

EXPLANATORY NOTES FOR UNITED NATIONS EXAMINING PHYSICIANS

The United Nations Medical Service in New York is responsible for appointing United Nations Examining Physicians worldwide, based on the recommendations made by UN Resident Coordinators and WHO Representatives, and for issuing an updated list on an annual basis. The services of United Nations Examining Physicians are used not only by the United Nations, its Funds and Programs (UNDP, UNFPA, UNOPS, and UNICEF), but also by all its Specialized Agencies.

United Nations Examining Physicians are not given any formal contract. The fees they charge for their services are expected to be customary and reasonable. Fees, which are considered excessive compared with the standard established by the United Nations, will be queried prior to any reimbursement by the United Nations or one of its Specialized Agencies.

I. MAIN FUNCTIONS OF THE UNITED NATIONS EXAMINING PHYSICIANS

1. To perform pre-employment medical examinations.

In general, when candidates are considered for initial appointments for six months or more with the Organization, they are requested to undergo a full medical examination. Regardless of appointment duration, full medical examinations are also required for candidates recruited for functions in the security service, or as a manual worker or driver or for service in the regional commissions and field duty stations, including peacekeeping, humanitarian and political missions. The results of the physical examination and requested investigations are to be recorded by the United Nations Examining Physician on the Entry Medical Examination Form (MS-2 Form) provided by the candidate. This form includes a questionnaire, to be completed by the applicant.

United Nations Examining Physicians are requested to:

- i. Ensure that the questionnaire in regard to the medical history of the applicant and his/her family has been completed. Special attention should be paid to replies concerning a psychiatric or chronic condition. Any residual effects of major illnesses, details of treatment, long absences from work should be mentioned and documented, if necessary.
- ii. Record findings of the applicant's physical examination.
- iii. Provide the results of the following mandatory investigations:
 - Report of a full size chest X-ray
 - Electrocardiogram tracing for applicants who are 40 and above, and/or if medically indicated
 - Urinalysis and microscopic examinations

- Blood analyses for:
 - ◆ hemoglobin, hematocrit, leucocyte count, erythrocyte count, platelet count, erythrocyte sedimentation rate
 - ◆ fasting sugar, total cholesterol, uric acid, and creatinine
- iv. Evaluate and comment on any positive history or abnormal finding.
 - v. Assess the candidate's physical and psychological suitability for the post proposed. Any reservation in regard to the candidate's suitability for employment in certain parts of the world or in particular types of function should be clearly stated.
 - vi. Ensure that the Entry Medical Examination Form (MS-2 Form) is fully completed and that the report of the full chest X-ray, the laboratory tests results and the electrocardiogram tracing, if performed, are attached to the MS-2 Form. The whole documentation is to be airtailed or faxed to the appropriate Medical Service. The list of the Medical Services of the United Nations and its Specialized Agencies, along with their address, fax and phone numbers, is provided in paragraph II below.

The results of the full medical examination are used to determine the medical fitness of the applicant. The final decision on the fitness of the candidate rests with the Medical Director or a duly authorized Medical Officer of the appropriate organization and is based on established UN medical standards.

2. To perform periodic medical examinations

A periodic medical examination which is done on an MS-6 Form is mandatory every two years, irrespective of age, to determine medical fitness of staff member for reassignment and/or travel. Annual medical examinations are conducted for certain occupational groups such as security officers, manual workers, and drivers.

3. To perform exit medical examinations

The purpose of this full examination which is also recorded on MS.6 Form is to establish the health status of the departing staff member.

4. To provide assistance with regard to medical evacuations

- a) If there is an indication that a staff member or an eligible dependant needs to be medically evacuated, the United Nations Examining Physician is required to make his/her recommendation to the Head of the Fund/Program/Agency the staff member belongs to.

- b) Medical evacuation shall normally be authorized to the nearest regional medical center, as identified by the United Nations Medical Service. A list of these centers, worldwide, is provided in annex to the present document.
- c) The United Nations Examining Physician is also requested to prepare a detailed medical report, including the tentative diagnosis, results of the tests performed and the purpose of the evacuation, to be hand-carried by the patient. A copy of this report shall be kept in the patient's medical file.

II. MEDICAL SERVICES OF THE UNITED NATIONS AND ITS SPECIALIZED AGENCIES

1. There are Medical Services in the United Nations system based in New York, Geneva, Paris, Rome, Vienna, Kenya, Netherlands, and Tanzania. Each of these services has medical responsibilities to the administration and to the staff members of the United Nations and its Specialized Agencies as outlined in the following table:

Address of Medical Service	Medical Director/Chief Medical Officer	Staff served
United Nations Medical Service United Nations New York, NY 10017 USA Phone No.: (212) 963 7082 Fax No.: (212) 963 4925	Dr. Jillann Farmer, Medical Director farmerj@un.org	UN, UNDP, UNOPS, UNFPA, UNICEF, all UN peace-keeping and special missions
World Health Organization Avenue Appia, 20 CH-1211 Geneva 27, SWITZERLAND Phone No.: (41 22) 791 3040 Fax No. : (41 22) 791 4120	Dr. Caroline Cross crossc@who.int	WHO
United Nations Office at Geneva Palais des Nations CH-1211 Geneva 22, SWITZERLAND Phone No.: (41 22) 917 2520 Fax No.: (41 22) 917 0007	Dr. Pascal Achard pachard@unog.ch	UNOG
United Nations High Commissioner for Refugees Case Postale 2500 CH-1211 Genève 2 , SWITZERLAND Phone No.: (41 22) 739 7010 Fax No.: (41 22) 917 739 7334	Dr. Sergio Arenas arena@unhcr.org	UNHCR
International Labour Organization 4, route des Morillons CH-1211 Geneva 22, SWITZERLAND Phone No.: (41 22) 799 7134 Fax No. (41 22) 799 8558	Dr. Jacqueline Hardiman hardiman@ilo.org	ILO
Medical Service UNESCO 7, Place de Fontenoy	Dr. Francois Robert f.robert@unesco.org	UNESCO

75352 Paris 07SP FRANCE Phone No.: (331) 45 68 08 62 Fax No.: (331) 45 68 55 26		
Health & Medical Services Branch Food & Agricultural Organization Via delle Terme di Caracalla 00100 Rome, ITALY Phone No.: (396) 570 53516 Fax No.: (396) 570 56051	Dr. Cedric duMont Cedric.Dumont@fao.org	FAO/WFP
Joint Medical Service Vienna International Center Wagramerstrasse 5 A-1400 Vienna, AUSTRIA Phone No.: (431) 2600 22225 Fax No.: (431) 2600 29304	Dr. Matthias Lademann m.lademann@iaea.org	UNIDO, IAEA
Joint Medical Service United Nations Office at Nairobi P.O. Box 30552 Nairobi, KENYA Phone No.: (254 20) 7622264 Fax No.: (254 20) 7622585 Medical Sitcen 24 hour Mobile: (254) 724 255 378 Alternate +254 714 636322. JMS Land line-Emergency (254) 2076 25999 Other Landlines: (254) 2076 21670 /1534 JMS Landline reception (254) 202 267 JMS Satellite line +8821643338191	Dr. Ling Kituyi ling.kituyi@unon.org	UNEP, UNCHS
Medical Unit International Criminal Tribunal for the Former Yugoslavia Churchillplein 1 2517 JW The Hague The Netherlands Phone No.: (31 70) 512 5244 Fax No.: (31 70) 512 8587	Dr. Clarence Brown brownc@un.org	UNICTY
Medical Unit International Criminal Tribunal for Rwanda Arusha International Conference Center P.O. Box 6016, Arusha, TANZANIA Phone No.: (255) 27 256 5630 Inter Mission: 179 5630 Fax No.: (255) 250 4000	Dr. Nadine Magali- Ufitinema ufitinema@un.org	UNICTR

2. a) ICAO has its headquarters in Montreal. The Medical Consultant is Dr. E.D. Monaghan, 999 University Street, Montreal H3C 5H7, CANADA. Phone No.: (514) 954 8212; Fax No.: (514) 954 6415

3. The four Regional Economic Commissions of the United Nations have their own Medical Service and Medical Officer as outlined in the following table.

Address of Medical Service	Medical Officer
Health Service Section Economic Commission for Africa (ECA) P.O. Box 3001 Addis Ababa, ETHIOPIA Phone No.: (251 1) 515828 Fax No.: (251 1) 511059 Telephone (251) 115515828 Intermission Extension: 127 33507 Mobile: (251) 911508218 (Official) (251) 913 313 466 (private)	Dr. Grace Fombad gfombad@uneca.org
Medical Service Economic Commission for Latin America and the Caribbean (ECLAC) Edificio Naciones Unidas Avenida Dag Hammarskjold, Casilla 179D Santiago, CHILE Phone No.: (562) 210 2659 Fax No.: (562) 210 2902	Dr. Paula Rojas paula.rojas@cepal.org
Medical Service Economic and Social Commission for Asia and the Pacific (ESCAP) United Nations Building Rajadamnern Avenue Bangkok 10200, THAILAND Phone No.: (66 2) 288 1352/3 Fax No.: (66 2) 288 1044	Dr. Teoliza Almendras almendras@un.org,
Medical Service Economic and Social Commission for Western Asia (ESCWA) P.O. Box 11-8575 Riad El-Soth Square Beirut, LEBANON Phone No.: (961 1) 981 301 Fax No.: (961 1) 981 518	Dr. Josette Joseph Sfeir Josette.Sfeir@escwa.org

III. ADDITIONAL INFORMATION

1. **Vaccinations:** Recommended inoculations are limited to those set out in the WHO publication "Vaccination certificates required for international travel" available online:
<http://www.who.int/ith/en/>.
2. **Malarial Prophylaxis:** The WHO Guidelines on malarial prophylaxis should be strictly followed.

United Nations Examining Physicians, having any questions regarding their responsibilities, are encouraged to write to the United Nations Medical Director (Medical Service, United Nations, Room S-564, New York, NY 10017, USA – Fax No. (212) 963 4925)

MEDICAL EVACUATION FORM
To be faxed, or sent to the United Nations Medical Director
Fax No.: (212) 963-4925

PART A: TO BE COMPLETED BY THE MEDICAL OFFICER, THE UNITED NATIONS DISPENSARY PHYSICIAN OR THE UNITED NATIONS EXAMINING PHYSICIAN RECOMMENDING MEDICAL EVACUATION

Duty Station :	Country:
Name of Evacuee:	Date of Birth: (d/m/y)
If Evacuee is not the Staff Member, name of Staff Member:	
Index No.:	Agency/Organization:
Diagnosis:	
Reasons for recommending medical evacuation (if necessary, attach additional sheet):	
Is the evacuee traveling alone? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If no, who is accompanying the evacuee? <input type="checkbox"/> Doctor <input type="checkbox"/> Nurse <input type="checkbox"/> Family Member <input type="checkbox"/> Donor	
Place of evacuation recommended:	
Expected duration of medical evacuation:	
Name of Physician:	
Date: (d/m/y)	Signature:

PART B: TO BE COMPLETED BY THE MEDICAL SERVICES DIVISION UPON RECEIPT OF THE MEDICAL REPORT ISSUED BY THE ATTENDING PHYSICIAN AT THE PLACE OF EVACUATION

Medical report received on:	Final Diagnosis:
Actual place of evacuation:	
Departure Date: (d/m/y)	Return Date: (d/m/y)
Hospitalization – Admitted on : (d/m/y)	Discharged on: (d/m/y)

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Annex II

Countries with inadequate medical facilities justifying medical evacuation to recognized regional medical centres

<i>Countries</i>	<i>Recognized regional medical centres</i>
1. Africa	
Benin	Morocco Senegal South Africa Tunisia
Burkina Faso	
Cape Verde	
Central African Republic	
Chad	
Congo	
Democratic Republic of the Congo	
Equatorial Guinea	
Gambia	
Ghana	
Guinea	
Guinea-Bissau	
Liberia	
Mali	
Mauritania	
Nigeria	
Niger	
Sao Tome and Principe	
Sierra Leone	
Togo	
Burundi	United Arab Emirates Kenya Egypt South Africa
Djibouti	
Eritrea	
Ethiopia	
Rwanda	
Somalia	
Sudan	
Uganda	
United Republic of Tanzania	
Angola	South Africa
Botswana	
Lesotho	
Malawi	
Mozambique	
Swaziland	
Zambia	
Zimbabwe	
Comoros	Ile de la Réunion, Mauritius, South Africa
Madagascar	

<i>Countries</i>	<i>Recognized regional medical centres</i>
2. Americas	
(a) <i>Caribbean</i>	
Haiti	Dominican Republic
(b) <i>Central America</i>	
Belize, El Salvador, Honduras, Nicaragua	Mexico
(c) <i>South America</i>	
Bolivia	Chile
Guyana	Trinidad and Tobago, Venezuela
Paraguay	Argentina
3. Arab States	
Iraq	Jordan, Lebanon
Libyan Arab Jamahiriya	Egypt, Tunisia, Morocco
Yemen	Egypt, Saudi Arabia, United Arab Emirates, Lebanon, Jordan
4. Asia	
Afghanistan	United Arab Emirates, India
Bangladesh] India, Thailand
Bhutan	
Pakistan	
Democratic People's Republic of Korea	
Maldives	China, Thailand
Mongolia	India, Sri Lanka
Nepal	China, Republic of Korea
	India, Thailand
Cambodia] Singapore, Thailand
Lao People's Democratic Republic	
Myanmar	
Viet Nam	
5. Europe	
Albania	Italy, Turkey, Austria
Republic of Moldova	Austria
Ukraine	Austria, Turkey
6. Commonwealth of Independent States	
Armenia] Turkey
Azerbaijan	
Georgia	
Kyrgyzstan	
Kazakhstan] India, Turkey
Tajikistan	
Turkmenistan	
Uzbekistan	
7. Micronesia and Melanesia	
All countries	Australia, New Zealand