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

<table>
<thead>
<tr>
<th>Participants</th>
<th>ANDERSON, WILLIAM M</th>
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<tbody>
<tr>
<td>System</td>
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For System, select Navy Medicine.

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

This 2 years is the next due date from the date the member uploads all PCL’s.
PROGRAM COMPLIANCE REQUIREMENTS

Commands are required to meet the program compliance of 75% of 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.
Enterprise reports are pulled starting with the preceding 2 years to catch all HSMB certified members.

The second date is today’s date.

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

Click on the plus sign to expand the report.
**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**

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NMPDC SENDS REPORT TO NMETLC AND THE REGIONS

REGIONS SEND REPORT TO SUBORDINATE COMMANDS

SUBORDINATE COMMANDS SEND REPORT TO THEIR COMMANDING OFFICER

NMPDC SENDS REPORT TO CO'S OF COMMANDS WHO FAIL TO MEET THE 75% TRAINING COMPLIANCE
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