



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

BUMEDINST 1520.30D  
BUMED-N13  
18 Nov 2024

BUMED INSTRUCTION 1520.30D

From: Chief, Bureau of Medicine and Surgery

Subj: ANNUAL TRAINING FOR NAVAL RESERVE OFFICER STUDENTS

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

1. Purpose. To provide guidance for the conduct of annual training for Naval Reserve officer students in health professions, and to provide reporting procedures for evaluation of students upon completion of AT. This instruction is a complete revision and should be reviewed in its entirety.
2. Cancellation. BUMEDINST 1520.30C.
3. Scope and 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 Military Health 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 elements listed:
  - 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 department officer in order to provide flexibility and maximize learning opportunities (e.g., certified registered nurse anesthetist and intubation).

7. Medical Student Clerkships. The assignments generally available for annual training: Officer Development School (ODS), clinical clerkships, and research. Medical treatment facilities (MTF), research activities, and operational units in the United States which have the requisite training capabilities may conduct professional clerkships. AT opportunities will be posted on the Navy Medical Accession Department Web site at: <https://www.med.navy.mil/Accessions/Scheduling-HPSP-and-FAP-Clerkships/>. Clerkship sites will receive requests for training directly from the students and will schedule students based on academic criteria established by the clerkship director, student desires, and availability of training opportunities. The assignments listed in subparagraphs 7a through 7d are generally available for the school-year levels with additional information available at <https://www.med.navy.mil/Accessions/>.

a. First Year Students

- (1) ODS, Naval Officer Training Command, Newport, Rhode Island.
- (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, United States Marine Corps, Naval Medicine Operational Training Center, Naval Undersea Medicine Institute) per the requirements established by the activity. 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 DoD MTF in the continental United States.

8. Dental Student Clerkships. The assignments generally available for AT: ODS, clinical clerkships, and research. MTFs, research activities, and operational units with the requisite training capabilities may conduct AT for dental students to include professional clerkships. Assignments for AT will be made on the basis of student schedule, academic requirements, desires, and available opportunities. Clerkship sites will receive requests for training directly from the students and will schedule students based on established academic criteria; student desires; and availability of training opportunities. AT information will be posted at <https://www.med.navy.mil/Accessions/Scheduling-HPSP-and-FAP-Clerkships/>.

9. Medical Service Corps. The assignments generally available for AT: ODS, clinical clerkships, and research. MTFs, research activities, and operational units with the requisite training capabilities may conduct AT for Medical Service Corps to include professional clerkships. Assignments for AT will be made on the basis of student schedule, academic requirements, desires, and available opportunities. Clerkship sites will receive requests for training directly from the students and will schedule students based on: established academic criteria; student desires; and availability of training opportunities. AT information will be posted at <https://www.med.navy.mil/Accessions/Scheduling-HPSP-and-FAP-Clerkships/>.

10. FAP Participant Rotations. Graduate trainees enrolled in the FAP who desire residency rotations should contact the Graduate Medical Education office of the Navy activity 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. The Graduate Medical Education Committee at each activity will be responsible for developing, implementing, and monitoring the clerkship program for medical students. For dental students, the Graduate Dental Education Committee will be

similarly responsible. At sites or programs where no appropriate education committee exists, the command training officer or equivalent, in consultation with the relevant local clinical supervisors and subject matter experts, 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 (BUMED-N131). Marginal or unsatisfactory performance or conduct or other deficiencies must be reported per subparagraph 13b(2).

13. Responsibilities

a. Naval Reserve officer students enrolled in the AFHPSP or the FAP must submit requests for Active Duty for Training orders to BUMED-N131.

b. Commands conducting clerkship training must:

(1) 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 Active Duty for Training orders with BUMED-N131.

(2) Immediately report marginal or unsatisfactory performance, conduct or other deficiencies in writing to BUMED-N131 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.

c. Commanders and commanding officers of Navy Medicine activities capable of supporting clerkship programs will ensure program contact information is available on the Navy Medicine Accessions Web site, <https://www.med.navy.mil/Accessions/Scheduling-HPSP-and-FAP-Clerkships/> for student use.

14. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the DON Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-InformationManagement/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

15. Review and Effective Date. Per OPNAVINST 5215.17A, Training and Education (BUMED-M7B) will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

16. Information Management Control. Reports required in subparagraph 13b(2) of this instruction are exempt from reports control, per Secretary of the Navy Manual 5214.1 of December 2005, part IV, subparagraph 7k.



D. K. VIA

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via the Navy Medicine Web site, <https://www.med.navy.mil/directives/Pages/BUMEDInstructions.aspx>