFFEROR OR CONTRACTOR
STG INTERNATIONAL INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Estimated Hours Per Year (EHPY): 251,680</p> <p>This is a Labor Hour CLIN Fully Funded Obligation Amount: (b)(4) Incrementally Funded Amount: \$ Product/Service Code: Q201 Product/Service Description: MEDICAL- GENERAL HEALTH CARE</p> <p>Accounting Info: (b)(7)(E) --- Funded: \$0.00 Accounting Info: (b)(7)(E) --- Funded: \$0.00 Accounting Info: (b)(7)(E) --- Funded: \$0.00 Accounting Info: (b)(7)(E) --- Funded: (b)(4)</p>				

2. AMENDMENT/MODIFICATION NO. P00013	3. EFFECTIVE DATE See Block 16C	4. REQUISITION/PURCHASE REQ. NO. See Schedule	5. PROJECT NO. (If applicable)
6. ISSUED BY ICE/DCR ICE/Detention Compliance & Removals Immigration and Customs Enforcement Office of Acquisition Management 801 I Street, NW Suite (b)(6) WASHINGTON DC 20536 (b)(7)(C)		7. ADMINISTERED BY (If other than Item 6) CODE	

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) STG INTERNATIONAL INC ATTN: (b)(6); (b)(7)(C) 99 CANAL CENTER PLAZA SUITE 500 ALEXANDRIA VA 22314	(x)	9A. AMENDMENT OF SOLICITATION NO.
		9B. DATED (SEE ITEM 11)
	x	10A. MODIFICATION OF CONTRACT/ORDER NO. 70CDCR18C00000003
		10B. DATED (SEE ITEM 13) 02/20/2018
CODE (b)(7)(E)	FACILITY CODE	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended. is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) Net Increase: (b)(4)
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor is not. is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 179570403
COR: CAPT (b)(6); (b)(7)(C)
Phone: 202-732 (b)(6);
Email: (b)(6); (b)(7)(C) ce.dhs.gov

COR: (b)(6); (b)(7)(C)
Phone: 202-732 (b)(6);
Email: (b)(6); (b)(7)(C) ce.dhs.gov

COR: LCD (b)(6); (b)(7)(C)
Phone: 202-732 (b)(6);

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) (b)(6); (b)(7)(C)
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED
	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)
	16C. DATE SIGNED

NAME OF OFFEROR OR CONTRACTOR
STG INTERNATIONAL INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Email: (b)(6), (b)(7)(C) @ice.dhs.gov</p> <p>COR: (b)(6), (b)(7)(C)</p> <p>Phone: 202-732-(b)(6)</p> <p>Email: (b)(6), (b)(7)(C) @ice.dhs.gov</p> <p>Contracting Officer: (b)(6), (b)(7)(C)</p> <p>Phone: 202-732-(b)(6)</p> <p>Email: (b)(6), (b)(7)(C) @ice.dhs.gov</p> <p>The following requisitions are associated with this modification: 192119FHQIHSCSTG1.05, 192119FHQCMCP0236, and 192119FHQIHSCSTG2.00.</p> <p>The purpose of P00013 is the following:</p> <ol style="list-style-type: none"> Exercise Option Period 1 - 06/28/2019-06/29/2020 Change FTE counts across various sites due to changes in mission needs. These changes are tracked in the Site Staffing and Bill Rates document attached to this modification. The following CLINs are modified: <ul style="list-style-type: none"> CLIN 0001 <ul style="list-style-type: none"> The total obligated amount of this CLIN increases from (b)(4) to (b)(4) CLIN 0002 <ul style="list-style-type: none"> The total obligated amount of this CLIN increases from (b)(4) to (b)(4) CLIN 1001 <ul style="list-style-type: none"> The total obligated amount of this CLIN increases from (b)(4) to (b)(4) CLIN 1003 <ul style="list-style-type: none"> The total obligated amount of this CLIN increases from (b)(4) to (b)(4) CLIN 1004 <ul style="list-style-type: none"> The total obligated amount of this CLIN increases from (b)(4) to (b)(4) <p>Continued ...</p> 				

NAME OF OFFEROR OR CONTRACTOR
STG INTERNATIONAL INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	<p>4. As a result, the total obligated amount on 70CDCR18C00000003 has increased: From: (b)(4) By: To:</p> <p>5. The total contract value of 70CDCR18C00000003 has increased: From: (b)(4) By: To:</p> <p>Delivery Location Code: ICE/ERO ICE Enforcement & Removal Immigration and Customs Enforcement 801 I Street, NW Suite 900 Washington DC 20536</p> <p>Period of Performance: 02/20/2018 to 05/28/2022</p> <p>Change Item 0001 to read as follows (amount shown is the obligated amount):</p> <p>Base Year - IHSC Medical Staffing Services Period of Performance: 06/29/2018 - 06/28/2019 Fully Funded Obligation Amount (b)(4) Incrementally Funded Amount: \$ Product/Service Code: Q201 Product/Service Description: MEDICAL- GENERAL HEALTH CARE Requisition No: 192118FHQCMCP0229.1, 192118FHQIHSCNEW1.00, 192118FHQIHSCNEW1.1, 192118FHQIHSCNEW2.0, 192118FHQIHSCNEW3.0, 192119FHQIHSCSTG1.01, 192119FHQIHSCSTG1.02, 192119FHQIHSCSTG1.03, 192119FHQIHSCSTG1.04, 192119FHQIHSCSTG1.05</p> <p>Accounting Info: (b)(7)(E) --- Funded: \$0.00 Accounting Info: (b)(7)(E) --- Continued ...</p>				(b)(4)

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NAME OF OFFEROR OR CONTRACTOR
STG INTERNATIONAL INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Funded: \$0.00 Accounting Info: (b)(7)(E) ----- ----- Funded: \$0.00 Accounting Info: (b)(7)(E) ----- ----- Funded: \$0.00 Accounting Info: (b)(7)(E) ----- ----- Funded: \$0.00 Accounting Info: (b)(7)(E) ----- ----- Funded: \$0.00 Accounting Info: (b)(7)(E) ----- ----- Funded: \$0.00 Accounting Info: (b)(7)(E) ----- ----- Funded: \$0.00 Accounting Info: (b)(7)(E) ----- ----- Funded: \$0.00 Accounting Info: (b)(7)(E) ----- ----- Funded: \$0.00 Accounting Info: (b)(7)(E) ----- ----- Continued ...				

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NAME OF OFFEROR OR CONTRACTOR
STG INTERNATIONAL INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0002	<p>Funded: \$(b)(4)</p> <p>Change Item 0002 to read as follows (amount shown is the obligated amount):</p> <p>Dilley Facility Period of Performance: 06/29/2018 - 06/28/2019</p> <p>Estimated Hours Per Year (EHPY): 251,680</p> <p>This is a Labor Hour CLIN Fully Funded Obligation Amount (b)(4) Incrementally Funded Amount: \$(b)(4) Product/Service Code: Q201 Product/Service Description: MEDICAL- GENERAL HEALTH CARE Requisition No: 192118FHQIHSCNEW1.00, 192119FHQIHSCSTG1.00, 192119FHQIHSCSTG1.03, 192119FHQIHSCSTG1.04, 192119FHQIHSCSTG1.05</p> <p>Accounting Info: (b)(7)(E) --- Funded: \$0.00 Accounting Info: (b)(7)(E) --- Funded: \$0.00 Accounting Info: (b)(7)(E) --- Funded: \$0.00 Accounting Info: (b)(7)(E) --- Funded: \$0.00 Accounting Info: (b)(7)(E) --- Funded: (b)(4)</p>				(b)(4)
1001	<p>Change Item 1001 to read as follows (amount shown is the obligated amount):</p> <p>Option Year 1 - IHSC Medical Staffing Services Continued ...</p>				(b)(4)

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NAME OF OFFEROR OR CONTRACTOR
STG INTERNATIONAL INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Period of Performance: 06/29/2019 - 06/28/2020</p> <p>This is a Labor Hour CLIN</p> <p>The proposed rates and other information in the incorporated proposal which applied to CLINs 1001 to 1003 and 1005 to 1022 apply to this CLIN. This change in CLIN structure is administrative in nature to ease accounting and invoicing burdens and does not substantively affect the rights of the parties. Facilities to be covered under this CLIN and their Estimated Hours Per Year (EHPY) include:</p> <p>Adelanto Facility - EHPY: 2,080 Alexandria Facility - EHPY: 83,200 Berks Facility - EHPY: 43,264 Buffalo Facility - EHPY: 63,440 Caroline County Facility - EHPY: 47,840 Cibola County Facility - EHPY: 2,080 Dilley Facility - EHPY: 249,600 El Paso Facility - EHPY: 69,680 Elizabeth Facility - EHPY: 25,584 Eloy Facility - EHPY: 125,840 Florence Facility - EHPY: 5,520 Houston Facility - EHPY: 89,440 Jena Facility - EHPY: 114,400 Joe Corley Facility - EHPY: 2080 Krome Facility - EHPY: 101,920 Laguna Niguel Facility - EHPY: 4,160 LA Staging Facility - EHPY: 4,160 Montgomery Facility - EHPY: 106,080 Pearsall Facility - EHPY: 130,080 Port Isabel Facility - EHPY: 122,720 San Diego Facility - EHPY: 156,000 Santa Ana Facility - EHPY: 0 Tacoma Facility - EHPY: 101,920 Taylor Facility - EHPY: 52,000 Varick Facility - EHPY: 8,736 Washington DC (HQ) Facility (includes Custody Resource Coordinators) - EHPY: 52,880 York Facility - EHPY: 10,816 Fully Funded Obligation Amount: (b)(4) Incrementally Funded Amount: \$ Product/Service Code: Q201 Product/Service Description: MEDICAL- GENERAL HEALTH CARE Requisition No: 192119FHQCMCP0236, 192119FHQIHSCSTG2.00</p> <p>Continued ...</p>				

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NAME OF OFFEROR OR CONTRACTOR
STG INTERNATIONAL INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Accounting Info: (b)(7)(E) [REDACTED] Funded: (b)(4) [REDACTED] Accounting Info: (b)(7)(E) [REDACTED] Funded: (b)(4) [REDACTED]				
1003	Change Item 1003 to read as follows (amount shown is the obligated amount): Option Year 1 - NTE Travel Period of Performance: 06/29/2019 - 06/28/2020 This is a Cost-Reimbursable CLIN Fully Funded Obligation Amount: (b)(4) [REDACTED] Incrementally Funded Amount: [REDACTED] Product/Service Code: Q201 Product/Service Description: MEDICAL- GENERAL HEALTH CARE Requisition No: 192119FHQIHSCSTG2.00 Accounting Info: (b)(7)(E) [REDACTED] Funded: (b)(4) [REDACTED]				(b)(4)
1004	Add Item 1004 as follows: NTE Travel for CRC Period of Performance: 06/29/2019 - 06/28/2020 This is a Cost-Reimbursable CLIN Obligated Amount: (b)(4) [REDACTED] Requisition No: 192119FHQCMCP0236 Accounting Info: (b)(7)(E) [REDACTED] Funded: (b)(4) [REDACTED]				(b)(4)

From: (b)(7)(E)@hq.dhs.gov on behalf of WCM DHS
Sent: 26 Jun 2019 19:09:28 -0400
To: ice-foia@dhs.gov
Subject: Form submission from: DHS FOIA / Privacy Act Request Submission Form

Submitted on Wednesday, June 26, 2019 - 19:09
Submitted by user: Anonymous
Submitted values are:

Select the DHS component you wish to submit your request to: : U.S. Immigration and Customs Enforcement (ICE)

Title: Mr.
First Name: (b)(6), (b)(7)(C)
Middle Initial:
Last Name: (b)(6), (b)(7)(C)
Suffix:
Email Address: (b)(6), (b)(7)(C)@arizon.net
Country: United States
Address 1: 530 Third
Address 2:
City: Port Carbon
State: Pennsylvania
Zip Code: 17965
Telephone Number: 570-628-(b)(6), (b)(7)(C)
Fax Number:

Are you requesting records on yourself? No

If yes, you must check the perjury statement:

By initialing here you are providing your electronic signature.:

Please describe the records you are seeking as clearly and precisely as possible: Please provide contracts of S.T.G International that is under contract for the Family Detention Center in Berks County Pennsylvania for the years 2017 to present.

I am willing to pay fees for this request up to the amount of: \$: 25.00

Select from the list below: An individual seeking information for personal use and not for commercial use.

I request a waiver of all fees for this request.:

Please provide an explanation for your request for a fee waiver:

Please select and describe in detail if you believe your request warrants expeditious handling:

Please provide information to support your selection:

WD 15-2229 (Rev.-3) was first posted on www.wdol.gov on 01/05/2016

REGISTER OF WAGE DETERMINATIONS UNDER THE SERVICE CONTRACT ACT By direction of the Secretary of Labor		U.S. DEPARTMENT OF LABOR EMPLOYMENT STANDARDS ADMINISTRATION WAGE AND HOUR DIVISION WASHINGTON D.C. 20210
---	--	--

Daniel W. Simms Director	Division of Wage Determinations		Wage Determination No.: 2015-2229 Revision No.: 3 Date Of Revision: 12/29/2015
-----------------------------	------------------------------------	--	--

Note: Under Executive Order (EO) 13658, an hourly minimum wage of \$10.15 for calendar year 2016 applies to all contracts subject to the Service Contract Act for which the solicitation was issued on or after January 1, 2015. If this contract is covered by the EO, the contractor must pay all workers in any classification listed on this wage determination at least \$10.15 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in calendar year 2016. The EO minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under the EO is available at www.dol.gov/whd/govcontracts.

State: Louisiana

Area: Louisiana Parishes of Acadia, Caldwell, Catahoula, Concordia, Franklin, Grant, Rapides, Tensas

Fringe Benefits Required Follow the Occupational Listing		
OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		11.28
01012 - Accounting Clerk II		14.20
01013 - Accounting Clerk III		15.45
01020 - Administrative Assistant		16.21
01035 - Court Reporter		12.81
01051 - Data Entry Operator I		10.30
01052 - Data Entry Operator II		11.37
01060 - Dispatcher, Motor Vehicle		14.08
01070 - Document Preparation Clerk		10.20
01090 - Duplicating Machine Operator		10.20
01111 - General Clerk I		10.13
01112 - General Clerk II		11.06
01113 - General Clerk III		13.19
01120 - Housing Referral Assistant		14.59
01141 - Messenger Courier		8.31
01191 - Order Clerk I		11.12
01192 - Order Clerk II		13.15
01261 - Personnel Assistant (Employment) I		12.53
01262 - Personnel Assistant (Employment) II		14.03
01263 - Personnel Assistant (Employment) III		16.08
01270 - Production Control Clerk		22.69
01290 - Rental Clerk		12.58
01300 - Scheduler, Maintenance		11.45
01311 - Secretary I		11.45
01312 - Secretary II		12.81
01313 - Secretary III		14.59
01320 - Service Order Dispatcher		18.30
01410 - Supply Technician		16.21

01420 - Survey Worker	12.55
01460 - Switchboard Operator/Receptionist	9.39
01531 - Travel Clerk I	11.07
01532 - Travel Clerk II	12.10
01533 - Travel Clerk III	13.01
01611 - Word Processor I	11.02
01612 - Word Processor II	12.43
01613 - Word Processor III	13.77
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	19.10
05010 - Automotive Electrician	17.86
05040 - Automotive Glass Installer	16.72
05070 - Automotive Worker	16.72
05110 - Mobile Equipment Servicer	14.63
05130 - Motor Equipment Metal Mechanic	19.00
05160 - Motor Equipment Metal Worker	17.23
05190 - Motor Vehicle Mechanic	19.00
05220 - Motor Vehicle Mechanic Helper	13.30
05250 - Motor Vehicle Upholstery Worker	15.77
05280 - Motor Vehicle Wrecker	16.72
05310 - Painter, Automotive	17.86
05340 - Radiator Repair Specialist	16.72
05370 - Tire Repairer	10.79
05400 - Transmission Repair Specialist	19.00
07000 - Food Preparation And Service Occupations	
07010 - Baker	12.42
07041 - Cook I	9.57
07042 - Cook II	11.64
07070 - Dishwasher	7.25
07130 - Food Service Worker	7.58
07210 - Meat Cutter	12.42
07260 - Waiter/Waitress	7.39
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	13.78
09040 - Furniture Handler	9.79
09080 - Furniture Refinisher	13.78
09090 - Furniture Refinisher Helper	10.26
09110 - Furniture Repairer, Minor	12.17
09130 - Upholsterer	13.78
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	7.78
11060 - Elevator Operator	8.37
11090 - Gardener	10.60
11122 - Housekeeping Aide	8.95
11150 - Janitor	8.95
11210 - Laborer, Grounds Maintenance	9.50
11240 - Maid or Houseman	7.40
11260 - Pruner	8.03
11270 - Tractor Operator	9.81
11330 - Trail Maintenance Worker	9.50
11360 - Window Cleaner	9.50
12000 - Health Occupations	
12010 - Ambulance Driver	16.23
12011 - Breath Alcohol Technician	16.60
12012 - Certified Occupational Therapist Assistant	21.27
12015 - Certified Physical Therapist Assistant	21.27
12020 - Dental Assistant	13.27
12025 - Dental Hygienist	32.85
12030 - EKG Technician	22.64
12035 - Electroneurodiagnostic Technologist	22.64
12040 - Emergency Medical Technician	16.23

12071 - Licensed Practical Nurse I	14.84
12072 - Licensed Practical Nurse II	16.60
12073 - Licensed Practical Nurse III	18.51
12100 - Medical Assistant	13.28
12130 - Medical Laboratory Technician	14.84
12160 - Medical Record Clerk	13.00
12190 - Medical Record Technician	14.84
12195 - Medical Transcriptionist	12.23
12210 - Nuclear Medicine Technologist	34.07
12221 - Nursing Assistant I	9.49
12222 - Nursing Assistant II	10.67
12223 - Nursing Assistant III	11.64
12224 - Nursing Assistant IV	13.07
12235 - Optical Dispenser	15.54
12236 - Optical Technician	14.84
12250 - Pharmacy Technician	14.75
12280 - Phlebotomist	13.07
12305 - Radiologic Technologist	21.06
12311 - Registered Nurse I	20.97
12312 - Registered Nurse II	25.63
12313 - Registered Nurse II, Specialist	25.63
12314 - Registered Nurse III	31.01
12315 - Registered Nurse III, Anesthetist	31.01
12316 - Registered Nurse IV	37.16
12317 - Scheduler (Drug and Alcohol Testing)	20.57
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	14.24
13012 - Exhibits Specialist II	17.64
13013 - Exhibits Specialist III	21.58
13041 - Illustrator I	14.24
13042 - Illustrator II	17.64
13043 - Illustrator III	21.58
13047 - Librarian	19.54
13050 - Library Aide/Clerk	11.34
13054 - Library Information Technology Systems Administrator	17.64
13058 - Library Technician	14.24
13061 - Media Specialist I	12.73
13062 - Media Specialist II	14.24
13063 - Media Specialist III	15.88
13071 - Photographer I	12.61
13072 - Photographer II	15.05
13073 - Photographer III	19.31
13074 - Photographer IV	21.54
13075 - Photographer V	26.06
13110 - Video Teleconference Technician	12.73
14000 - Information Technology Occupations	
14041 - Computer Operator I	14.71
14042 - Computer Operator II	16.45
14043 - Computer Operator III	19.02
14044 - Computer Operator IV	21.11
14045 - Computer Operator V	23.44
14071 - Computer Programmer I	20.16
14072 - Computer Programmer II	26.93
14073 - Computer Programmer III	(see 1)
14074 - Computer Programmer IV	(see 1)
14101 - Computer Systems Analyst I	(see 1)
14102 - Computer Systems Analyst II	(see 1)
14103 - Computer Systems Analyst III	(see 1)
14150 - Peripheral Equipment Operator	14.71
14160 - Personal Computer Support Technician	21.11

15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	29.34
15020 - Aircrew Training Devices Instructor (Rated)	35.50
15030 - Air Crew Training Devices Instructor (Pilot)	39.05
15050 - Computer Based Training Specialist / Instructor	26.93
15060 - Educational Technologist	22.25
15070 - Flight Instructor (Pilot)	39.05
15080 - Graphic Artist	19.28
15090 - Technical Instructor	14.52
15095 - Technical Instructor/Course Developer	17.75
15110 - Test Proctor	12.55
15120 - Tutor	12.55
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	7.82
16030 - Counter Attendant	7.82
16040 - Dry Cleaner	9.44
16070 - Finisher, Flatwork, Machine	7.82
16090 - Presser, Hand	7.82
16110 - Presser, Machine, Drycleaning	7.82
16130 - Presser, Machine, Shirts	7.82
16160 - Presser, Machine, Wearing Apparel, Laundry	7.82
16190 - Sewing Machine Operator	9.98
16220 - Tailor	10.54
16250 - Washer, Machine	8.36
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	16.53
19040 - Tool And Die Maker	20.67
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	13.55
21030 - Material Coordinator	19.94
21040 - Material Expediter	19.94
21050 - Material Handling Laborer	9.98
21071 - Order Filler	10.22
21080 - Production Line Worker (Food Processing)	13.55
21110 - Shipping Packer	14.78
21130 - Shipping/Receiving Clerk	14.78
21140 - Store Worker I	10.18
21150 - Stock Clerk	15.63
21210 - Tools And Parts Attendant	13.55
21410 - Warehouse Specialist	13.55
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	23.60
23021 - Aircraft Mechanic I	22.48
23022 - Aircraft Mechanic II	23.60
23023 - Aircraft Mechanic III	24.79
23040 - Aircraft Mechanic Helper	14.31
23050 - Aircraft, Painter	18.56
23060 - Aircraft Servicer	16.96
23080 - Aircraft Worker	18.00
23110 - Appliance Mechanic	16.53
23120 - Bicycle Repairer	10.79
23125 - Cable Splicer	21.63
23130 - Carpenter, Maintenance	15.37
23140 - Carpet Layer	15.26
23160 - Electrician, Maintenance	20.63
23181 - Electronics Technician Maintenance I	23.64
23182 - Electronics Technician Maintenance II	25.66
23183 - Electronics Technician Maintenance III	27.97
23260 - Fabric Worker	14.03
23290 - Fire Alarm System Mechanic	17.64
23310 - Fire Extinguisher Repairer	12.69

23311 - Fuel Distribution System Mechanic	17.64
23312 - Fuel Distribution System Operator	15.16
23370 - General Maintenance Worker	14.45
23380 - Ground Support Equipment Mechanic	22.48
23381 - Ground Support Equipment Servicer	16.96
23382 - Ground Support Equipment Worker	18.00
23391 - Gunsmith I	12.69
23392 - Gunsmith II	15.26
23393 - Gunsmith III	17.64
23410 - Heating, Ventilation And Air-Conditioning Mechanic	17.74
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	18.63
23430 - Heavy Equipment Mechanic	20.92
23440 - Heavy Equipment Operator	14.67
23460 - Instrument Mechanic	17.64
23465 - Laboratory/Shelster Mechanic	16.53
23470 - Laborer	9.98
23510 - Locksmith	16.53
23530 - Machinery Maintenance Mechanic	17.89
23550 - Machinist, Maintenance	19.85
23580 - Maintenance Trades Helper	12.29
23591 - Metrology Technician I	17.64
23592 - Metrology Technician II	18.65
23593 - Metrology Technician III	19.67
23640 - Millwright	18.14
23710 - Office Appliance Repairer	16.53
23760 - Painter, Maintenance	15.37
23790 - Pipefitter, Maintenance	22.63
23810 - Plumber, Maintenance	21.41
23820 - Pneudraulic Systems Mechanic	17.64
23850 - Rigger	17.64
23870 - Scale Mechanic	15.26
23890 - Sheet-Metal Worker, Maintenance	19.40
23910 - Small Engine Mechanic	15.26
23931 - Telecommunications Mechanic I	18.33
23932 - Telecommunications Mechanic II	21.33
23950 - Telephone Lineman	18.33
23960 - Welder, Combination, Maintenance	15.95
23965 - Well Driller	17.64
23970 - Woodcraft Worker	17.64
23980 - Woodworker	13.83
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	11.48
24580 - Child Care Center Clerk	13.66
24610 - Chore Aide	8.88
24620 - Family Readiness And Support Services Coordinator	15.60
24630 - Homemaker	14.50
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	18.33
25040 - Sewage Plant Operator	17.25
25070 - Stationary Engineer	18.33
25190 - Ventilation Equipment Tender	12.31
25210 - Water Treatment Plant Operator	17.25
27000 - Protective Service Occupations	
27004 - Alarm Monitor	13.01
27007 - Baggage Inspector	10.44
27008 - Corrections Officer	18.05
27010 - Court Security Officer	15.65
27030 - Detection Dog Handler	13.86

27040 - Detention Officer	18.05
27070 - Firefighter	14.63
27101 - Guard I	10.44
27102 - Guard II	13.86
27131 - Police Officer I	14.91
27132 - Police Officer II	16.57
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	10.29
28042 - Carnival Equipment Repairer	11.33
28043 - Carnival Worker	7.27
28210 - Gate Attendant/Gate Tender	13.41
28310 - Lifeguard	11.95
28350 - Park Attendant (Aide)	15.00
28510 - Recreation Aide/Health Facility Attendant	10.95
28515 - Recreation Specialist	14.49
28630 - Sports Official	11.95
28690 - Swimming Pool Operator	13.04
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	15.26
29020 - Hatch Tender	15.26
29030 - Line Handler	15.26
29041 - Stevedore I	14.03
29042 - Stevedore II	16.53
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	35.77
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	24.67
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	27.16
30021 - Archeological Technician I	15.24
30022 - Archeological Technician II	17.04
30023 - Archeological Technician III	23.02
30030 - Cartographic Technician	23.02
30040 - Civil Engineering Technician	20.83
30061 - Drafter/CAD Operator I	16.60
30062 - Drafter/CAD Operator II	18.58
30063 - Drafter/CAD Operator III	20.71
30064 - Drafter/CAD Operator IV	25.48
30081 - Engineering Technician I	13.44
30082 - Engineering Technician II	15.24
30083 - Engineering Technician III	17.04
30084 - Engineering Technician IV	21.11
30085 - Engineering Technician V	25.83
30086 - Engineering Technician VI	31.43
30090 - Environmental Technician	21.11
30210 - Laboratory Technician	20.71
30240 - Mathematical Technician	21.11
30361 - Paralegal/Legal Assistant I	17.37
30362 - Paralegal/Legal Assistant II	21.54
30363 - Paralegal/Legal Assistant III	26.33
30364 - Paralegal/Legal Assistant IV	31.86
30390 - Photo-Optics Technician	23.02
30461 - Technical Writer I	21.11
30462 - Technical Writer II	25.83
30463 - Technical Writer III	31.25
30491 - Unexploded Ordnance (UXO) Technician I	22.74
30492 - Unexploded Ordnance (UXO) Technician II	27.51
30493 - Unexploded Ordnance (UXO) Technician III	32.97
30494 - Unexploded (UXO) Safety Escort	22.74
30495 - Unexploded (UXO) Sweep Personnel	22.74
30620 - Weather Observer, Combined Upper Air Or Surface Programs (see 2)	18.83
30621 - Weather Observer, Senior (see 2)	21.11

31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	11.34
31030 - Bus Driver	15.33
31043 - Driver Courier	13.59
31260 - Parking and Lot Attendant	7.99
31290 - Shuttle Bus Driver	13.87
31310 - Taxi Driver	11.20
31361 - Truckdriver, Light	13.87
31362 - Truckdriver, Medium	15.33
31363 - Truckdriver, Heavy	17.36
31364 - Truckdriver, Tractor-Trailer	17.36
99000 - Miscellaneous Occupations	
99030 - Cashier	7.79
99050 - Desk Clerk	8.97
99095 - Embalmer	22.34
99251 - Laboratory Animal Caretaker I	10.98
99252 - Laboratory Animal Caretaker II	11.76
99310 - Mortician	22.34
99410 - Pest Controller	12.60
99510 - Photofinishing Worker	11.95
99710 - Recycling Laborer	12.77
99711 - Recycling Specialist	13.44
99730 - Refuse Collector	11.43
99810 - Sales Clerk	11.67
99820 - School Crossing Guard	11.43
99830 - Survey Party Chief	16.21
99831 - Surveying Aide	10.00
99832 - Surveying Technician	14.74
99840 - Vending Machine Attendant	13.88
99841 - Vending Machine Repairer	16.48
99842 - Vending Machine Repairer Helper	13.88

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$4.27 per hour or \$170.80 per week or \$740.13 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 10 years, and 4 after 20 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate

not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

(1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;

(2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;

(3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

**** HAZARDOUS PAY DIFFERENTIAL ****

An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving re-grading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

** UNIFORM ALLOWANCE **

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

** SERVICE CONTRACT ACT DIRECTORY OF OCCUPATIONS **

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition (Revision 1), dated September 2015, unless otherwise indicated.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE
Standard Form 1444 (SF-1444)

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined (See 29 CFR 4.6(b)(2)(i)). Such conforming procedures shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees (See 29 CFR 4.6(b)(2)(ii)). The Wage and Hour Division shall make a final determination of conformed classification, wage rate, and/or fringe benefits which shall be retroactive to the commencement date of the contract (See 29 CFR 4.6(b)(2)(iv)(C)(vi)). When multiple wage determinations are included in a contract, a separate SF-1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order the proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage

rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.

3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, U.S. Department of Labor, for review (See 29 CFR 4.6(b)(2)(ii)).

4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.

5) The contracting officer transmits the Wage and Hour decision to the contractor.

6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF-1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to ensure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.