



# Training Requirements for Inbound Personnel

## WHAT TO EXPECT AFTER YOU CHECK-IN



Command indoctrination is an essential part of your check-in process. Once you arrive, one of your stops will be at the Staff Education and Training Department (SEAT). Here, you will be given dates for your Welcome Aboard Seminar/Command Indoctrination Course via your SEAT Orientation & Training Schedule.

Command indoctrination is **MANDATORY** for all incoming personnel. Additional training will be required based on your assignment. Your training record will be reviewed upon check-in.

It is beneficial to complete required training prior to reporting to expedite your check-in process as the designated NKO Courses within the Fiscal Year (Navy E-learning and USNH Okinawa Intranet), as well as your Birth Year (MHS Learn). Please ensure to file a copy of each certificate in your training record/jacket prior to arrival.

All medical personnel shall report with a current copy of their BLS and ACLS (if applicable).

\*\*All MC Officers must achieve ACLS and ATLS training before detachment from their current command.

**BLS**– Required for medical personnel that provide direct patient care.

**ACLS**– All MDs, CRNAs, PAs, and RNs assigned to ED, Special Care Unit, or who deliver Conscious sedation.

Below is a list of other classes you will be required to attend based on your rank/rate or job assignment.

- A.D.A.M.S. (Alcohol and Drug Awareness for Managers and Supervisor)  
-Required for all E-5 and above (every 5 years)
- AWARE (Alcohol Awareness)  
-Required for all E-4 and below; O-1 to O-3
- Customer Service  
-Mandatory for all incoming personnel
- DMHRSi First Time Users (MHS Learn)  
-All first time users of DMHRSi
- Team STEPPS  
-Mandatory for all incoming personnel
- Combat Operational Stress Course  
-Mandatory for all incoming personnel
- Tactical Combat Casualty Course  
-All HMs upon reporting to USNH Okinawa as their first MTF as a hospital corpsman.
- Essentris (Inpatient Electronic Medical Record Training)  
-All staff involved in patient care
- Navy Pride and Professionalism Training  
-All USN Active Duty

## **New Staff Check-In & Initial Training for Mandatory Computer Based Training Information**

Please note that some training sites, such as NKO and MHS Learn, require self enrollment. It is beneficial to complete required training prior to reporting to expedite your check-in process. If you have any questions please contact your command sponsor or SEAT at (315) 643-7880.

### **Information Assurance Awareness Version 9.0 (IAA)**

Active Duty / NSPS / DoN Contractors – NKO E-Learning

### **Personally Identifiable Information (PII)**

Active Duty / NSPS / DoN Contractors - NKO E-Learning

### **Trafficking in Person (TIP)**

Active Duty / NSPS / DoN Contractors - NKO E-Learning

### **FEMA (IS-00100.HC)**

Active Duty / NSPS / DoN Contractors – <http://training.fema.gov/EMIWEb/IS/is100Hcb.asp>

### **CBRNE (Chemical, Biological, Radiological, Nuclear, Explosive)**

Active Duty / NSPS / DoN Contractors – NKO E-Learning / Advanced Search

\*CBRNE Refresher Training is REQUIRED every 3 years

### **Expeditionary Medicine Web Based Training (EMBWT)**

Corpsman E7 below – NKO E-Learning / Advanced Search

- Tactical Combat Casualty Care (NMEMTCCC61)

### **Navy Active Duty less than 2-years in military – NKO E-Learning / Advanced Search**

- M9 Service Pistol Training (CANS-M9SP-1.0)

- M16 Weapon Safety (CANS-M16WS-1.0)

- Combat Related Field Skills (NMEMCRFS061) \* Pre-requisite: M9 & M16

- Non-Combat Related Field Skills (NMEMNCRFS061)

- Patient Movement (NMEMPATMOV061)

- Shipboard Operations (NMEMSHIPOP)

### **No Fear Act**

GS/NSPS and Their Supervisor – NKO E-Learning / Advanced Search (OCHR-NFA-2.1)

### **HIPAA**

All Hospital Employees - MHS Learn \*Please ensure to choose appropriate job position

### **FY Required NKO Training Courses**

Record Management in the DON: Everyone's Responsibility (DOR-RM-010)

Awareness & Reporting of Patient Abuse (NM-09-ARPA-1.1)

Advance Directives (NM-080AD-1.1)

Anti-Terrorism and Force Protection (ATFP) for Service Members OCONUS (CANSF-ATFP-OCONUS-1.0)

Anti-Terrorism and Force Protection (ATFP) for Civilians (CANSF-ATFPCIV-1.0)

A Culture of Safety (NM-09-CS-1.1)

Spiritual Care (NM-08-SC-1.1)

Cultural Competency (NM-08-CC-1.1)

Diversity: All-Hands Training (CPPD-GMT-DAHT-1.0)

Patient Rights (NM-08-PR-1.1)

Sexual Assault Prevention and Response Course (NMSAPRO71)

Violence in the Workplace (NM-08-WVPM-1.00)

HIV/AIDS General Information (NM-09-AIDGI-1.1)

HIV/AIDS Protective Measures (NM-09-HAPM-1.1)

Trafficking in Personnel (JKDDC-tip-1)