



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
7700 ARLINGTON BOULEVARD
FALLS CHURCH, VA 22042

IN REPLY REFER TO
BUMEDINST 1520.30B
BUMED-M7
14 Jul 2015

BUMED INSTRUCTION 1520.30B

From: Chief, Bureau of Medicine and Surgery

Subj: CLERKSHIP TRAINING

Ref: (a) BUMEDINST 6010.30
(b) BUMEDINST 1524.1A

1. Purpose. To provide guidance for the conduct of annual training (AT) clerkships for Naval Reserve officer students in health professions, and to provide reporting procedures for evaluation of students upon completion of clerkship training.
2. Cancellation. BUMEDINST 1520.30A.
3. Applicability. Applies to Naval Reserve officers enrolled as students in the Armed Forces Health Professions Scholarship Program (AFHPSP) or the Financial Assistance Program (FAP).
4. Discussion. The training and evaluation of students are vital to their professional education. A clerkship may be the first experience a student has with the Navy health care system and must be meaningful from both military and professional perspectives.
5. Credentials Review and Clinical Privileging. Per reference (a), facility training program and year-level-specific criteria regarding scope of care must be developed, approved by the commanding officer, and used throughout the credentials review process. Student clerks must not receive clinical privileges; the provision of care must be defined by a command approved written plan of supervision that contains the following elements:
 - a. Scope of care permitted.
 - b. Level of supervision required.
 - c. Identification of supervisor.
 - d. Required evaluation criteria.
 - e. Frequency of evaluations.
6. Supervision. Students in clerkship programs are prohibited from providing health care unless they are under the direct supervision of a Medical Department officer privileged to provide such treatment. Officers in supervisory roles must be informed of their responsibilities when overseeing

the provision of health care by students. When a student clerk performs any invasive diagnostic or therapeutic procedure, they must be directly and personally supervised by a medical officer who is qualified to perform the procedure.

7. Medical Student Clerkships. Department of the Navy medical treatment facilities (MTFs), research activities, and operational units in the United States which have the requisite training capabilities may conduct professional clerkships. Clerkship opportunities will be posted on the Navy Medical Accession Department Web site at: <http://www.med.navy.mil/Accessions/Pages/Annual-Training.aspx>. Clerkship sites will receive requests for training directly from the students and will schedule students based on: (a) academic criteria established by the clerkship director; (b) student desires; and (c) availability of training opportunities. The following assignments are generally available for the school-year levels indicated:

a. First Year Students

(1) Officer Development School (ODS), Naval Education and Training Command, Newport, RI.

(2) Navy research clerkship, scheduled per the requirements established by the research facility.

b. Second Year Students

(1) ODS (if not completed previously).

(2) Navy research clerkship, scheduled per the requirements established by the research facility.

(3) Navy operational orientation, (e.g., shipboard, Marine Corps, Naval Medicine Operational Training Center, Naval Undersea Medicine Institute) per the requirements established by the facility. Completion of ODS is a prerequisite.

c. Third Year Students

(1) ODS (if not completed previously).

(2) Clinical Clerkship.

(3) Navy Research and Operational Orientation.

d. Fourth Year Students

(1) ODS (if not completed previously).

(2) Navy clinical clerkship at any Navy MTF in the continental United States.

8. Dental Student Clerkships. Department of the Navy dental treatment facilities in the continental United States which have the requisite training capabilities may conduct clerkships for Naval Reserve officer dental students. Assignments will be made on the basis of student desires, location, and opportunities. Clerkships will normally be 14-28 days in duration and accomplished during the sophomore through senior year.

9. Optometry Student Clerkships. Department of the Navy MTFs in the continental United States which have the requisite training capabilities may conduct clerkships for Naval Reserve officer optometry students. Assignments will be made on the basis of student desires, location, and opportunities. Clerkships can be accomplished after entry into the AFHPSP and must be 14-28 days in duration and accomplished during the sophomore through senior years.

10. FAP Participant Rotations. Doctors enrolled in the FAP who desire residency rotations should contact the Graduate Medical Education office of the Navy facility to which they would like to coordinate a 14-day rotation. Training rotations will be managed as per reference (b).

11. Program. Clerkship program content will vary based on circumstances, facilities, and resources. Two major areas must be addressed in any program, but these may vary in depth and scope depending on the length of the clerkship:

a. Military Indoctrination and Navy Exposure. This includes Navy customs, traditions, regulation, facilities, and procedures covered either formally or informally through a variety of activities.

b. Professional Knowledge and Skills. These qualities can be developed through well planned departmental rotations, involvement with patient care (supervised treatment, observation, or assisting), and participation in appropriate professionally oriented activities. The content of the clerkship program should be relevant to preparing the student for eventual full-time active duty service as a Navy Medical Department officer. The Graduate Medical Education Committee at each facility is responsible for developing, implementing, and monitoring the clerkship program for medical students. For dental and optometry students, the command training officer or equivalent is responsible for these functions.

12. Evaluation. Each student must be evaluated according to the standard of his or her school. Normally the student will provide the evaluating staff member with the required documentation and deadline for returning the evaluation to the student's clinical course coordinator. Fitness reports are not required or accepted by the Navy Medicine Accessions Department. Marginal or unsatisfactory performance or conduct or other deficiencies must be reported per paragraph 13c.

13. Responsibilities

a. Naval Reserve officer students enrolled in the AFHPSP or the FAP shall submit requests for active Duty for Training (ADT) orders to Navy Medicine Accessions Department (BUMED-M131).

b. Commands conducting clerkship training must develop and monitor programs consistent with guidance provided in this instruction. Upon notification of a request for clerkship training, the command will coordinate assignment directly with the AFHPSP or FAP student. The AFHPSP student is responsible for coordinating orders for ADT with Navy Medicine Accessions Department (BUMED-M131).

c. Marginal or unsatisfactory performance or conduct, or other deficiencies, must be immediately reported in writing to Navy Medicine Accessions Department (BUMED-M131) for AFHPSP and FAP students. Extreme instances of improper or unethical contact should be addressed by appropriate punishment and that punishment should be documented in the accompanying correspondence.

d. Commanding officers of Navy Medicine activities capable of supporting clerkship programs must provide the point of contact at their facility for coordinating student clerkships and rotations to Navy Medicine Accessions Department program manager by 1 January of each year. If there is more than one coordinator, each coordinator and the clerkships and rotations managed must be identified along with e-mail and telephone information. This information will be posted on the Navy Medicine Accessions Web site for student use.

14. Records. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV M-5210.1 of January 2012.

15. Reports. Reports required in this instruction are exempt from reports control, per SECNAV Manual 5214.1 of December 2005, part IV, paragraph 7p.



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