

OCCUPATIONAL MEDICINE PROGRAM ASSESSMENT (OMPA)

IMPLEMENTATION & SUSTAINMENT GUIDE



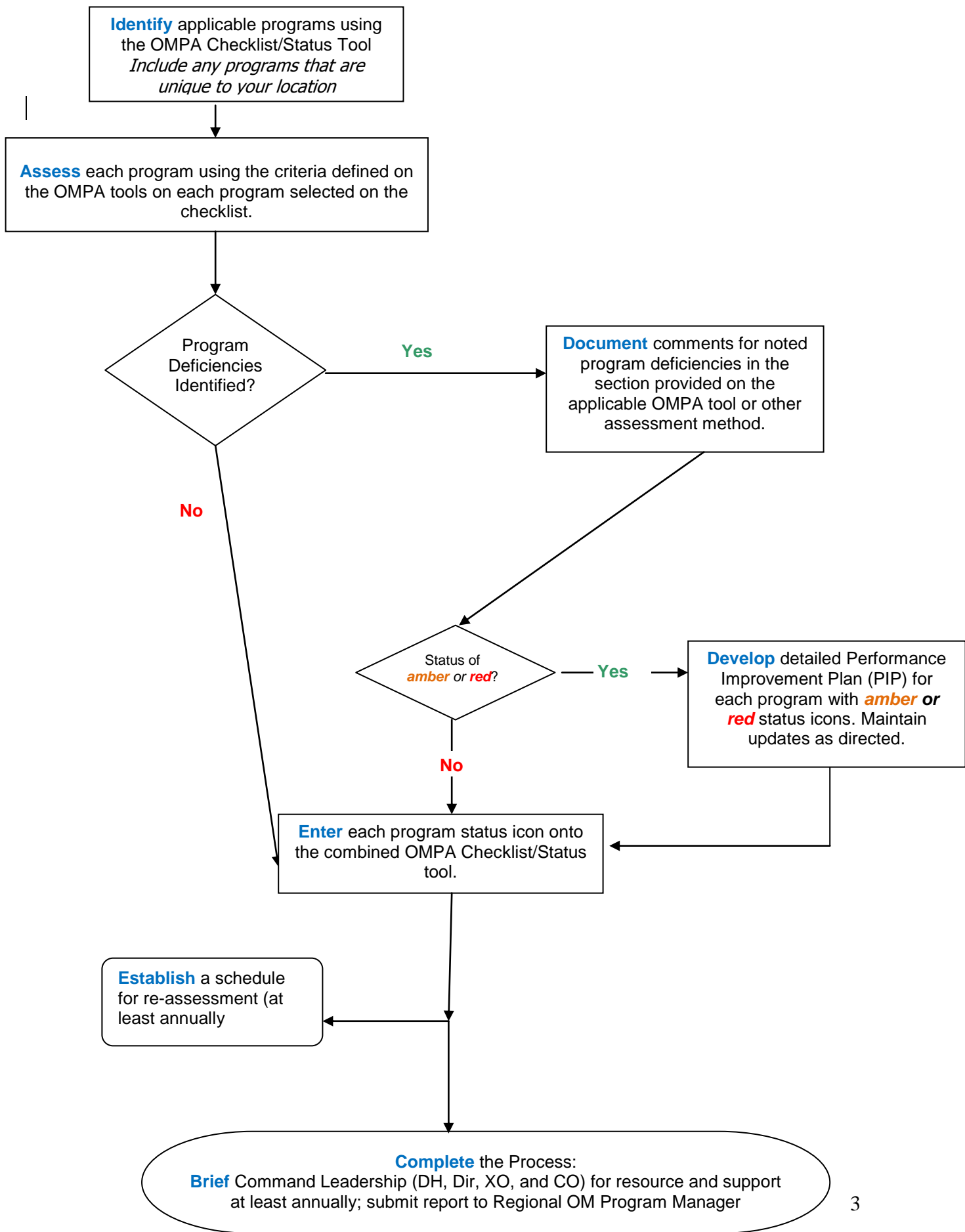
INTRODUCTION

1. Requirement. To comply with requirements of OPNAVINST 5100.23 series, the Bureau of Medicine and Surgery (BUMED) has developed the Occupational Medicine Program Assessment (OMPA). The development of the associated assessment tools is on-going and is a collaborative effort between the Navy Medicine Regions and the Navy and Marine Corps Public Health Center (NMCPHC). Changes from previous years' tools have resulted in major improvements.

2. Purpose. The purpose of the OMPA is to conduct a standardized, non-punitive, continual, and systematic self-assessment of each Occupational Medicine program, to identify program strengths and weaknesses, and to support Process Improvement Plans (PIP). Clinic performance should conform to program goals and mandated requirements in order to reduce work-related risk, improve worker health, prevent premature disability and mortality, facilitate a rapid and safe return to work, provide superior health care services, and optimize staff environment. The Program Status Dashboard key is intended to provide a color-coded (green-amber-red) picture of each OM program to aid nurses and Consultants in program improvement measures.

3. Process. There are 4 parts to this process (a process flow diagram is provided on the following page; a narrative explanation of the process follows):

- PART I -- Select applicable and current Occupational Medicine (OM) programs for self-assessment via the OMPA Checklist/Status tool.
- PART II -- Conduct self-assessment program review utilizing pre-approved OMPA sheets or other approved methods to collect data to support and validate each programs status. New sheets are being developed and will be posted to the BUMED SharePoint site as they become available.
- PART III -- Develop Process Improvement Plans (PIP) for any program(s) with status icon of **amber** or **red**.
- PART IV-- Brief command leadership and submit summary report to Regional OM Program Manager.



PART I

Select programs for review

OMPA PROGRAM CHECKLIST/STATUS TOOL

- Using the *OMPA Program Checklist/Status Tool* provided at the beginning of the current FY, select all of those programs that represent the services provided by your OM clinic or facility.
 - All applicable programs must be reviewed at least annually.
 - If there is no available pre-approved OMPA tool for a program you choose, please enter the name of your program for review into one of the available empty boxes. Program suggestions may be offered as options to select in the form of a drop-down list, but all entries may be typed as you elect.
- Save your completed *OMPA Program Checklist/Status Tool* to a file on your computer to provide to your local command OM Consultant or Regional OM Program Manager and to use as part of your validation tools for this program.

PART II

Conduct self-assessments to collect and validate data to determine your dashboard icon (green, amber, or red)

- *OMPA Self-Assessment Tools* are designed to provide a concise standardized summary of each program based upon the specific program Federal, DOD, and Navy statutes, regulations, instructions, and guidance in a specific easy to use format.
- Additional *OMPA Self-Assessment Tools* are under construction for applicable programs.
 - If no program tool is available for the program you are assessing please contact your local OM Consultant or Regional OM Program Manager for the appropriate method required for review.
- You are required to maintain all supplemental documents such as record audits, checklists, and databases that validate your responses on each tool. You may also need to present these during an assist visit or inspection.

Accessing OMPA Self-Assessment Tools

- The *OMPA Self-Assessment Tools* are accessible on the BUMED SharePoint site
- Be sure to use your CAC's [EMAIL certificate](#) choice to access the site below:

<https://es.med.navy.mil/bumed/programs/Safety/Occupational%20Health/Forms/AllItems.aspx>

- From this page select “OMPA SELF-ASSESSMENTS”
- Be sure to select the most current tool or Version M.

- When prompted, click “Open” (do not use the check-out option).
- Select your EMAIL certificate.
- You will be prompted to save the document to your computer. At this time you can change the name of the document and the folder you wish to save in of your choice.

Using and saving the OMPA Self-Assessment Tools

- Once you have completed the responses on the *OMPA Self-Assessment Tool* you are working with—RE-SAVE THE DOCUMENT.
- **Do not use** the “Submit by Email” button.
- You can now update and attach this document to emails as directed.

PART III

Program successes and Process Improvement Plans (PIP) development

COMPLIANCE STATUS DETERMINATION

- Each OMPA tool will compile an average of the selected responses throughout the assessment and assign it a color icon based on the descriptions below:

| General Color Dashboard Definitions |
|--|
| Full compliance. No changes or improvements necessary during this assessment period or minor updates, changes, or improvements needed for compliance during this assessment period. <i>(No additional follow-up performance improvement plan (PIP), assist visit, or report necessary)</i> |
| Caution Need Improvement. Major updates, changes, or improvements needed for compliance during this assessment period. <i>(Performance improvement plan (PIP) for this program is required to bring program to green)</i> |
| Danger Significant Challenges or System Failure. Major missing, non-compliant, unsupported components or no program viability or compliance during this assessment period. <i>(Performance improvement plan (PIP) and a support/assist visit from program manager/regional nurse and CO notification is required for this program)</i> |

- Note the additional PIP and/or assist visit requirements listed in the grid above for scores of **amber** or **red**.

PROGRAM IMPROVEMENT PLANS (PIP)

- Program Improvement Plans (PIPs) establish specific goals for your individual clinic’s program needs or deficiencies.
 - PIPs should include:
 - Specific taskings and goals including time lines and re-assessment dates;
 - Equipment purchases and Training or staffing needs;
 - Any other necessary requirement to support the improvement to your program.

PART IV

Report and brief leadership on program status

ANNUAL COMMAND LEADERSHIP BRIEFING

- Annually the OMPA along with the OM Metrics are to be briefed to your command leadership.
 - This briefing provides the opportunity to inform the command of the strengths and weaknesses of the OM program and Program Improvement Plans.
 - This is the time to identify any support or resources needed for successful program improvement.
 - Briefing should include:
 - Overall program score;
 - Highlights of the program;
 - Successes and challenges (with recommendations for improvements);
 - Status of any PIPs.
- The briefing attendees can be determined at the MTF level but should include the OM Department Head, the Director and CO or XO.
 - Some Commands also chose to include the Environment of Care Committee in this briefing.

ADDITIONAL INFORMATION and SUGGESTIONS

- Remember to make your self-assessment specific to your local area and population. You may need to add references or resources (example: MOUs/ISSAs, contractor agreements, Foreign National regulations and requirements, etc.) to make your self- assessment complete.
- Be sure to save a copy of each tool upon updating the information.
- Remember to keep all documents that support your response and status icons (medical record audit trails, program checklists, program databases, etc.) for review by the Regional OM Program Manager or IG for no less than 3 years. Consider assembling OMPA in 3-ring binders to store any required documents or logs, or in electronic format.
 - If electronic methods are used, be prepared to print copies for review or inspection upon request.
- Questions, concerns, and/or problems *with the OMPA tools, or suggestions for improvement* should be directed to your local OM Consultant or Regional OM Program Manager.