



Navy Medicine Professional Development Center

Hospital Corpsman Skills Basic Program
Manager's Guidebook

Updated 14 December 2018

GOAL

The primary goal of Navy Medicine Professional Development Center's Guidebook is to assist Commanders and Hospital Corpsman Skills Basic (HMSB) Program Managers in the execution and sustainment of the program.

OBJECTIVES

- Ensure documentation of successful completion of HMSB skills competencies are uploaded in the current Bureau of Medicine and Surgery approved Learning Management System.
- Provide Navy Medicine Learning Management System (LMS) standardized data input and reporting procedures.
- Establish compliance expectations and reporting requirements.

POLICY

- The following references are recommended for consultation and review: BUMEDINST 1510.23D.
- This program is intended to provide a measurable standard for individual qualifications demonstrated in a clinical setting every 2 years and provide for documentation of this qualification.
- Professional licensed health care providers and personnel deemed competent by the program manager can serve as HSMB evaluators if they meet the criteria outlined in BUMEDINST 1510.23D.

DESIGNATED PROGRAM MANAGERS

- Licensed military or civilian health care providers and Hospital Corpsman Second Class or above Petty Officers who are recognized as experts within their field may be designated as command qualifiers to validate HMSB competency skill proficiencies.

DATA INPUT/COURSE ENROLLMENT

- Per BUMEDINST 1510.23D all HMs in pay grades E1-E6 are required to be enrolled in HMSB, with the exception of Independent Duty Corpsman (IDC), while assigned to a BSO-18 Patient Care Facility or a Reserve Command. When enrolling new members, they must be enrolled as individuals rather than as a group, to ensure proper assignment of training periodicity windows.

SWANK HMSB ENROLLMENT

- Remove the assignment if not assigned correctly.
Assign members by clicking on the link “Assign courses to participants” under curriculum.
Members must be assigned to HMSB as individuals and not in a group.
- Select a member’s name from the drop down menu
- Under System, select “Navy Medicine”
- For course, select HMSB Program – NMETC-18-HMSB-1.0
- Due date is 90 days from the day member checked on board
- Course Enrollment Option:
Recurs based on previous completion date. This will automatically give credit for prior completion
Due every 2 years
Add course

Assign Participant Courses

You may assign a course to a participant and require when the course must be completed. Once you select a participant and course, the assignment options will appear. To remove an assignment, select the course's corresponding remove link. To recognize existing completions, edit the assignment and add a grace period.

[Back](#)

Participants

ANDERSON, WILLIAM M

System

Navy Medicine

For System, select Navy Medicine.

Active Courses

HMSB Program - NMETLC-18-HMSB-1.0

Course Number: NMETLC-18-HMSB-1.0

Instructor: N/A

Expiration Date:

Due Date: 12/14/2018

Send Notification Email

This date represents the amount of time allotted to complete HMSB certification. Maximum of 90 days allowed.

Course Enrollment Options

One-time only

Recurs based on previous completion date

Recurs based on previous due date

Due every 2 Years after.

This 2 years is the next due date from the date the member uploads all PCL's.

Add Course

PROGRAM COMPLIANCE REQUIREMENTS

Commands are required to meet the program compliance of 75% or higher. Program managers must create an internal standard operating procedure to establish and ensure internal management and control and help the program survive the inevitable manpower changes in the command.

REPORTING

Reports are generated to support NMPDC and NMETLC in the tracking of the HMSB program for the Navy Enterprise using LMS and to ensure SEAT program managers maintain a vigorous HMSB Program.

- NMPDC Navy Medicine Program Director shall generate quarterly status reports and send to BUMED, NMETLC and Regional program managers.
- NMPDC Navy Medicine Program Director shall generate monthly courtesy status reports and send Regional managers to be disseminated to subordinate command SEAT offices. Commanding Officers will receive the report for commands who fail to reach the 75% completion requirement.
- All HMSB training completions must be uploaded into LMS. Program directors must ensure that personnel upload all 6 PCL completion certificates.
- Commanding Officers (COs) and Officers in Charge (OICs) are recommended to maintain an internal review program. This review should be conducted at random to allow commands to continually track, assess and monitor all management aspects and ensure Medical Inspector General (MEDIG) compliance of the HMSB program.
- To ensure an accurate enrollment on LMS, program managers must periodically verify Defense Medical Human Resource System Internet (DMHRSi) accounts to ensure new members are enrolled and to ensure members who executed permanent change of station have been disenrolled.

NAVY MEDICINE ENTERPRISE SAMPLE REPORT



NAVY MEDICINE
World-class Care...Anytime, Anywhere

Compliance Details

Due: 05/18/2016 - 05/18/2018

Enterprise reports are pulled starting with the preceding 2 years to catch all HSMB certified members.

Course: HMSB Program

The second date is today's date.

	< 75	75 % - 89 %	90 % +
40 Sites		82.3 %	4,188
			3,445
Site	Compliance	Assigned	Completed
BUREAU OF MEDICINE AND SURGERY (BUMED)	-	-	-
NAVY MEDICINE EAST NORFOLK (NME)	77.8 %	2,450	1,905
Facility Name	Compliance	Assigned	Completed
CAPTAIN JAMES A. LOVELL FEDERAL HLTH CTR	0.0 %	1	-
NAVAL DENTAL CENTER CAMP LEJEUNE	100.0 %	12	12
NAVAL HEALTH CLINIC ANNAPOLIS	50.7 %	146	74
NAVAL HEALTH CLINIC CHARLESTON	90.8 %	65	59
NAVAL HEALTH CLINIC CHERRY POINT	91.4 %	151	138
NAVAL HEALTH CLINIC CORPUS CHRISTI	85.8 %	190	163
NAVAL HEALTH CLINIC NEW ENGLAND	85.7 %	7	6
NAVAL HEALTH CLINIC PATUXENT RIVER	97.0 %	33	32
NAVAL HEALTH CLINIC QUANTICO	75.0 %	4	3
NAVAL HOSPITAL BEAUFORT	78.2 %	390	305
NAVAL HOSPITAL GUANTANAMO BAY	71.4 %	14	10
NAVAL HOSPITAL JACKSONVILLE	61.3 %	768	471
NAVAL HOSPITAL NAPLES	74.4 %	39	29
NAVAL HOSPITAL PENSACOLA	61.5 %	13	8

This number represents the number of E-1 to E-6 enrolled to HMSB. This number **MUST** be equal to the number of E-1 to E-6 personnel assigned to the command minus the number of newly assigned HM's still within their 90 days initial qualification window.

LOCAL SEAT COMPLIANCE REPORT

To generate a local compliance report use the following steps.

- Click on generate reports
- Click on assignment report
- Start date is today's date minus 2 years
- End date is 90 days from today
- System is Navy Medicine
- Groups is all groups
- Assignment status is Select all
- Participant status is Active Only
- Click on view report

The screenshot shows a web interface for generating a report. It includes several input fields and dropdown menus:

- StartDate: 5/3/2016
- EndDate: 8/3/2018
- View Report button
- Search All Participants: Yes
- Group(s): All Groups
- System: Navy Medicine
- Course: NMETC-15-HMSB-1.0 - HMSB P
- Show ParticipantID: No
- Show SystemID: No
- Assignment Status: Complete (dropdown menu is open)
- Participant Status: Active Only

The dropdown menu for Assignment Status is expanded, showing the following options with checkboxes:

- (Select All)
- Complete
- Late Completions
- Incomplete
- Past Due
- Hidden
- Pending Certificate Upload

Click on the plus sign to expand the report.

The screenshot shows the 'Assignment Report - Navy' page. At the top, it displays the report parameters and a summary table.

Report Parameters: Site: 2782 - NAVY MEDICINE PROF DEVELOPMENT CTR
Due from 5/3/2016 thru 8/3/2018 11:59:59 PM

Site: 2782 - Navy Medicine		Course: NMETC-15-HMSB-1.0 - HMSB Program
Total Assignments: 102	Total Past Due: 6 (6%)	Total Late Completions: 46 (45%)
Total Hidden: 0 (0%)	Total Incomplete: 10 (10%)	Total Complete: 39 (38%)
	Total Pending: 1 (1%)	

Created on 05/03/18 at 2:57 PM Page 1 of 1

DUPLICATE ACCOUNTS

Duplicate enrollments are created when a member is enrolled twice for HMSB in error or when the member is enrolled into HMSB before the expiration of the prior course. Program managers must delete previous enrollments for members who were previously HMSB certified before re-enrolling new courses. Failure to do this results in duplicate enrollments. Duplicate enrollment must be identified and rectified on a monthly basis. HMSB enrollments can only be deleted by the same program manager who created the enrollment. If that manager is no longer available, SWANK health client Success Manager can assist.

REPORTING FLOW

