



ARMY MEDICINE
Serving To Heal...Honored To Serve

Career Program 53 - Medical

**Army Civilian Training,
Education, and Development
System (ACTEDS) Plan**

Nursing Occupations

June 2014

ACTEDS PLAN

Career Program 53 – Medical

Nursing

0610 - Registered Nurse

0620 - Practical Nurse

0621 - Nursing Assistant

0622 - Medical Supply Aid and Technician

PURPOSE: Army Civilian Training, Education, and Development System (ACTEDS) Plans provide information pertaining to career management training, education, and development for lifecycle workforce management, specific to each Career Program (CP).

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SECTION I: INTRODUCTION

GENERAL. The purpose of the Army Civilian Training, Education, and Development System (ACTEDS) is to provide for the systematic training and development of Army career Civilians. It is a living document that outlines sequential and progressive training for functional specialties and in leadership, supervision, and managerial development.

This plan specifically addresses the Nursing Occupation Group of Career Program (CP) 53 – Medical. It provides general information and guidance for managing the Nursing employees of the Medical CP that includes career progression ladders, core functional competencies, Master Training Plans, mobility, and continued service requirements.

This is the initial edition of this ACTEDS Plan. Suggestions and questions may be directed to the CP53 Proponent Office at usarmy.jbsa.medcom-ameddcs.other.CP53Medical@mail.mil.

CAREER PROGRAM OVERVIEW. The Institute of Medicine recommended core knowledge required for all healthcare professionals to include concepts such as patient-centered care, interprofessional teams, evidence-based practice, quality improvement, patient safety, informatics, clinical reasoning/critical thinking, genetics and genomics, cultural sensitivity, professionalism, and practice across the lifespan in a dynamic, complex care environment. The International Council of Nurses (ICN) defines nursing as encompassing autonomous and collaborative care of individuals of all ages, families, groups and communities, sick or well and in all settings. Nursing includes the promotion of health, prevention of illness, and the care of ill, disabled, and dying people. Advocacy, promotion of a safe environment, research, participation in shaping health policy and in patient and health systems management, and education also are key nursing roles. The four occupational series that constitute the Nursing Group of CP53 are:

- 0610 - Registered Nurse
- 0620 - Practical Nurse
- 0621 - Nursing Assistant

The 0610 Registered Nurse series represents 19 further functional specialties that build upon the expertise of the Registered Nurse. Many require additional training and certification.

MISSION CRITICAL OCCUPATIONS (MCO). The Department of Defense (DoD) and the Department of the Army (DA) have determined that in order to maintain the superiority of the Operating Force, there are some occupational series that require increased priority in recruiting, training, and management. Within CP53, a number of occupational series have been classified as mission critical. The following series have been designated as MCOs:

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- 0610 – Registered Nurse
- 0620 – Practical Nurse
- 0621 – Nursing Assistant

METHODOLOGY. This plan was based on existing ACTEDS plans for the occupational series 0610, 0620, and 0621. Specific information was added for the 0622 – Medical Supply Aid and Technician occupational series. The CP53 Medical Proponency Office conducted in-depth research using position descriptions, information from professional associations, and data from the Bureau of Labor Statistics' Occupational Outlook Handbook. The resulting document was reviewed by subject-matter-experts and coordinated with the applicable occupational Consultant, as identified by The Surgeon General.

FUNCTIONAL SPECIALTIES

SHARED PROPONENCY. None of the occupations in this ACTEDS Plan are shared by other Career Programs. The intent of this ACTEDS Plan is to provide career management information for as many functional specialties as practical.

NOTE: Questions pertaining to Career Program assignment may be directed to employee's supervisor or the applicable CP Proponent Office (<http://cpol.army.mil/library/train/actedts>).

NOTE: Employees assigned to Joint Task Force National Capital Region Medical Command (JTF CapMed) are currently not assigned to an Army Career Program. For the purposes of this plan, they are aligned under CP53 to provide career guidance for medical-related occupational series.

- **0610 - Registered Nurse (RN).** Nursing is the promotion and optimization of quality of life through health promotion, illness and injury prevention, and compassionate care for the sick and injured that includes advocacy for patients and families. An RN is specifically prepared in the science of nursing; is a graduate of an accredited school of nursing; has successfully completed the National Council Licensure Examination for Registered Nurses; and possesses a license to practice as an RN in a State, Commonwealth, territory, or jurisdiction. The functional specialties within series 0610 are addressed in the annexes to this plan.
- **0620 - Practical Nurse.** Practical Nurses handle basic medical care. Most work under the supervision of physicians or RNs and are responsible for monitoring patient's health in a clinic setting or providing basic bedside care for people who are sick, injured, convalescent, or disabled.

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- **0621 - Nursing Assistant.** Nursing Assistants are general health aides that help patients with daily living and fundamental tasks; e.g., getting out of bed or transport to different areas in the medical facility.
- **0622 - Medical Supply Aid and Technician.** Medical Supply Aid and Technicians provide wards, clinics, operating rooms, and other hospital facilities with medical supplies, instruments, sets, and equipment. They need to know aseptic techniques and sterilization practices; care and use of supplies, equipment, and instruments; proper treatment of sterile and nonsterile medical supplies; and maintaining adequate stock levels.

Population. The Nursing occupations of CP53 comprise over 10,477 (source: Defense Civilian Personnel Data System (DCPDS), 5 June 2014) United States (US) and foreign national employees, as shown in the table below. Specific demographics for each occupational series, along with estimates for the functional specialties are provided in the corresponding Annex.

Series	US Employees	FN Employees	Total
0610 - Registered Nurse	6,308	107	6,415
0620 - Practical Nurse	2,892	14	2,906
0621 - Nursing Assistant	989	16	1005
0622 - Medical Supply Aid and Technician	151	0	151

AFFIRMATIVE ACTION STATEMENT. Selection of employees for training programs in this plan will be made without regard to political preference, race, color, religion, national origin, gender, marital status, disability, age, or sexual orientation.

CAREER PROGRAM MANAGEMENT STRUCTURE

Functional Chief (FC). The Army Surgeon General is the FC for all CP53 occupational series and is responsible for identifying strategic workforce issues that are key to Civilian life-cycle management; ensuring the occupational readiness of the CP53 workforce in support of Army missions; and maintaining communications with commanders within the functional area of responsibility to gather mission priorities and develop annual strategic plans that are responsive to the changing needs of the Army. To execute enterprise level responsibilities, the FC appoints a senior official in the occupational field to be the Functional Chief Representative for the CP.

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Functional Chief Representative (FCR). The FCR for CP53 is the Deputy to the Commanding General of the US Army Medical Department Center and School (AMEDDC&S) and is also designated the Army Medical Department's Civilian Corps Chief. The FCR serves as the principal advisor to the FC for matters pertaining to career management of all employees in CP53. The FCR sets priorities and implements key programs and services to build a competency-based workforce for the future. The FCR appoints a senior Civilian advisor to be the Assistant FCR to represent occupational series within the CP.

Assistant Functional Chief Representative (AFCR). The AFCR assists the CP53 Proponency Office by representing their designated occupational series. Responsibilities include identifying training requirements; recommending functional courses and equivalencies; identifying competencies, and assisting in gap closure solutions; providing guidance on workforce assessment trends; projecting centrally funded intern requirements, and selecting subject-matter-experts to provide input into Competency Panels, Career Maps, ACTEDS Plans, etc.

Career Program Planning Board (CPPB). The CPPB provides senior leadership input and oversight of Civilian workforce planning and management initiatives for CP53. The CPPB will advise and assist the FC/FCR by: reviewing proposals to change the CP, CP policy, or the ACTEDS Plan; ensuring that ACTEDS training requirements are prioritized in accordance with CP workforce training needs; serving as Human Capital Advisors in support of the Army G-1 and DoD Competency Management initiative.

Command Career Program Manager (CCPM). The CCPMs are designated senior level individuals located at Headquarters of the Commands, Army Service Component Commands (ASCC), and Direct Reporting Units (DRU). CCPMs represent all CP53 occupational series within their Command.

Career Program Proponent Office (CPPO). The CPPO provides direct support to the FCR by providing advice and assistance in all matters related to Career Program management.

MOBILITY WITHIN CP53

Functional Mobility. The Army Medical Department (AMEDD) recommends that employees seek functional mobility where possible. Although CP53 employees may be able to achieve their career goals within a single specialized area, multi-dimensional and multi-disciplined experience is an essential factor in an individual's professional development. CP53 emphasizes multi-disciplinary experience particularly for those personnel aspiring to advance to supervisory, managerial, and executive-level positions.

Geographic Mobility. Geographic mobility is often required to obtain the diverse experience recommended for GS-15 or Senior Executive Service (SES) level positions. Supervisors should

encourage employees to exercise their mobility opportunities, so that competencies can be developed at a variety of organizational levels consistent with the individual's career goals and the needs of the Army.

Continued Service Agreement. Training/Developmental Assignments exceeding 120 days require completion of a "Continued Service Agreement." The obligated service period in the DA may not be less than three times the period of the training.

SECTION II: OBJECTIVES

Short-Term Objectives

The short-term objectives for management of all CP53 occupational series are:

- Provide employees and their supervisors with a single-source reference to assist in determining appropriate training and development both to enhance on-the-job performance and to prepare the employee for progressively more responsible positions.
- Assist resource management and civilian personnel representatives in allocating and prioritizing resources for civilian training and development by providing references to core competency-based training alignment.
- Provide employees with information on the DA Civilian Leader Development core courses.
- Publicize CP philosophy and guidance on career progression, education, mobility, and other career development issues.
- Revise/update, as appropriate, information on course schedules and content.
- Expand the content of Career Maps to include more information on developmental assignments, mandatory and recommended courses and sources of training.

Long-Term Objectives

The long-term objectives for management of all CP53 occupational series are:

- Develop strategies to implement succession planning.
- Employ strategic human capital workforce planning assessments to identify competency gaps, define gap closure strategies, and assess future workforce requirements.
- Develop and document strategic plans that define CP mission, vision, goals and articulate strategies to achieve them in a changing environment.

SECTION III: CAREER PROGRESSION

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Army Intern Program within CP53. The Career Intern Program is competitive, and designed to prepare employees in various occupations for subsequent advancement in professional, administrative, and technological occupational series. Intern graduates form the feeder group for future leaders in Army's professional occupations.

Interns enter the program at the GS-5 and GS-7 levels as permanent full-time employees. They receive career/career-conditional appointments in the competitive service. DA interns reside on Headquarters, Department of the Army (HQDA) student detachment spaces for the first 24 months; local interns reside on mission rolls. Upon graduation from the program, interns are placed on mission rolls in GS-9 or GS-11 positions, according to the career program intern target grade and availability of placement positions.

CP53 is currently developing the policies and procedures to provide successful intern opportunities. This document will be updated as those policies are published.

Generic Career Progression. Generally, CP53 employees progress from entry/developmental to the intermediate level, and in some occupations, to an advanced level. CP53 is developing an intern program complete with training opportunities. As the positions and training are defined, they will be published in future revisions to this plan. The general pattern of progression recognizes the dual technical and supervisory career tracks in most CP53 occupational series. Although not strictly aligned to grade structure across CP53 occupational series, career progression generally occurs vertically as follows:

- **Entry/Developmental.** These positions seek to acclimate AMEDD civilians to the requirements of the military medical system and its unique performance expectations. Because some civilians may enter an Army civilian career path at relatively lower or higher grades, depending on specialty and qualifications, the entry and developmental level denotes a learning and technical development step in a career.
- **Intermediate.** At this level, AMEDD civilians are capable of operating with little or no direct supervision, and may be responsible for providing health-related services as part of a smaller integrated team. Employees may be required to serve as a team leader, as well as continue to accrue technical experience and skills.
- **Advanced.** Positions at this level of career development require full performance levels, increased technical capabilities, and in many cases specialization in one's skills. This level also includes managerial positions which require experience and leadership training.
- **Supervisory/Consultant.** These positions require medical technical, leadership, management and supervisory excellence, and dedication to the mission, values, and operational needs of the Army. Positions include managers and supervisors, and technical expertise at the national level.

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Career Ladders. Career ladders graphically depict recommended progression paths to key managerial or key technical positions. Career ladders for CP53 Nursing employees are shown in the annexes of this ACTEDS plan.

Leader Development. The Army’s Civilian Education System (CES) is the underpinning of the Army’s leader development programs. CES progressively and sequentially provides enhanced training and educational opportunities for Army Civilians throughout their careers. Through the CES, Army Civilians become, over time, multi-skilled, agile leaders of the 21st century, who personify the Warrior Ethos in all aspects, from warfighting support, to statesmanship, to enterprise management. The CES concept is shown in the following graphic.

Civilian Education System (CES)

Pay Band Equivalent		Pay Band Equivalent		Pay Band Equivalent	
GS-1-9		GS-10-12	GS-13	GS-14	GS-15
NAF 1/2/3	NAF 4			NAF 5	
<ul style="list-style-type: none"> - Civilian Education System (CES) is the underpinning of all leader development programs - Substantial policy changes effective FY12 - Increase Mobile Education Teams - Aligned with DOD Competencies - Must meet intent of National Defense Authorization Act - Must report to Congress 				Defense Senior Leader Development Program (DSLDP)	
				Senior Service College	
				Continuing Education for Senior Leaders (CESL)	
				Advanced Course (AC) – DL & Resident	
				DOD Executive Leadership Dev Program (DELDP)	
				Manager Development Course (MDC) – DL	
				Intermediate Course (IC) – DL & Resident	
				DOD Civilian Emerging Leader Program	
Basic Course (BC) – DL & Resident					
Supervisor Development Course (SDC) – DL					
Action Officer Development Course (AODC) – DL					
Foundation Course (FC) – DL For ALL new Army civilians					
Communities of Practice Available at Each Level					

The Army CES has eight levels of development: the Foundation Course, Basic Course, Intermediate Course, Advanced Course, Continuing Education for Senior Leaders, Action Officer Development Course, Supervisor Development Course, and Manager Development Course. The methods of delivery for these courses are Distance Learning (DL), resident instruction, or blended learning which is a mixture of both DL and resident instruction. Course descriptions, prerequisites, enrollment eligibility, and other useful information can be found at the Army

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Management Staff College's (AMSC's) CES web site: <http://www.amsc.army.mil/> or [www.civiliantraining.army.mil.](http://www.civiliantraining.army.mil/)

Most permanent Army civilians and local national employees are centrally funded; i.e., the Army pays the tuition, travel, and per diem centrally. Funds do not come from the budget of the organization to which the civilian is assigned.

Career Maps. Each occupational series in CP53 has a career map. Career maps show the grade progression for the series. For each grade level, the map outlines the typical position titles, competencies, training requirements, and the academic and certifications required of the occupation. Career maps can be found at <https://actnow.army.mil/> or http://www.asamra.army.mil/cwt/careermaps_cp53.cfm.

Certifications/Licensures. Federal statute, Office of Personnel Management (OPM), State laws, Department of Defense (DoD) Health Affairs, and the Army establish standards for the educational preparation, professional standing, and technical ability for healthcare providers/professionals to perform their duties. Thus, it is Army policy that its healthcare professionals, which includes Registered Nurses, Practical Nurses, and Nursing Assistants, possess and maintain current, active, valid, and unrestricted licenses, certificates, and/or registrations from a US jurisdiction before practicing independently within the defined scope of practice for their specialty. Chapter 4 of Army Regulation 40-68, *Clinical Quality Management*, has more information about the Army's policy and requirements for the licensure, certification, and registration of each healthcare professional. The career maps have specific information about the required licenses, certifications, and registrations of each individual occupational series.

In some cases, appropriated funds may be used to pay for some professional licensure expenses, (i.e., training). Also, Army Civilians may be given brief excused absences from duty and official time off for required licensing and certification purposes.

SECTION IV: CAREER PROGRAM FUNCTIONAL COMPETENCIES

The draft core functional competencies for CP53 are shown below. They may be used for developmental purposes, but not for hiring, promotion, or any type of selection actions. They will be updated as the CP completes the competency identification, validation, and assessment efforts now underway.

- Accountability
- Business Acumen
- Coalition Building/Networking/Partnering

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- Communication
- Customer Service
- Diversity/Cultural Awareness
- Entrepreneurship
- Ethics/Values/Integrity/Honesty
- Flexibility
- Interpersonal Skills
- Life-Long Learning
- Public Service Motivation
- Resilience
- Technical Credibility

The detailed functional competencies for each are contained within the annex for each occupational specialty. Functional competencies have been developed and approved in accordance with DA standards for CP53 MCOs. Draft functional competencies are included in the annexes to this plan for informational purposes only and should not be used for hiring, promotion, or selection actions. As they continue to be more fully developed by CP53 and approved by the DA Assistant G-1 for Civilian Personnel, technical MCO functional competencies will become available for employee and supervisor assessments of core and individual professional development.

Annex A – Series 0610, Registered Nurse
Annex B – Occupational Health Nurse
Annex C – Pediatric Nurse
Annex D – Community Health Nurse
Annex E – Psychiatric Nurse
Annex F – Operating Room Nurse
Annex G – Nurse Practitioner
Annex H – Emergency Room Nurse
Annex I – Certified Nurse-Midwife
Annex J – Hematology-Oncology Nurse
Annex K – Dialysis Nurse Specialist
Annex L – Infection Control Nurse
Annex M – Nurse Educator
Annex N – Nurse Case Manager
Annex O – Nurse Anesthetist
Annex P – OB-GYN Nurse
Annex Q – Medical/Surgical Nurse
Annex R – Registered Nurse (Research)

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Annex S – Nurse Consultant

Annex T – Critical Care Nurse

Annex U – Series 0620, Practical Nurse

Annex V – Series 0621, Nursing Assistant

Annex W – Series 0622, Medical Supply Aid and Technician

Annex X – MASTER TRAINING PLAN FOR INTERNS

Annex Y – CP53 POLICY ON TRAINING

Annex Z – GLOSSARY

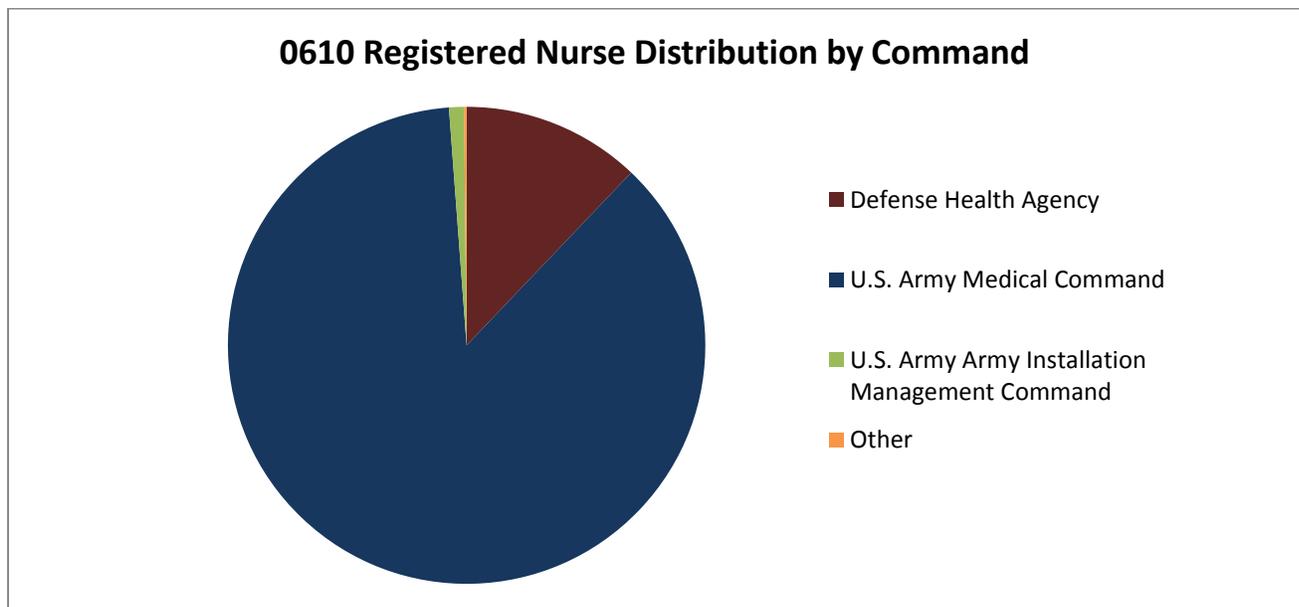
Annex AA - ACRONYMS

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Annex A – SERIES 0610 - REGISTERED NURSE (RN)

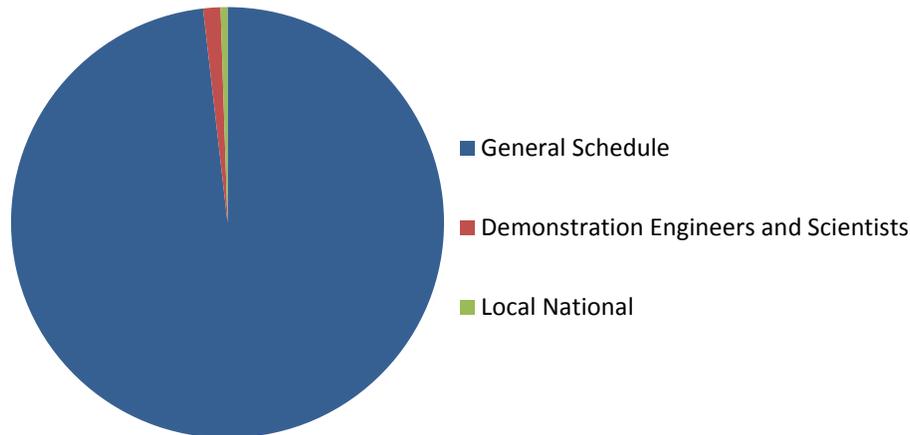
Overview. The Army employs 6,415 (source: DCPDS, 5 June 2014) employees in the 0610 Registered Nurse occupational series. The 0610 series covers a diverse set of nursing functional specialties and due to the sometimes overlapping requirements of the positions, the numbers cited for each of the 0610 functional specialties are approximate. This annex will address those employees within series 0610 who perform general RN duties and do not work in one of the functional specialties covered in the subsequent annexes. Grades range from GS-5 to GS-14 for the Nursing workforce.

The Army has approximately 800 employees working as 0610 Registered Nurses (as identified by their position title, i.e., no parenthetical). These employees are assigned to CP53 for career development and training. They are employed by the commands shown in the graphic below. They are most commonly employed by the US Army Medical Command (MEDCOM), the Defense Health Agency (DHA), and the US Army Installation Management Command (IMCOM).



Registered Nurses are predominantly compensated through the General Schedule (GS) Civilian pay plan, however there are smaller numbers employed through the Nonappropriated Funds (NAF), Local National, or Demonstration Project pay plans as shown below.

0610 Registered Nurse Distribution by Pay Plan



Occupational Series Information. RNs are especially prepared in the scientific basis of nursing and meet certain prescribed standards of education and clinical competence. They provide direct nursing care by treating, educating, and giving emotional support and professional advice to patients, their families, or their caregivers. RNs also work to promote health and prevent disease by coordinating community health care and educating the public about various health conditions.

When providing direct patient care, RNs observe, assess, and record symptoms, reactions, and progress. They also assist physicians during treatments and examinations, administer medications, and assist in convalescence and rehabilitation. In order to coordinate healthcare and educate patients and their families, RNs will develop and manage nursing care plans, provide proper care instructions, and help individuals and groups take steps to improve or maintain their health.

Upon graduating from an accredited nursing program and passing state examinations for licensure, a state authority will allow registered nurses to practice healthcare. While state laws govern the tasks RNs may perform, it is usually the military work setting which determines their day-to-day job duties. Registered Nurses are located throughout the world and work primarily in medical centers (MEDCENS) and medical activities (MEDDACs).

A generalist nurse prepared at the baccalaureate level will be educationally prepared with the following academic essentials:

- Liberal education for generalist nursing practice.
- Basic organizational and systems leadership for quality care and patient safety.

- Scholarship for evidence-based practice.
- Information management and application of patient care technology.
- Healthcare policy, finance, and regulatory environments.
- Interprofessional communication and collaboration for improving patient health outcomes.
- Clinical prevention and population health.
- Professionalism and professional values.
- Baccalaureate generalist practice.

The practice of a generalist nurse is with patients including individuals, families, groups, communities, and populations across the lifespan and across the continuum of healthcare environments. The graduate understands and respects the variations of care, the increased complexity, and the increased use of healthcare resources inherent in caring for patients. The Nursing ACTEDS Plan encompasses each occupational series. It describes skill sets and competencies for these positions and functional specialties within the series.

RN positions within the US Army cover many different specialty areas within the field of nursing; however, the largest populations are in the 19 areas listed below:

- Registered Nurse (Occupational Health). **Occupational Health Nurses (OHNs)** are registered nurses who independently observe and assess the worker's health status with respect to job tasks and hazards. Using specialized experience and education, OHNs recognize adverse health effects of occupational exposure and address methods for hazard abatement and control.
- Registered Nurse (Pediatric). **Pediatric Nurses** specialize in applying knowledge of growth and development to plan and provide care to meet the needs of infant, child, and adolescent populations.
- Registered Nurse (Community Health). **Community Health Nurses** educate the Soldiers, families, and groups in the community about health and safety related issues to include epidemiological and health promotion support.
- Registered Nurse (Psychiatric). **Psychiatric Nurses** provide primary care to the behavioral health-psychiatric-mental health population. Psychiatric Nurses assess, diagnose, and treat individuals and families with psychiatric disorders or potential for disorders using their full scope of therapeutic skills.
- Registered Nurse (Operating Room). **Operating Room Nurses** focus on care to patients undergoing surgery and managing the activities of the operating room.
- Registered Nurse (Nurse Practitioner). **Nurse Practitioners (NPs)** are qualified to diagnose, determine, initiate, alter, or terminate health services of identified populations of patients and/or the nursing treatment provided to patients on a routine or occasional basis.

- Registered Nurse (Emergency Room). **Emergency Room (ER) Nurses** focus on the rapid assessment and treatment of a patient, often when a patient's life is in jeopardy. ER nurses are capable of working in a fast-paced environment that calls for split-second decisions.
- Registered Nurse (Certified Nurse-Midwife). **Certified Nurse-Midwives (CNMs)** provide primary health care to women, including gynecological exams, order laboratory tests as needed, prescribe medications including contraceptive methods, family planning advice, prenatal care, assistance in labor and delivery, and care of newborns.
- Registered Nurse (Hematology/Oncology). **Hematology-Oncology Nurses** work as part of a multidisciplinary medical team specialists providing comprehensive high-quality nursing care to hematology and oncology patients.
- Registered Nurse (Dialysis). **Dialysis Nurses** care for patients with critical and chronic illness or potentially life-threatening conditions such as renal failure or congestive heart failure.
- Registered Nurse (Infection Control). **Infection Control Nurses** provide comprehensive nursing and health care that involve the prevention, surveillance, analysis, and reporting of nosocomial infections, and infection control and education.
- Registered Nurse (Nurse Educator). **Nurse Educators** use learning needs, performance indicators, and current evidence to design, implement, evaluate, and revise academic and continuing education programs required to build critical thinking and performance competency.
- Registered Nurse (Nurse Case Manager). **Nurse Case Managers** collaborate with patients, families, and healthcare team to develop, implement, and evaluate individualized patient care plans. They advocate patient welfare and serve as a liaison to improve transitions and changing needs within the healthcare system.
- Registered Nurse (Nurse Anesthetist). **Nurse Anesthetists** are advanced practice, certified nurses who specialize in the provision of anesthetic agents and care of patients under the influence of anesthetic agents. This includes completing assessments and monitoring in the pre- and postoperative phase.
- Registered Nurse (Obstetrics-Gynecology). **Obstetrical and Gynecological (OB-GYN) Nurses** specialize in the care of OB-GYN patients in accordance with the attending provider's medical care plan, scope of practice as well as the physical, mental, and emotional needs of the patient. OB-GYN Nurses also may be called upon to assist during examinations and minor surgical procedures and to provide counseling, instruction, and guidance on a variety of OB-GYN topics.
- Registered Nurse (Medical and Surgical). **Medical/Surgical Nurses** assess, plan, implement, and evaluate care for patients with both medical and surgical diagnoses. They individualize care based on patient's personal, spiritual, cultural, and other needs while facilitating increased functional ability.

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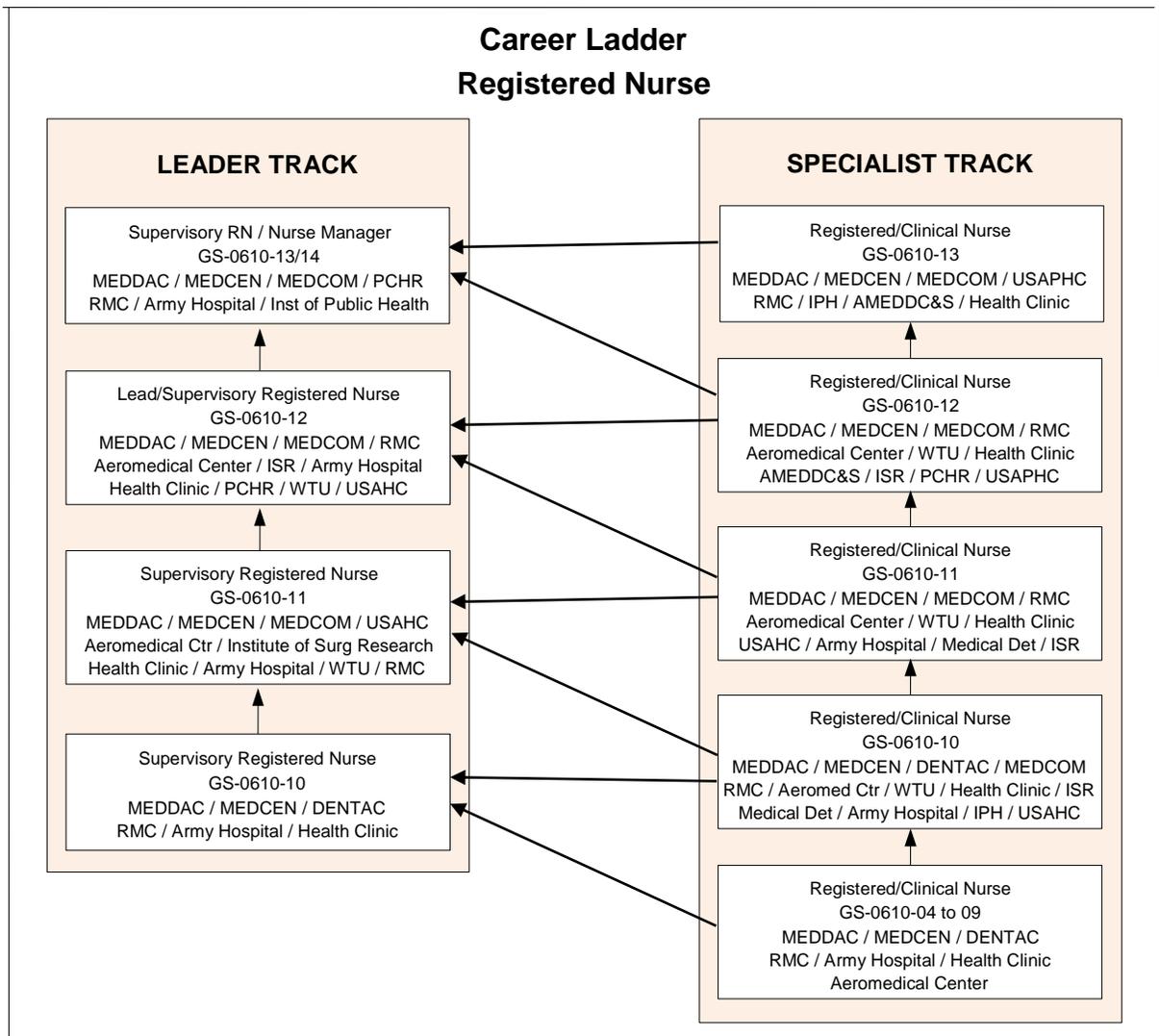
- Registered Nurse (Research). **Research Nurses** educate nurses in the application of evidence to practice, mentor nurses with Evidence-Based-Practice (EBP) projects, and apply/direct research projects.
- Registered Nurse (Nurse Consultant). **Nurse Consultants** are subject-matter-experts. They identify problems or potential risk factors that must be eliminated or reduced in their area of specialty.
- Registered Nurse (Critical Care). **Critical Care Nurses** are responsible for ensuring that acutely and critically ill patients and their families receive optimal care. Critical care nurses practice in settings where patients require complex assessment, high-intensity therapies, and interventions and continuous nursing vigilance.

Mission Critical Occupation.

The 0610 Registered Nurse (and all subspecialties) occupational series has been designated a Mission Critical Occupation.

Career Ladder.

The career ladder illustrates the typical pattern of progression from entry level to an advanced level in the GS-0610 series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed as Registered Nurses should be guided by the qualification standards established by OPM (Qualification Standards for Series 0610, Nurse). The career ladder shown in this ACTEDS Plan assumes that individuals employed at various grade levels have met the minimum requisite qualifications in this series. The basic career path shown below identifies career development requirements and opportunities that are fundamental to all employees classified in the nursing occupational series. Career ladder specifics for the 19 specialties within the RN discipline are covered in the separate annexes that follow.



Draft Functional Competencies

The following competencies apply to RNs in the performance of assigned duties. Although employees are responsible for managing their careers, supervisors must ensure that employees under their supervision have or are provided opportunities to obtain the competencies required to perform their duties through formal and on-the-job training (OJT). These competencies were developed as part of the MCO competency development effort and have been vetted by subject-matter-experts and Army G-1.

- **Alternative Care Procedures.** Knowledge of the procedures to refer clients to alternative resources as appropriate and the ability to make such referrals in order to ensure the optimal level of care to patients.
- **Basic Interviewing and Communication Techniques.** Skill in basic interviewing and communication techniques in order to formulate an accurate assessment of the patient's condition and needs.
- **Consultation with Doctors and Patients.** Ability to seek consultation in complex, multifaceted patient health problems in order to promote integrated continuous care.
- **Critical Evaluation of Research.** Ability to critically evaluate research studies and apply findings to practiced discipline in order to incorporate/disseminate relevant results (Evidence-Based Practice).
- **Diagnosis.** Ability to formulate a nursing diagnosis based on the nursing assessment, in order to develop a plan of care to meet defined patient needs in concert with other healthcare disciplines.
- **Ethics.** To include:
 - Knowledge of ethical theories and principles in order to protect patient rights and confidentiality.
 - Ability to identify professional liability and malpractice issues relating to access of records, Nurse Practice Acts, and the Nursing Code of Ethics in order to ensure adherence within legal and professional parameters.
- **Healthcare Management.** Knowledge of and the ability to apply the principles of healthcare management in order to promote the best outcomes for the health of the patient.
- **Healthcare Practices.** Knowledge of cultural variables in health practices, in order to determine their impact on health and wellness, and the ability to accommodate such variables in developing a plan of care.
- **Legal Principles Applied to Nursing.** Knowledge of legal aspects regarding nursing and the provision of nursing care in order to protect the patient, the nurse, and the employer.
- **Medicine and Dentistry.** Knowledge of the diagnosis and treatment of injuries, diseases, and deformities, including preventive healthcare measures.
- **Nursing.** Includes:
 - Understanding of medical terms and medical occupational areas in order to effectively communicate with other medical personnel and effectively advocate for customers/clients to ensure continuity of care.
 - Ability to complete a thorough nursing assessment and health history to include physiological and psychosocial aspects in order to implement, evaluate, and monitor an effective nursing care program.

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- Knowledge of nursing techniques in personal, therapeutic, preventive, and rehabilitative care in order to develop effective individualized plans of care.
 - Ability to function as a healthcare advocate for individuals, families, and communities in order to provide support to the patient.
 - Skill in providing instructions to clients, families, and other healthcare providers in order to meet the patient's healthcare needs.
 - Knowledge of normal growth and development patterns of patients from infants to geriatric in order to recognize deviations from normal.
 - Knowledge of human behavior and performance in various contexts, mental processes, or the assessment and treatment of behavioral and affective disorders.
 - Knowledge of and ability to review, interpret, and appropriately refer diagnostic and consultative findings.
 - Knowledge of and ability to use procedures, requirements, regulations, and policies related to specialized expertise.
 - **Biology.** Knowledge of the environment, plant and animal living tissues, cells, organisms, and entities, including their functions, interdependencies, and interactions with each other and the environment.
 - **Chemistry.** Knowledge of chemicals, including hazardous materials, and their uses, interactions, dangers, production, and disposal.
 - **Education.** Includes:
 - Ability to plan, implement, and evaluate the effectiveness of educational programs designed for the educational needs of patients and staff in order to enhance education and wellness.
 - Ability to apply the principles of teaching to patients, patients' sponsors, and patients' support groups in order to provide information, evaluate understanding, and enhance adherence.
 - Ability to maintain a current knowledge regarding new nursing principles and technology in order to maintain competence and certification by attending continuing education and professional development programs.
 - Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
 - **Evidence-Based Practice.** Including:
 - Knowledge of theory and principles of Evidence-Based Practice.
 - Ability to apply the principles of Evidence-Based Practice in nursing.

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Master Training Plan. Employees enter this occupational series at various levels with varying degrees of preparation, capability, and potential for growth. For this reason, training identified for an employee should be based on what formal training and/or OJT the employee brings to the job in comparison to that required for advancement as outlined in this ACTEDS Plan. Consideration should be given to documenting prior experience and training. ACTEDS training is divided into two categories: Universal and Competitive.

Universal Training. Universal training requirements provide standardized competencies across the occupational series to all employees who have similar duties and responsibilities. Universal training requirements are prioritized to assist commanders in planning and programming for training funds. Universal training priorities are as follows:

- **Priority I (U1)** - Mandatory training that is typically a condition of employment, must be successfully completed within a specified time period, and meets one or more of the following criteria: (a) employee must have for acceptable performance; (b) training is essential for mission accomplishment; (c) training is mandated by higher authority (law or DoD) or is required for health, certification, or safety reasons.
- **Priority II (U2)** - Training that should be successfully completed within a specified time period, but may be delayed if funding is not available, and should meet one or both of the following criteria: (a) employee should have for maximum proficiency, and/or (b) training improves the quality of mission accomplishment.
- **Priority III (U3)** - Training that should be funded after Priority I and II requirements and should meet one or both of the following: (a) provides or enhances competencies needed on the job, or (b) leads to improved mission accomplishment.

NOTE: CP53 funding (tuition and/or per diem) may be available for courses listed in the MTP in accordance with (IAW) guidance listed at Annex Y.

NOTE: A single asterisk (*) for a priority means “according to individual job requirement.” A double asterisk (**) indicates a “recurring training requirement.” A triple asterisk (***) means “by exception.”

Competitive Training. This category includes developmental opportunities for which individuals are competitively selected. It covers Armywide competitive programs such as the Senior Service Colleges, Fellowship Programs (such as the Army Congressional Fellowship Program), and the CES courses conducted at the AMSC, that are centrally funded by the Deputy Chief of Staff, G-1. Competitive professional development opportunities include university study, development assignments, training-with-industry, and short-term training, which are funded by either the Army Commands (ACOMS), the Army Service Component Commands (ASCCs), Direct Reporting Units (DRUs), or the installations. The annual ACTEDS Training Catalog (<http://www.cpol.army.mil/library/train/catalog/>) contains specific information about

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competitive development opportunities, along with necessary procedural and application requirements.

The following chart is the Master Training Plan (MTP) for 0610-Registered Nurses. It addresses the occupational and professional development training required by grade level. These requirements are fundamental to all employees classified in the 0610-Registered Nurse occupational series. More specialized training is outlined within the MTP for the 19 registered nursing specialties/annexes that follow as well as in the corresponding Career Maps for Registered Nurses located at <https://actnow.army.mil>, or http://www.asamra.army.mil/cwt/careermaps_cp53.cfm.

NOTE: Much of the training identified in the MTP is centrally funded by HQDA or DoD or provided at no cost. Career Program 53 funds may be available for some courses subject to the requirements identified in Annex Y, CP53 Policy on Training.

Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience					
		GS-04 thru 09	GS-10	GS-11	GS-12	GS-13	GS-14
General Orientation/Orientation to the Employing Office Supervisor OJT	X	U1	U1	U1	U1	U1	U1
Health Care Ethics I (MD0066) AMEDDC&S (www.cs.amedd.army.mil/AHS) Distance Learning (DL)	X	U1	U1	U1	U1	U1	U1
Health Care Ethics II (MD0067) AMEDDC&S DL	X	U1	U1	U1	U1	U1	U1
Computer Literacy Training/Computer Courses Local Installation Formal Training (FT)/OL	X	U2	U2	U2	U2		
Health Care Ethics II (MD0067) AMEDDC&S DL	X	U1	U1	U1	U1	U1	U1
Basic Life Support American Heart Association/Local Installation FT	CP53	U1**	U1**	U1**	U1**	U1**	U1**
Health Insurance Portability and Accountability Act (HIPAA) Training Local Installation/Swank Healthcare (www.swankhealth.com) FT/DL	X	U1	U1	U1	U1	U1	U1
Bloodborne Pathogens OSHA/Local/SWANK Healthcare FT/CC/OL	CP53	U1*	U1*	U1*	U1*	U1*	U1*
Infection Control Local/SWANK Healthcare/Professional Organization FT	CP53	U1	U1	U1	U1	U2	U2
Occupational Safety Standards, Regulations, and Codes Local Installation FT	X	U1	U1	U1	U1	U1	U1

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Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience					
		GS-04 thru 09	GS-10	GS-11	GS-12	GS-13	GS-14
Tuberculosis Training for Healthcare Workers Local Installation/CDC FT/CC/OL	X	U2*	U2*	U2*	U2*	U2*	U2*
Hospital CBRNE Preparedness Course ATRRS/AMEDDC&S (www.ATRRS.army.mil) DL	CP53	U1**	U1**	U1**	U1**	U1**	U1**
Risk Management Local FT	X	U3	U2	U2	U1	U1	U1
Conscious Sedation Professional Organization FT	CP53	U3	U1	U1	U1		
Pain Management Local/SWANK Healthcare/Professional Organization FT	CP53	U2	U2	U3	U3		
Nursing Theory Professional Organization FT	CP53	U1	U1				
Health Assessment Professional Organization/University Based FT	CP53	U2	U2	U2	U2		
Pharmacology I/II/III/IV ATRRS/AMEDDC&S CC	CP53	U1	U1	U1	U1		
Intravenous (IV) Therapy Professional Organization FT/OJT	CP53	U1	U1	U1	U2		
Management of AIDS Professional Organization FT	CP53	U1	U1	U2	U2		
Lifestyle Counselor Professional Organization/Vendor FT	CP53	U3*	U3*	U3*	U3*		
Discharge Planning University Based/Vendor FT	CP53	U3	U2	U2	U2	U2	U3
Nursing and Malpractice University Based/Vendor FT	CP53	U3	U3	U3	U3	U3	U3
Legal and Ethical Aspects of Healthcare College or University Based FC	CP53	U3	U3	U3	U3	U3	U3
Certification Review Professional Organization FT	CP53	U3	U3	U3	U1*	U1*	U1*
Rites of Passage: Respecting the Wishes of Seriously Ill Patients Local/Installation FT/OL	X	U3*	U3*	U3*	U3*		
Death and Dying SWANK/Professional Organization CC/OL	X	U2*	U2*				
Nursing Skills Training Professional Organization FT	CP53	U2	U2	U2	U2	U2	U2

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Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience					
		GS-04 thru 09	GS-10	GS-11	GS-12	GS-13	GS-14
Pharmacology Math for Practical Nurse (MD0904) ATRRS/AMEDDC&S DL	X	U2	U2	U2			
Basic / Intermediate / Advanced Computer Skills Local/Installation FT	X	U2	U2	U2	U2		
Computer Tools for Data Management Professional Based Organization FT	CP53	U3	U1	U2	U2		
Total Quality Management Installation FT	X	U3	U3	U1	U1	U3	U3
Orientation to AMEDD Training Process (5K-F5/520-F5) AMEDDC&S FT	X	U2*	U2*	U2*	U2*	U2*	U2*
Preceptorship Training/Preceptor Development Course Local FT	C	U3	U2	U2	U2		
Nurse Case Management Program (6E-SIM9) AMEDDC&S Nursing Science DL	CP53/X	U2*	U2*	U1*	U1*	U1*	
Elements of Statistics University Based FT	CP53		U3	U2	U2	U2	
Evidence-Based Practice QA Improvement University Based FT	CP53	U3	U3	U2	U2		
Continual Quality Improvement (OPER0406) Army E-Learning Courseware DL	X	U3	U2	U2	U1	U1	U1
Speaking Strategies: Confident Public Speaking (PD_23_A02_BS_ENUS) Army E-Learning Courseware DL	X	U2	U2	U2	U2	U2	U2
Instructor Training Course (5K-F3/520-F3) /Effective Briefing ATRRS/AMEDDC&S/Local Installation FT	X	U3*	U1*	U1*			
Nursing Informatics University Based FT	CP53	U3	U3	U3	U2*	U2*	U2*
Information Resource Management Local FT	X	U3	U3	U3	U3	U3	U3
Budget Resource Management (FIN_05_A01_BS_ENUS) Army E-Learning Courseware DL	X	U3	U3	U3	U3	U3	U3
Preparing Publications University-Based FT	CP53	U3*	U3*	U3*	U3*	U3*	
Critical Reading of Research Publications RMC NESDS FT	X			U1	U1	U1	U1
Resiliency Training Research Transition Office (RTO), Walter Reed Army Institute of Research	X	U1*	U1*	U2*	U2*	U2*	

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Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience					
		GS-04 thru 09	GS-10	GS-11	GS-12	GS-13	GS-14
(WRAIR), US Army Medical Research and Materiel Command (USAMRMC), US Army Medical Command (USAMEDCOM) in cooperation with Comprehensive Soldier Fitness (CSF) FT							
Army Nurse Corps Campaign Planning Conference (6E-300/A0504) AMEDDC&S FT	CP53	U3	U3	U3	U3	U2	U2
Marketing Management (MKT0207) ATRRS/AMEDDC&S DL	X	U3	U3	U3	U3	U3	U3
Charge Nurse Local FT	X	U3	U1	U1			
AMEDD Advanced Nurse Leadership (6F-F2) AMEDDC&S DL/VTT	CP53					U2	U1
Clinical Nurse OIC/NCOIC Leader Development (6E-F5/300-F42) AMEDDC&S FT	CP53		U3*	U2	U1	U1	U1
Fellowships/Scholarships Professional Associations/Foundations FT	CP53	U3	U3	U3	U3	U3	U3
Joint Medical Executive Skills Institute AMEDDC&S DL	X				U3	U3	U2
CES Foundation Course (FC) AMSC DL	X	U1	U1	U1	U1	U1	U1
Action Officer Development Course (AODC) AMSC DL	X	U1*	U1*	U1*	U2*		
Supervisor Development Course (SDC) AMSC DL	X	U1*	U1*	U1*	U1*	U1*	U1*
CES Basic Course (BC) AMSC DL/FT	X	U1*	U1*				
CES Intermediate Course (IC) AMSC DL/FT	X		U1*	U1*	U1*	U1*	U1*
Manager Development Course (MDC) AMSC DL	X	U2*	U2*	U2*	U2*	U2*	U2*
DoD Executive Leadership Development Program (DELDP) DoD FT	DA G3						C
CES Advanced Course (AC) AMSC DL/FT	X					U1*	U1*
Continuing Education for Senior Leaders (CESL) AMSC DL/FT	X						U1

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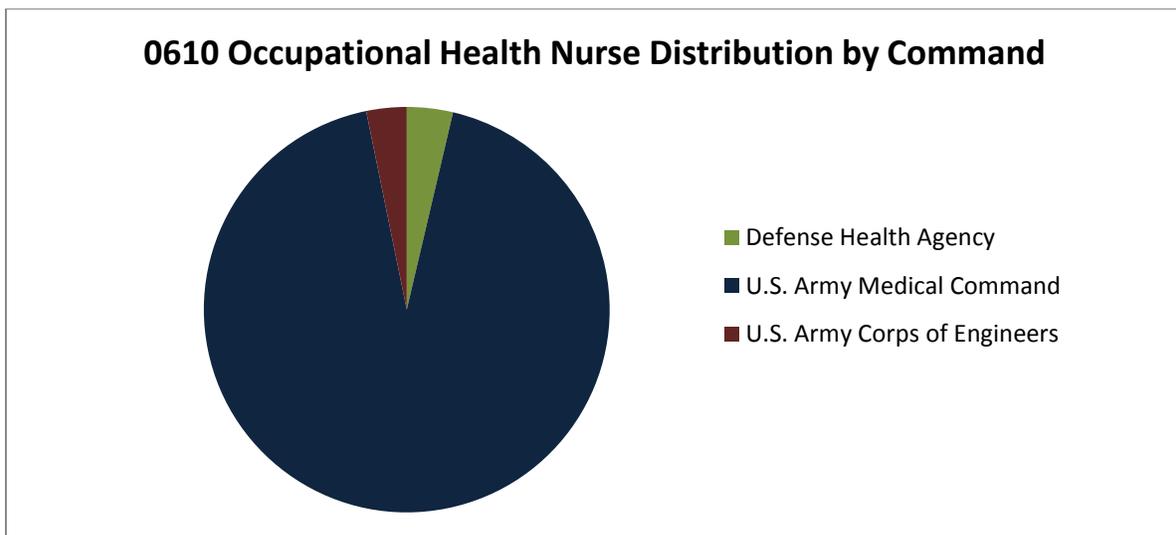
Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience					
		GS-04 thru 09	GS-10	GS-11	GS-12	GS-13	GS-14
Senior Service College (SSC) Army War College FT/DL	X						C
Defense Senior Leader Development Program (DSLDP) DoD FT	X						C
Organizational Leadership for Executives OPM FC	X				U2*	U2*	U2*
Harvard University Program for Senior Executive Fellows JFK School of Government, Harvard University FT	CP53						C
Dwight D. Eisenhower School for National Security and Resource Strategy National Defense University (NDU) FT	X			C	C	C	C
Army Congressional Fellowship Program (ACFP) Office of Chief, Legislative Liaison FT	X			C	C	C	
Senior Managers Course (SMC) in National Security George Washington University FT	X						C
Secretary of the Army Research and Study Fellowships (SARSF) SARSF FT	X				C	C	C
Systems Approach to Training (5K-F4/520-F4(CORE)) AMEDDC&S Nursing Science FT	CP53	U3*	U3*	U3*	U3*		
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1	U1	U1	U1	U1
Supervisor Development Course AMSC DL	X	U1*	U1*	U1*	U1*	U1*	U1*
Certifications Professional Organization FT	CP53	U3*	U3*	U3*	U3*	U3*	U3*

Certification/Licensure. Registered Nurses employed by MEDCOM must possess and maintain a current, active, valid, and unrestricted license from a US jurisdiction before providing healthcare services to patients. All positions require graduation from a nursing program accredited by the US Department of Education. Some positions also may require a minimum of a Bachelor's, Master's, or Doctoral degree in Nursing. Some positions may require national certification. Regardless of position requirements, pursuing certification demonstrates the employee's commitment to lifelong learning and the highest standards of the profession.

Annex B – SERIES 0610-REGISTERED NURSE (OCCUPATIONAL HEALTH)

Overview. The Army employs approximately 218 (source: DCPDS, 5 June 2014) employees in the 0610-Registered Nurse (Occupational Health) functional specialty. The 0610 series covers a diverse set of nursing functional specialties and due to the sometimes overlapping requirements of the positions, the numbers cited for each of the 0610 functional specialties are approximate.

Occupational Health Nurses are assigned to CP53 for career development and training. They are employed by the US Army Medical Command, US Army Corps of Engineers, and the Defense Health Agency (DHA), as shown below.



Occupational Health Nurses are primarily compensated through the General Schedule (GS) civilian pay plan.

Occupational Series Information. Occupational Health Nursing is a specialty area in the field of nursing that observes and assesses the worker's health status with respect to job tasks and hazards. Using specialized experience and education, they recognize and prevent health effects from hazardous exposures and treat workers' injuries/illnesses.

The role of an Occupational Health Nurse (OHN) is quite diverse because it involves worksite evaluations, epidemiological investigations, toxicology, illness and injury absence monitoring, health screening, limited case management and Occupational Safety and Health Administration (OSHA) assessments. As Registered Nurses, they are adept at providing patient care in varying circumstances, such as diagnosing and treating workers with illnesses or injuries, and recommending further steps in the workers' treatment plans.

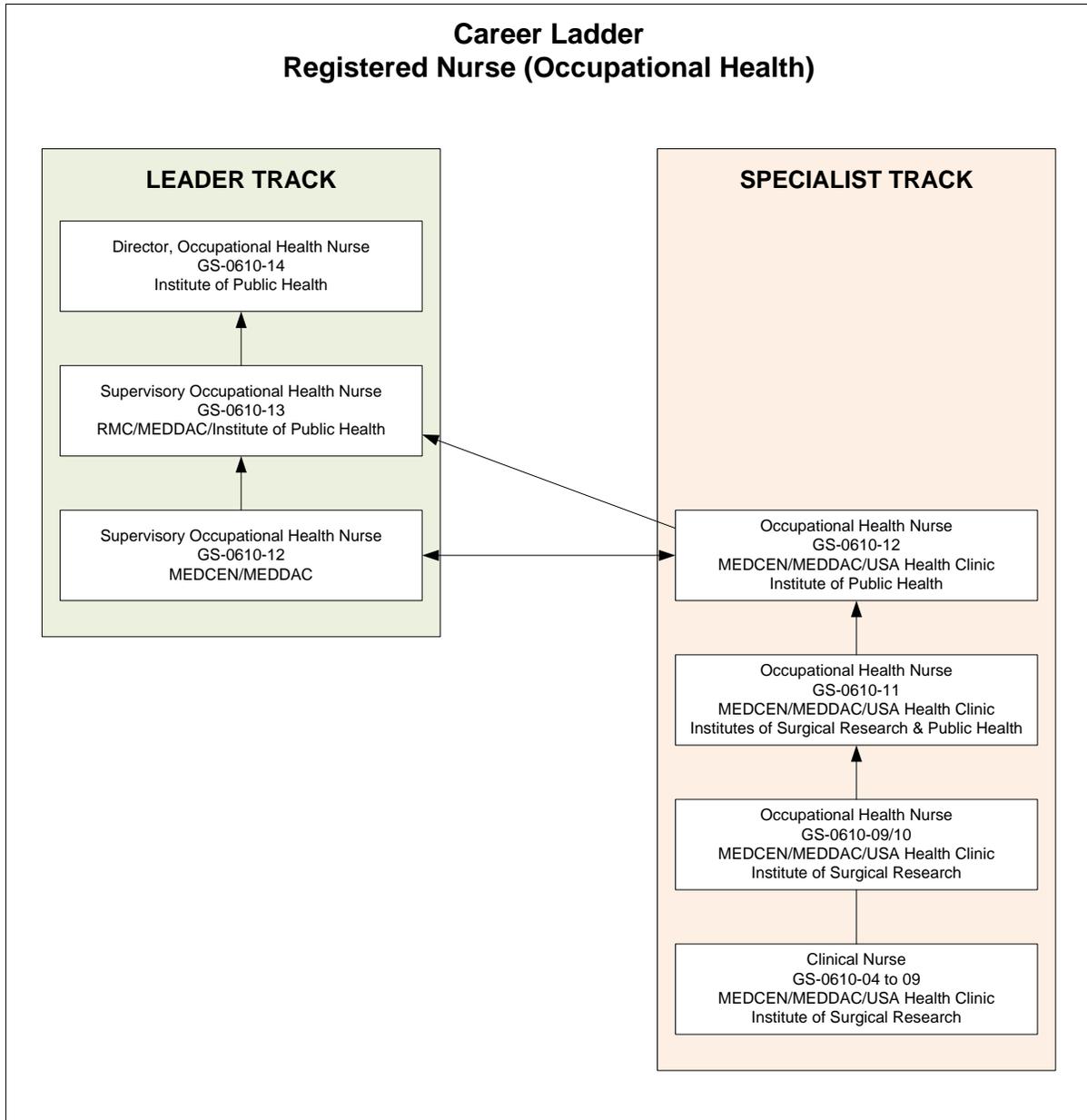
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Educationally prepared to recognize adverse health effects of occupational exposure and address methods for hazard abatement and control, OHNs bring specific nursing expertise to the worksite. They have special knowledge of workplace hazards and the relationship to employee health status. OHNs understand industrial hygiene principles of engineering controls, administrative controls, and personal protective equipment.

Army civilian Occupational Health Nurses are located throughout the world.

Mission Critical Occupation. The 0610-Registered Nurse occupational series has been designated a Mission Critical Occupation.

Career Ladder. The career ladder illustrates the typical pattern of progression from entry level to an advanced level in the GS-0610 series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the OHN specialty should be guided by the by OPM's qualification standards ([Qualification Standards for Series 0610, Nurse](#)). The career ladder shown in this ACTEDS Plan assumes that individuals employed at various grade levels have met the minimum requisite qualifications of this series.



Draft Functional Competencies. The following competencies apply to OHNs in the performance of assigned duties. Although employees are responsible for managing their careers, supervisors must ensure that employees under their supervision have or are provided opportunities to obtain the competencies required to perform their duties through formal and on-the-job training (OJT). These competencies were developed as part of the MCO competency development effort and have been vetted by subject-matter-experts and Army G-1.

- **Alternative Care Procedures.** knowledge of the procedures to refer clients to alternative resources as appropriate and the ability to make such referrals in order to ensure the optimal level of care to patients.
- **Basic Interviewing and Communication Techniques.** Ability to use skill in basic interviewing and communication techniques in order to formulate an accurate assessment of the patient's condition and needs.
- **Consultation with Doctors and Patients.** Ability to seek consultation in complex, multifaceted patient health problems in order to promote integrated continuous care.
- **Critical Evaluation of Research.** Ability to critically evaluate research studies and apply findings to practiced discipline in order to incorporate/disseminate relevant results (Evidence-Based Practice).
- **Diagnosis.** Ability to formulate a nursing diagnosis based on the nursing assessment, in order to develop a plan of care to meet defined patient needs in concert with other healthcare disciplines.
- **Ethics.** Includes:
 - Knowledge of ethical theories and principles in order to protect patient rights and confidentiality.
 - Ability to identify professional liability and malpractice issues relating to access of records, Nurse Practice Acts, and the Nursing Code of Ethics in order to ensure adherence within legal and professional parameters.
- **Healthcare Management.** Ability to apply the principles of healthcare management in order to promote the best outcomes for the health of the patient.
- **Healthcare Practices.** Knowledge of cultural variables in health practices, in order to determine their impact on health and wellness, and the ability to accommodate such variables in developing a plan of care.
- **Legal Principles Applied to Nursing.** Knowledge of legal aspects regarding nursing and the provision of nursing care in order to protect the patient, the nurse, and the employer.
- **Medicine and Dentistry.** Knowledge of the diagnosis and treatment of injuries, diseases, and deformities, including preventive healthcare measures.
- **Nursing.** Including:

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- Ability to use understanding of medical terms and medical occupational areas in order to effectively communicate with other medical personnel and effectively advocate for customers/clients to ensure continuity of care.
 - Ability to complete a thorough nursing assessment and health history to include physiological and psychosocial aspects in order to implement, evaluate, and monitor an effective nursing care program.
 - Knowledge of nursing techniques in personal, therapeutic, preventive, and rehabilitative care in order to develop effective individualized plans of care.
 - Ability to function as a healthcare advocate for individuals, families, and communities in order to provide support to the patient.
 - Ability to use skill in providing instructions to clients, families, and other healthcare providers in order to meet the patient's healthcare needs.
 - Knowledge of human behavior and performance in various contexts, mental processes, or the assessment and treatment of behavioral and affective disorders.
 - Ability to review, interpret, and appropriately refer diagnostic and consultative findings.
 - Ability to execute procedures, requirements, regulations, and policies related to specialized expertise.
 - **Biology.** Knowledge of the environment, plant and animal living tissues, cells, organisms, and entities, including their functions, interdependencies, and interactions with each other and the environment.
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 - **Education.** Includes:
 - Ability to plan, implement, and evaluate the effectiveness of educational programs designed for the educational needs of patients and staff in order to enhance education and wellness.
 - Ability to apply the principles of teaching to patients, patient's sponsors, and patient's support groups in order to provide information, evaluate understanding, and enhance adherence.
 - Ability to maintain a current knowledge regarding new nursing principles and technology in order to maintain competence and certification by attending continuing education and professional development programs.
 - Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
 - **Occupational Healthcare.** Includes:
 - Understand Industrial Hygiene sampling and to evaluate toxicological data in order to determine the extent of the actual or potential health hazard to the worker.

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- Ability to develop a plan of care specific to prevention and health education in order to identify problems and interventions.
 - Knowledge of safety policies and procedures, health hazards, risk assessment, and engineering controls in order to detect and investigate health problems.
 - Ability to identify correct personal protective equipment and procedural interventions required in order to protect the worker and the community.
 - Ability to use skill in completing administrative, baseline, periodic and exit, or termination examinations; and maintaining OH specific records and documentation in order to detect health problems.
 - Ability to use skill in conducting work site visits in order to observe employee procedures, evaluate the work site environment, and to anticipate and identify potential or actual health hazards present at the work site.
 - Ability to use skill in evaluating environmental exposure in order to determine the extent or presence of actual or potential health hazards through surveillance and monitoring of the work place.
 - Ability to use skill in developing a plan of care specific to illness prevention and health education in order to promote healthy behaviors.
 - Ability to use skill in coordinating with Industrial Hygiene and Safety personnel regarding workers enrolled in medical surveillance programs in order to encourage cooperation and compliance.
 - **Occupational Health Management.** Includes:
 - Ability to analyze the OH nurse environment in order to define the nature of the work, develop organizational goals and objectives, plan a course of action to meet the organizational goals and objectives, implement the plan, conduct periodic evaluations of actions taken, and to establish quality improvement indicators for the OH program.
 - Actively participate in OH related committees in order to promote professional relationships between the OH community and public and private institutions.
 - Ability to collect, review, and maintain data from surveillance and evaluation activities in order to conduct research and enhance prevention efforts.
 - Ability to assist managers in making administrative decisions on conditions of employment in order to ensure employee safety.
 - Ability to analyze healthcare trends in order to foster safe and healthful environments.
 - Ability to publicize and promote enforcement of safety and OH policies and regulations in order to encourage safe health practices.
 - Knowledge of case management, disability, and workers' compensation programs in order to protect the employee and the employer in a productive manner and result in the reduction of workers compensation utilization costs.

- Knowledge of developing inter- and intra-service support agreements, memorandums of understanding, and contracts between supplying and receiving activities in order to ensure continuity of operations.
- Knowledge of requirements for OH programs in order to conduct strategic planning, establish mission and vision goals, objectives, and priorities, and outline policies.
- Ability to use skill in planning and preparing the budget in order to meet OH requirements and to determine and procure program resource needs.
- Ability to use skill in marketing services to installations and tenant commanders and in developing plans for delivery and reimbursement of services in order to identify benefits to customers.
- **Labor Relations.** Includes:
 - Knowledge of a variety of personnel management services to include performance management, employee conduct, benefits administration, and other work-life issues.
 - Ability to review complaints or grievances; perform fact-finding, and advise management on the preparation of disciplinary and adverse action, grievance, and appeal letters.
 - Knowledge of a wide range of HR concepts, laws, policies, and practices related to labor relations.
 - Ability to review, translate, and negotiate union proposals, counter proposals, and settlement agreements.
 - Knowledge of provisions for collective bargaining agreements, and provide training/orientation to supervisors and managers.
 - Ability to identify, evaluate, and recommend management interventions to solve complex problems and issues.
 - Knowledge of consensus building, negotiation, coalition building, mediation, interest-based bargaining, and other non-adversarial problem solving approaches to resolve problems and advise management.
 - Ability to develop and deliver briefings, legal documents, project papers, advisory options, and arguments through oral and/or written communication.
 - Ability to develop guidance and provide regulatory and policy advice and assistance on workforce relations matters such as work schedules, time and leave, performance management, etc.
- **Workers' Compensation.** Knowledge of standards, laws, and guidelines; claims examination; theory and practice of compensation insurance; emergency services/employee assistance; understanding relationship between disability and job performance; on-the-job training; collaborating with risk managers.
- **Evidence-Based Practice.** Includes:

- Ability to construct a question using the Patient/Problem, Intervention, Comparison, Outcome (PICO) mnemonic.
- Ability to apply literature searching skills across a variety of databases.
- Ability to use expertise in epidemiology and biostatistics.
- Ability to synthesize and communicate the results to relevant parties (i.e., health professionals, patients).
- Ability to evaluate the Evidence-Based Practice (EBP) process and assess its impact within the clinical context in which it was implemented.
- Ability to apply the principles of EBP in occupational health nursing.

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- **Priority I (U1)** - Mandatory training that is typically a condition of employment, must be successfully completed within a specified time period, and meets one or more of the following criteria: (a) employee must have for acceptable performance; (b) training is essential for mission accomplishment; (c) training is mandated by higher authority (law or DoD) or is required for health, certification, or safety reasons.
- **Priority II (U2)** - Training that should be successfully completed within a specified time period, but may be delayed if funding is not available, and should meet one or both of the following criteria: (a) employee should have for maximum proficiency, and/or (b) training improves the quality of mission accomplishment.
- **Priority III (U3)** - Training that should be funded after Priority I and II requirements and should meet one or both of the following: (a) provides or enhances competencies needed on the job, or (b) leads to improved mission accomplishment.

NOTE: CP53 funding (tuition and/or per diem) may be available for courses listed in the MTP in accordance with (IAW) guidance listed at Annex Y.

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NOTE: A single asterisk (*) for a priority means “according to individual job requirement.” A double asterisk (**) indicates a “recurring training requirement.” A triple asterisk (***) means “by exception.”

Competitive Training. This category includes developmental opportunities for which individuals are competitively selected. It covers Armywide competitive programs such as the Senior Service Colleges, Fellowship Programs (such as the Army Congressional Fellowship Program), and the CES courses conducted at the AMSC, that are centrally funded by the Deputy Chief of Staff, G-1. Competitive professional development opportunities include university study, development assignments, training-with-industry, and short-term training, which are funded by either the Army Commands (ACOMS), the Army Service Component Commands (ASCCs), Direct Reporting Units (DRUs), or the installations. The annual ACTEDS Training Catalog (<http://www.cpol.army.mil/library/train/catalog/>) contains specific information about competitive development opportunities, along with necessary procedural and application requirements.

The following chart is the Master Training Plan for OHNs. It addresses the specialized occupational and professional development training required by grade level. Additional training is identified in the Master Training Plan for RNs on page 26.

CP53 ACTEDS Plan for Nursing Occupations

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Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience					
		GS-04 to 09	GS-10	GS-11	GS-12	GS-13	GS-14
Environment, Safety & Occupational Health (CLR 030) AMEDDC&S Nursing Science (www.cs.amedd.army.mil/AHS) OL	X	U3	U3	U3	U3	U3	U3
Occupational Health and Safety (HR0252) AMEDDC&S Nursing Science DL	X	U3	U3	U3	U3	U3	U3
Occupational and Safety Health Act (OSHA) Basic Compliance OSHA FT/OJT	CP53	U2	U2	U2	U2	U2	U1
Tri-Service Vision Conservation and Readiness USAPHC FT/OL	CP53	U1	U1	U2	U2	U2	U1
Radiation Protection (OHES-3206) ATRRS (www.ATRRS.army.mil) FT	X	U3	U3	U3	U3	U3	U2
Spirometry NIOSH/USAPHC FT/OJT	CP53	U1	U1	U2	U2	U2	U2
Basic Industrial Hygiene Techniques (6H-F11/322-F11) ATRRS FT	CP53/X	U2	U2	U2	U2	U2	U3
Occupational Health & Industrial Hygiene (081-MD0165) ATRRS DL	X	U2	U2	U2	U2	U2	U2
Principles of Epidemiology (081-MD0151) ATRRS DL	X	U3	U3	U3	U2	U1	U1
Industrial Toxicology OSHA/Local FT/OJT	CP53	U3	U3	U3	U2	U1	U1
Respiratory Protection OSHA FT/OJT	CP53	U3	U3	U3	U3	U3	U2
Fundamentals of Occupational Medicine (6H-F20) ATRRS DL	X	U1	U1	U1	U1	U1	U1
Health Risk Communication Training USAPHC FT	CP53	U1	U1	U1	U1	U1	U1
Intermediate Industrial Hygiene Topics (6H-F10/322-F10) USAPHC FT	CP53/X	U2	U2	U2	U2	U2	U2
Defense Occ & Enviro Health Readiness System-Hearing Conservation USAPHC FT	CP53	U2	U2	U2	U2	U2	U2
Applied Ergonomics USAPHC FT/OJT	CP53	U2	U2	U2	U2	U2	U2
Job-Related Immunizations CDC OJT		U2	U2	U2	U2	U2	U2
Administrative Medical Examinations LOCAL OJT		U2	U2	U2	U2		

CP53 ACTEDS Plan for Nursing Occupations

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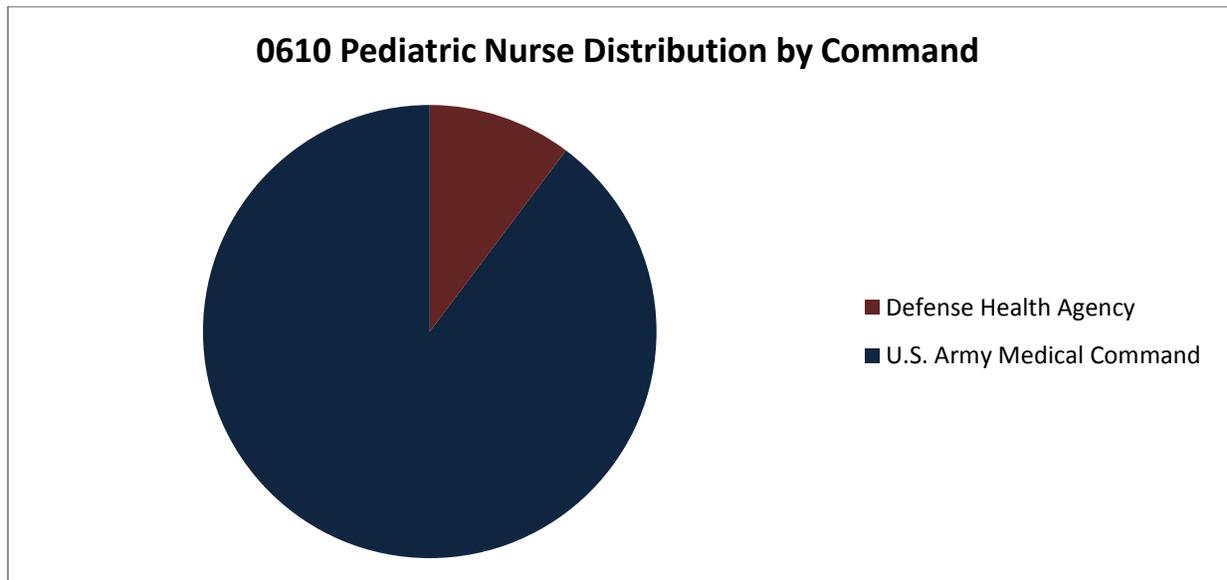
Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience					
		GS-04 to 09	GS-10	GS-11	GS-12	GS-13	GS-14
Physical Assessment Course UNIVERSITY/LOCAL FC/OJT	CP53			U2	U2		U2
Federal Employee Compensation Act Training Department of Labor FC/OJT	CP53	U2	U2	U1	U1	U1	U1
Legal Aspects of Occupational Health and Safety UNIVERSITY/LOCAL OJT				U3	U3	U3	U1
Reproductive Hazards OSHA OJT		U2	U2	U1	U1	U1	U2
Risk Communication for Industrial Hygienists USAPHC FT	CP53	U2	U2	U2	U2		
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1	U1	U1		
Supervisor Development Course AMSC DL	X	U1*	U1*	U1*	U1*		
Certifications Professional Organization FT	CP53	U3*	U3*	U3*	U1*	U1*	U1*

Certification/Licensure. Registered Nurses employed by MEDCOM must possess and maintain a current, active, valid, and unrestricted license from a US jurisdiction before providing healthcare services to patients. All positions require graduation from a nursing program accredited by the US Department of Education. Some positions also may require a minimum of a Bachelor's, Master's, or Doctoral degree in Nursing. Some positions may require national certification. Regardless of position requirements, pursuing certification demonstrates the employee's commitment to lifelong learning and the highest standards of the profession.

Annex C – Series 0610 Registered Nurse (Pediatrics)

Overview. The Army employs approximately 117 (source: DCPDS, 5 June 14) employees in the 0610-Registered Nurse (Pediatrics) functional specialty. The 0610 series covers a diverse set of nursing functional specialties and due to the sometimes overlapping requirements of the positions, the numbers cited for each of the 0610 functional specialties are approximate.

Pediatric Nurses are assigned to CP53 for career development and training. They are primarily employed by the US Army Medical Command and the Defense Health Agency (DHA), as shown below. They are located throughout the world and work primarily in the MEDCENs and MEDDACs.

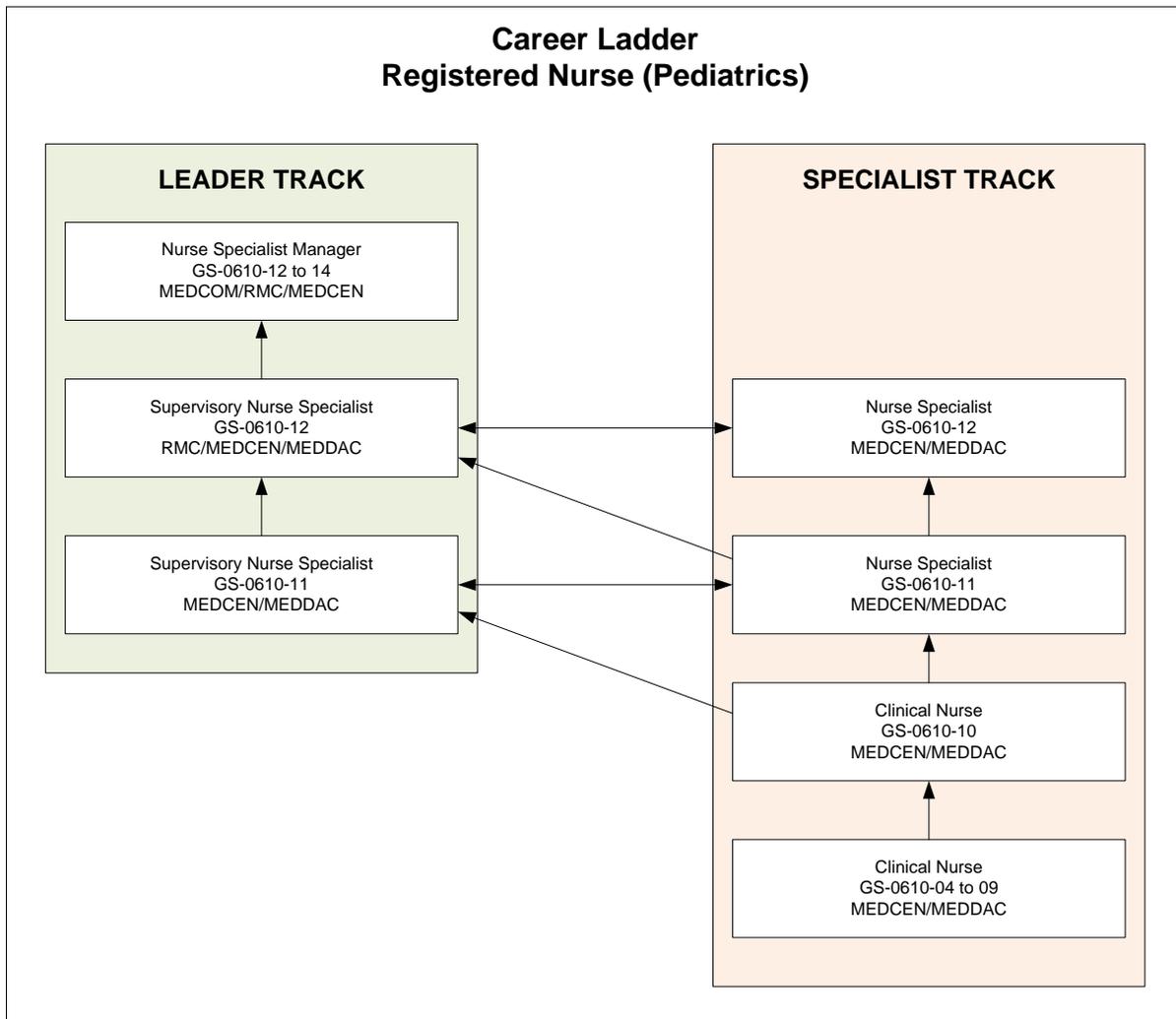


Pediatric Nurses are primarily compensated through the General Schedule (GS) civilian pay plan.

Occupational Series Information. Pediatric nursing is a specialty area in the field of nursing that focuses on the care of those under 18 years old. A pediatric nurse is a specialized registered nurse responsible for the care of infants, children, and adolescents. Like many registered nurses, pediatric nurses can perform routine health examinations, diagnose illnesses, understand adolescent growth and development, and provide treatment to patients who range from mildly to critically ill. Additionally, pediatric nurses assist in the administering of shots and in the treatment of wounds and broken bones. Pediatric nurses also act as liaisons between doctors, patients, and their families and help educate the family about patient health.

Mission Critical Occupation. The 0610-Registered Nurse (and all subspecialties) occupational series has been designated a Mission Critical Occupation.

Career Ladder. The career ladder illustrates the typical pattern of progression from entry level to an advanced level in the GS-0610 series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the Nurse (Pediatrics) specialty should be guided by the qualification standards established by OPM ([Qualification Standards for Series 0610, Nurse](#)). The career ladder shown in this ACTEDS Plan assumes that individuals employed at various grade levels have met the minimum requisite qualifications in this series.



Draft Functional Competencies

The following competencies apply to Pediatric Nurses in the performance of assigned duties. Although employees are responsible for managing their careers, supervisors must ensure that employees under their supervision have or are provided opportunities to obtain the required competencies required to perform their duties through formal and OJT. These competencies were developed as part of the MCO competency development effort and have been vetted by subject-matter-experts and Army G-1.

- **Alternative Care Procedures.** Knowledge of the procedures to refer clients to alternative resources as appropriate and the ability to make such referrals in order to ensure the optimal level of care to patients.
- **Basic Interviewing and Communication Techniques.** Ability to use skill in basic interviewing and communication techniques in order to formulate an accurate assessment of the patient's condition and needs.
- **Consultation with Doctors and Patients.** Ability to seek consultation in complex, multifaceted patient health problems in order to promote integrated continuous care.
- **Critical Evaluation of Research.** Ability to critically evaluate research studies and apply findings to practiced discipline in order to incorporate/disseminate relevant results (Evidence-Based Practice).
- **Diagnosis.** Ability to formulate a nursing diagnosis based on the nursing assessment, in order to develop a plan of care to meet defined patient needs in concert with other healthcare disciplines.
- **Ethics.** Includes:
 - Knowledge of ethical theories and principles in order to protect patient rights and confidentiality.
 - Ability to identify professional liability and malpractice issues relating to access of records, Nurse Practice Acts, and the Nursing Code of Ethics in order to ensure adherence within legal and professional parameters.
- **Healthcare Management.** Ability to apply the principles of healthcare management in order to promote the best outcomes for the health of the patient.
- **Healthcare Practices.** Knowledge of cultural variables in health practices, in order to determine their impact on health and wellness, and the ability to accommodate such variables in developing a plan of care.
- **Legal Principles Applied to Nursing.** Knowledge of legal aspects regarding nursing and the provision of nursing care in order to protect the patient, the nurse, and the employer.
- **Medicine and Dentistry.** Knowledge of the diagnosis and treatment of injuries, diseases, and deformities, including preventive healthcare measures.
- **Nursing.** Including:

-
- Understanding of medical terms and medical occupational areas in order to effectively communicate with other medical personnel and effectively advocate for customers/clients to ensure continuity of care.
 - Ability to complete a thorough nursing assessment and health history to include physiological and psychosocial aspects in order to implement, evaluate, and monitor an effective nursing care program.
 - Knowledge of nursing techniques in personal, therapeutic, preventive, and rehabilitative care in order to develop effective individualized plans of care.
 - Ability to function as a healthcare advocate for individuals, families, and communities in order to provide support to the patient.
 - Ability to use skill in providing instructions to clients, families, and other healthcare providers in order to meet the patient's healthcare needs.
 - Knowledge of human behavior and performance in various contexts, mental processes, or the assessment and treatment of behavioral and affective disorders.
 - Ability to review, interpret, and appropriately refer diagnostic and consultative findings.
 - Ability to execute procedures, requirements, regulations, and policies related to specialized expertise.
 - **Biology.** Knowledge of the environment, plant and animal living tissues, cells, organisms, and entities, including their functions, interdependencies, and interactions with each other and the environment.
 - **Chemistry.** Knowledge of chemicals, including hazardous materials, and their uses, interactions, dangers, production, and disposal.
 - **Pediatric Nursing.** Includes:
 - Knowledge of the nursing process as it relates to the pediatric setting in order to provide age-specific nursing care.
 - Knowledge of the pediatric disease process in order to effectively triage patients and anticipate complications.
 - Knowledge of federal, state, and local regulations as they relate to nursing in general and to the pediatric setting in the areas of safety and health in order to ensure compliance in accordance with latest guidance.
 - Knowledge of age-specific growth, development, and the educational needs of:
 - (a) the infant; (b) the child; and (c) the adolescent in order to provide specialized service to patients.
 - Knowledge of age-specific immunizations in order to ensure they are current.
 - Knowledge of the principles of pediatric case management in order to ensure continuity of care.
 - Knowledge of pediatric oncology and chemotherapy in order to administer chemotherapeutic agents to pediatric patients.

- Ability to use skill in formulating a diagnosis in order to develop an age-specific plan of care by synthesizing and evaluating collected data.
- Ability to use skill in developing and implementing an age-specific plan of care, including illness prevention and health promotion in order to develop effective individualized plans of care.
- Ability to use skill in evaluating the effectiveness of an age-specific care plan in order to recognize the need for modification of the plan.
- Ability to complete an age-specific physical assessment of the pediatric patient in order to accurately assess and interpret the patient's current health status and health data gathered.
- Ability to recognize psycho-social family processes that affect the patient in order to identify interventions and family education required.
- Ability to maintain current knowledge in pediatric nursing in order to maintain competence and certification by attending continuing education programs.
- Ability to perform research studies concerning the population in order to improve the level of care given.
- **Evidence-Based Practice.** Ability to apply the principles of Evidence-Based Practice in pediatric nursing.

Master Training Plan

Employees enter this occupational series at various levels with varying degrees of preparation, capability, and potential for growth. For this reason, training identified for an employee should be based on what formal training and/or OJT the employee brings to the job in comparison to that required for advancement as outlined in this ACTEDS Plan. Consideration should be given to documenting prior experience and training. ACTEDS training is divided into two categories: Universal and Competitive.

Universal Training. Universal training requirements provide standardized competencies across the occupational series to all employees who have similar duties and responsibilities. Universal training requirements are prioritized to assist commanders in planning and programming for training funds. Universal training priorities are as follows:

- **Priority I (U1)** - Mandatory training that is typically a condition of employment, must be successfully completed within a specified time period, and meets one or more of the following criteria: (a) employee must have for acceptable performance; (b) training is essential for mission accomplishment; (c) training is mandated by higher authority (law or DoD) or is required for health, certification, or safety reasons.
- **Priority II (U2)** - Training that should be successfully completed within a specified time period, but may be delayed if funding is not available, and should meet one or both of

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the following criteria: (a) employee should have for maximum proficiency, and/or (b) training improves the quality of mission accomplishment.

- **Priority III (U3)** - Training that should be funded after Priority I and II requirements and should meet one or both of the following: (a) provides or enhances competencies needed on the job, or (b) leads to improved mission accomplishment.

NOTE: CP53 funding (tuition and/or per diem) may be available for courses listed in the MTP in accordance with (IAW) guidance listed at Annex Y.

NOTE: A single asterisk (*) for a priority means “according to individual job requirement.” A double asterisk (**) indicates a “recurring training requirement.” A triple asterisk (***) means “by exception.”

Competitive Training. This category includes developmental opportunities for which individuals are competitively selected. It covers Armywide competitive programs such as the Senior Service Colleges, Fellowship Programs (such as the Army Congressional Fellowship Program), and the CES courses conducted at the AMSC, that are centrally funded by the Deputy Chief of Staff, G-1. Competitive professional development opportunities include university study, development assignments, training-with-industry, and short-term training, which are funded by either the Army Commands (ACOMS), the Army Service Component Commands (ASCCs), Direct Reporting Units (DRUs), or the installations. The annual ACTEDS Training Catalog (<http://www.cpol.army.mil/library/train/catalog/>) contains specific information about competitive development opportunities, along with necessary procedural and application requirements.

The following table is the Master Training Plan for Pediatric Nursing. It addresses the specialized occupational and professional development training required by grade level. Additional training is identified in the Master Training Plan for RNs on page 26.

CP53 ACTEDS Plan for Nursing Occupations

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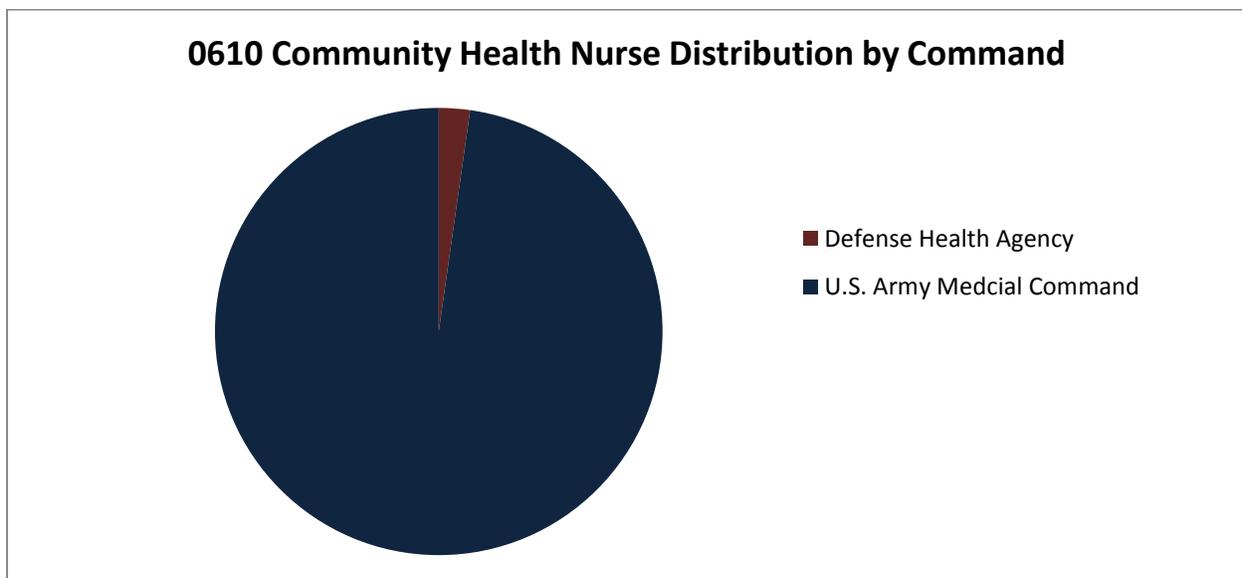
Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience			
		GS-04 to 09	GS-10	GS-11	GS-12
Critical Care Nursing (6F-F5) WRNMMC FT/DL	CP53/X	U3	U2	U2	U2
Pediatric Physical Assessment University-Based FT	CP53	U2	U1	U1	U1
Pediatric Advanced Life Support (PALS) Local FT	CP53	U1	U1	U1	U1*
Pediatric Advanced Life Support (PALS) – Recertification Local FT	CP53	U2	U1	U1	U1
Neonatal Resuscitation Local FT	CP53	U2	U1	U1	U1
Neonatal Resuscitation – Recertification Local FT	CP53	U2	U1	U1	U1
Pediatric Chemotherapy Local FT	CP53	U2	U1	U1	U1
Infant Security and Safety RMC Orientation FT	CP53	U1**	U1**	U1**	U1**
Case Management Principles – Pediatric Nurse Professional Organization FT	CP53	U2	U2	U1	U1
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1	U1	U1
Supervisor Development Course AMSC DL	X	U1*	U1*	U1*	U1*
Certifications Professional Organization FT	CP53	U2	U1	U1	U1

Certification/Licensure. Registered Nurses employed by MEDCOM must possess and maintain a current, active, valid, and unrestricted license from a US jurisdiction before providing healthcare services to patients. All positions require graduation from a nursing program accredited by the US Department of Education. Some positions also may require a minimum of a Bachelor's, Master's, or Doctoral degree in Nursing. Some positions may require national certification. Regardless of position requirements, pursuing certification demonstrates the employee's commitment to lifelong learning and the highest standards of the profession.

Annex D – Series 0610-Registered Nurse (Community Health)

Overview. The Army employs approximately 178 (source: DCPDS, 5 June 14) employees in the 0610 Registered Nurse (Community Health) functional specialty. The 0610 series covers a diverse set of nursing functional specialties and due to the sometimes overlapping requirements of the positions, the numbers cited for each of the 0610 functional specialties are approximate.

Community Health Nurses (CHNs) are assigned to CP53 for career development and training. They are employed by the US Army Medical Command and the Defense Health Agency (DHA), as shown below. They are located throughout the world and work primary in the MEDCENs and MEDDACs.



Community Health Nurses are primarily compensated through the General Schedule (GS) civilian pay plan.

Occupational Series Information. Community Health Nursing is a specialty area in the field of nursing that provides comprehensive nursing services to a community through clinic programs and health education. They not only work with individuals, families, and groups to promote health and wellness, but they also single out medically related needs in the local community and take part in outreach projects.

The work of community health nurses may include assessment and diagnosis as well as counseling and prevention services. They can be responsible for completing physical

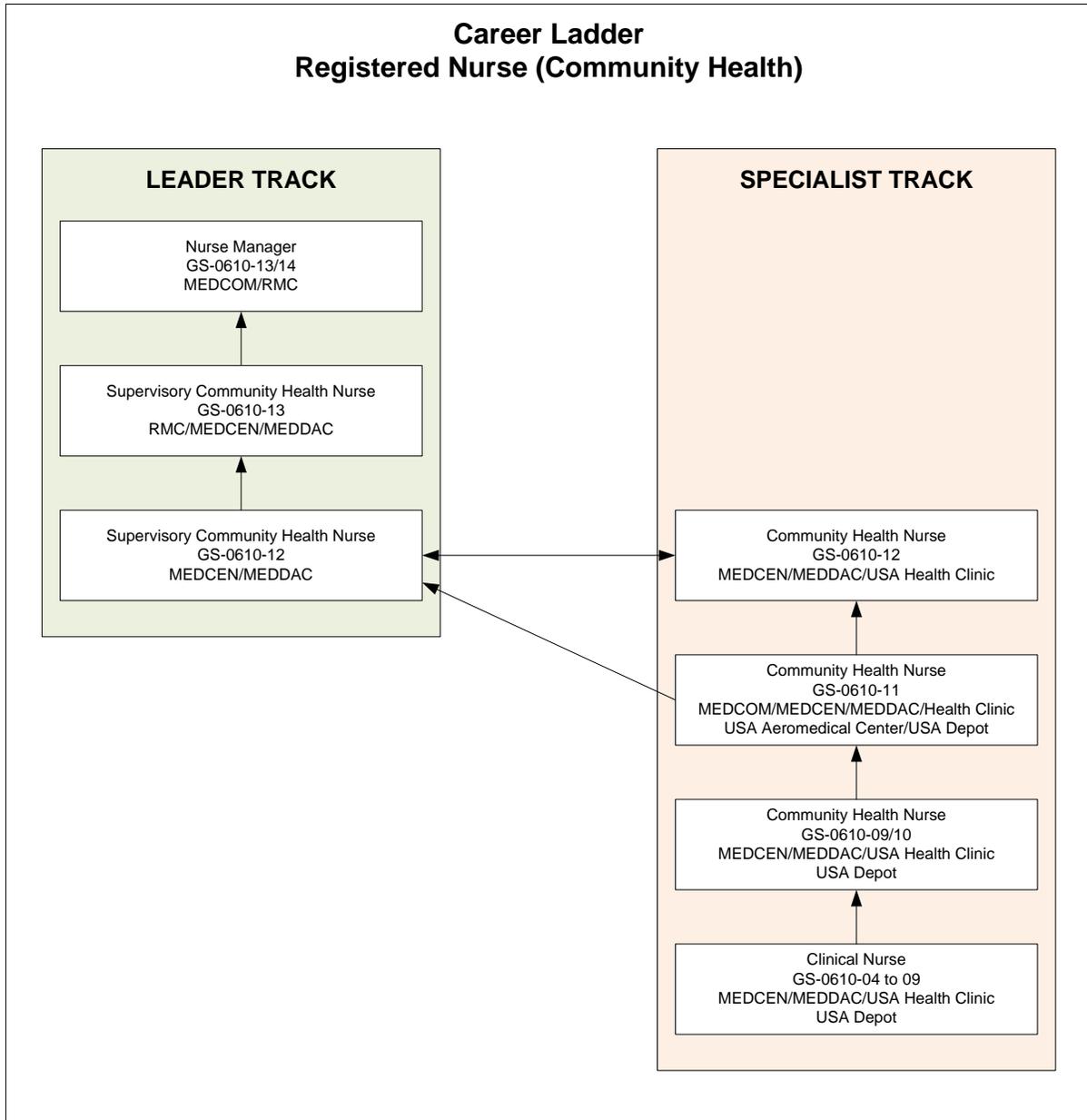
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assessments and conducting interviews to determine clients' current and past health problems. Their tasks might involve obtaining blood pressure, temperature, measurements and other data, and developing information on health history, diet history, and family health status.

Community health nurses use their skills to develop, implement, and evaluate individualized plans of care. They can administer immunizations and medications, educate clients on potential side effects, administer urine pregnancy tests, and interpret lab reports. They also might contact local health providers and public agencies to make referrals.

Mission Critical Occupation. The 0610-Registered Nurse (and all subspecialties) occupational series has been designated a Mission Critical Occupation.

Career Ladder. The career ladder illustrates the typical pattern of progression from entry level to an advanced level in the GS-0610 series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the Nurse (Community Health) specialty should be guided by the qualification standards established by OPM ([Qualification Standards for Series 0610, Nurse](#)). The career ladder shown in this ACTEDS Plan assumes that individuals employed at various grade levels have met the minimum requisite qualifications in this classification series.



Draft Functional Competencies

The following competencies apply to Community Health Nurses in the performance of assigned duties. Although employees are responsible for managing their careers, supervisors must ensure that employees under their supervision have or are provided opportunities to obtain the required competencies required to perform their duties through formal and OJT. These

competencies were developed as part of the MCO competency development effort and have been vetted by subject-matter-experts and Army G-1.

- **Alternative Care Procedures.** Knowledge of the procedures to refer clients to alternative resources as appropriate and the ability to make such referrals in order to ensure the optimal level of care to patients.
- **Basic Interviewing and Communication Techniques.** Ability to use skill in basic interviewing and communication techniques in order to formulate an accurate assessment of the patient's condition and needs.
- **Consultation with Doctors and Patients.** Ability to seek consultation in complex, multifaceted patient health problems in order to promote integrated continuous care.
- **Critical Evaluation of Research.** Ability to critically evaluate research studies and apply findings to practiced discipline in order to incorporate/disseminate relevant results (Evidence-Based Practice).
- **Diagnosis.** Ability to formulate a nursing diagnosis based on the nursing assessment, in order to develop a plan of care to meet defined patient needs in concert with other healthcare disciplines.
- **Ethics.** Includes:
 - Knowledge of ethical theories and principles in order to protect patient rights and confidentiality.
 - Ability to identify professional liability and malpractice issues relating to access of records, Nurse Practice Acts, and the Nursing Code of Ethics in order to ensure adherence within legal and professional parameters.
- **Healthcare Management.** Ability to apply the principles of healthcare management in order to promote the best outcomes for the health of the patient.
- **Healthcare Practices.** Knowledge of cultural variables in health practices, in order to determine their impact on health and wellness, and the ability to accommodate such variables in developing a plan of care.
- **Legal Principles Applied to Nursing.** Knowledge of legal aspects regarding nursing and the provision of nursing care in order to protect the patient, the nurse, and the employer.
- **Medicine and Dentistry.** Knowledge of the diagnosis and treatment of injuries, diseases, and deformities, including preventive healthcare measures.
- **Nursing.** Including:
 - Understanding of medical terms and medical occupational areas in order to effectively communicate with other medical personnel and effectively advocate for customers/clients to ensure continuity of care.

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- Ability to complete a thorough nursing assessment and health history to include physiological and psychosocial aspects in order to implement, evaluate, and monitor an effective nursing care program.
 - Knowledge of nursing techniques in personal, therapeutic, preventive, and rehabilitative care in order to develop effective individualized plans of care.
 - Ability to function as a healthcare advocate for individuals, families, and communities in order to provide support to the patient.
 - Ability to use skill in providing instructions to clients, families, and other healthcare providers in order to meet the patient's healthcare needs.
 - Knowledge of human behavior and performance in various contexts, mental processes, or the assessment and treatment of behavioral and affective disorders.
 - Ability to review, interpret, and appropriately refer diagnostic and consultative findings.
 - Ability to execute procedures, requirements, regulations, and policies related to specialized expertise.
 - **Biology.** Knowledge of the environment, plant and animal living tissues, cells, organisms, and entities, including their functions, interdependencies, and interactions with each other and the environment.
 - **Chemistry.** Knowledge of chemicals, including hazardous materials, and their uses, interactions, dangers, production, and disposal.
 - **Education.** Includes:
 - Ability to plan, implement, and evaluate the effectiveness of educational programs designed for the educational needs of patients and staff in order to enhance education and wellness.
 - Ability to apply the principles of teaching to patients, patient's sponsors, and patient's support groups in order to provide information, evaluate understanding, and enhance adherence.
 - Ability to maintain a current knowledge regarding new nursing principles and technology in order to maintain competence and certification by attending continuing education and professional development programs.
 - Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
 - **Community Health Nursing.** Includes:
 - Ability to assess factors that may influence health, such as cultural practices, financial and physical resources, social patterns, etc., in order to conduct an accurate assessment.
 - Knowledge of health hazards in the environment in order to evaluate the possible impact on the safety and well-being of the individual, family, or community.

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- Knowledge of actual or potential health maintenance and disease prevention concerns by comparing with appropriate standards (i.e., risk assessments, etc.) in order to evaluate potential risk and prevent spread of infection.
 - Knowledge of CHN care plans that prevent illness and promote health in order to identify special high-risk groups within the aggregate of interest and to evaluate the community health status as a result of a health plan.
 - Knowledge of health plans that respond to special high-risk problems in order to identify risk factors particular to the individual as a result of his/her relationship to certain population groups by age, sex, ethnicity, etc.
 - Knowledge of illnesses indicative of disease and environmental hazards in order to classify toxicological agents (i.e., teratogens, mutagens, carcinogens, etc.) and their effect on the health of aggregates.
 - Knowledge of requirements for CH programs (i.e., health promotion, maternal-child, immunizations, etc.) in order to effectively screen patients and refer them for appropriate treatment.
 - Knowledge of ergonomic evaluations and work design in order to conduct comprehensive work site evaluations.
 - Knowledge of healthcare systems and the relationship of CH to each in order to determinate appropriate care plans.
 - Ability to properly conduct accident/epidemiological investigation in order to perform an accurate assessment of data.
 - Ability to identify patterns of family function or dysfunction and recognize those that are constructive as well as those that may be deleterious or deviant to optimum family health.
 - Ability to formulate a statement of needs and priorities for community healthcare, in order to initiate a plan of action that will lead to community recognition of stated needs, and to evaluate the community response to the intervention.
 - Ability to conduct work site health promotion and wellness analysis from the client and management perspective in order to garner cooperation from both areas.
 - Ability to evaluate and interpret toxicological data in order to determine the extent of actual or potential health hazards.
 - Ability to manage a caseload by responding to individual, family, and community priorities in order to ensure appropriate level of care is provided.
 - Ability to modify nursing care procedures and techniques as necessary to the setting (i.e., home, work, school, etc.) in order to provide effective nursing care in a variety of settings.
- **Community Health Management.** Includes:

- Ability to apply case management and disability management techniques in order to protect the employee and the employer in a proactive manner and result in the reduction of workers compensation utilization costs.
- Knowledge of marketing strategies and techniques and skill in marketing and delivering service to potential customers in order to promote a shared client-provider environment, publicize programs, and promote revenues.
- Ability to establish and evaluate effectiveness of quality assurance indicators for CH program elements and identify and measure outcomes of CH practice in order to ensure compliance and enhance patient care.
- Ability to administer a CH program to include, but not limited to, developing organizational goals, providing direction, establishing employee position descriptions, performance plans, providing employee development, and developing and monitoring program documents, etc., in order to ensure continuity of operations.
- Ability to prepare, administer, and evaluate the effectiveness and efficiency of the CH budget in order to ensure optimal stewardship of resources.
- Knowledge of federal and DA regulations related to preventive medicine in order to analyze the impact of proposed health programs and provide comments to regulating agencies.
- **Epidemiology.** Includes:
 - Ability to investigate information regarding suspected disease outbreaks, including validation of index case diagnosis of a communicable disease, in order to determine etiology and progression of outbreaks.
 - Ability to implement action to curtail the spread of disease in order to alert those individuals and groups at risk, instruct individuals and groups in proper control measures, and maintain necessary communication channels with disease control teams.
 - Ability to collect, review, interpret, and maintain data from surveillance and evaluation activities in order to conduct epidemiological investigations.
- **Evidence-Based Practice.** Ability to apply the principles of Evidence-Based Practice in community health nursing.

Master Training Plan

Employees enter this occupational series at various levels with varying degrees of preparation, capability, and potential for growth. For this reason, training identified for an employee should be based on what formal training and/or OJT the employee brings to the job in comparison to that required for advancement as outlined in this ACTEDS Plan. Consideration should be given to documenting prior experience and training. ACTEDS training is divided into two categories: Universal and Competitive.

Universal Training. Universal training requirements provide standardized competencies across the occupational series to all employees who have similar duties and responsibilities. Universal training requirements are prioritized to assist commanders in planning and programming for training funds. Universal training priorities are as follows:

- **Priority I (U1)** - Mandatory training that is typically a condition of employment, must be successfully completed within a specified time period, and meets one or more of the following criteria: (a) employee must have for acceptable performance; (b) training is essential for mission accomplishment; (c) training is mandated by higher authority (law or DoD) or is required for health, certification, or safety reasons.
- **Priority II (U2)** - Training that should be successfully completed within a specified time period, but may be delayed if funding is not available, and should meet one or both of the following criteria: (a) employee should have for maximum proficiency, and/or (b) training improves the quality of mission accomplishment.
- **Priority III (U3)** - Training that should be funded after Priority I and II requirements and should meet one or both of the following: (a) provides or enhances competencies needed on the job, or (b) leads to improved mission accomplishment.

NOTE: CP53 funding (tuition and/or per diem) may be available for courses listed in the MTP in accordance with (IAW) guidance listed at Annex Y.

NOTE: A single asterisk (*) for a priority means “according to individual job requirement.” A double asterisk (**) indicates a “recurring training requirement.” A triple asterisk (***) means “by exception.”

Competitive Training. This category includes developmental opportunities for which individuals are competitively selected. It covers Armywide competitive programs such as the Senior Service Colleges, Fellowship Programs (such as the Army Congressional Fellowship Program), and the CES courses conducted at the AMSC, that are centrally funded by the Deputy Chief of Staff, G-1. Competitive professional development opportunities include university study, development assignments, training-with-industry, and short-term training, which are funded by either the Army Commands (ACOMS), the Army Service Component Commands (ASCCs), Direct Reporting Units (DRUs), or the installations. The annual ACTEDS Training Catalog (<http://www.cpol.army.mil/library/train/catalog/>) contains specific information about competitive development opportunities, along with necessary procedural and application requirements.

The following table is the Master Training Plan for Community Health Nurses. It addresses the specialized occupational and professional development training required by grade level. Additional training is identified in the Master Training Plan for RNs on page 26.

CP53 ACTEDS Plan for Nursing Occupations

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Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience				
		GS-04 to 09	GS-10	GS-11	GS-12	GS-13
Principles of Military Preventive Medicine (6A-F5 RC DL) AMEDDC&S Nursing Science (www.cs.amedd.army.mil/AHS) DL	X	U1	U1	U1	U1	U1
Principles of Epidemiology (081-MD0151) AMEDDC&S Nursing Science DL	X	U1	U1	U1	U1	U1
Disease Surveillance Workshop OSHA/CDC/USAPHC FT	CP53	U2	U2	U2	U1	U1
CDC Public Health CDC FT/OL	CP53	U2	U2	U2	U2	U2
Health Promotion Director University Based/Professional Organization/Private Industry FT/OJT	CP53	U2	U2	U2	U2	U2
Radiation Protection (OHES-3206) AMEDDC&S Nursing Science FT	CP53/X	U1	U1	U1	U1	U1
Spirometry NIOSH/USAPHC FT	CP53	U2*	U2*	U2*	U2*	U2*
Industrial Toxicology OSHA/Local FT	CP53	U3	U3	U3	U3	U2
Applied Ergonomics Professional Organization FT	CP53	U2	U2	U2	U2	U2
Preventive Medicine Specialist (322-68S10) AMEDDC&S Nursing Science FT	CP53	U1	U1	U1	U1	U1
Occupational Health & Industrial Hygiene (081-MD0165) AMEDDC&S Nursing Science DL	CP53	U2*	U2*	U2*	U2*	U2*
Fundamentals of Environmental Science University Based FT	CP53	U3	U3	U3	U3	U3
Natural Disaster Medical System (NNC-VS08-1001-W) AMEDDC&S Nursing Science DL	X	U3	U3	U3	U3	U3
Sexually Transmitted Disease (STD) Intervention (6H-F9/322-F9) AMEDDC&S Nursing Science FT	CP53	U2*	U2*	U2*	U2*	U2*
Health Educator Certification Professional Organization FT	CP53	U3	U3	U3	U3	
Breastfeeding Course University Based FT	CP53	U2	U2	U2	U2	
Industrial Hygiene Techniques (6H-F11/322-F11) AMEDDC&S Nursing Science FT	CP53	U1	U1	U1	U1	U1

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Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience				
		GS-04 to 09	GS-10	GS-11	GS-12	GS-13
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1	U1	U1	U1
Supervisor Development Course AMSC DL	X	U1*	U1*	U1*	U1*	
Certifications Professional Organization FT	CP53	U2*	U2*	U2*	U2*	U2*

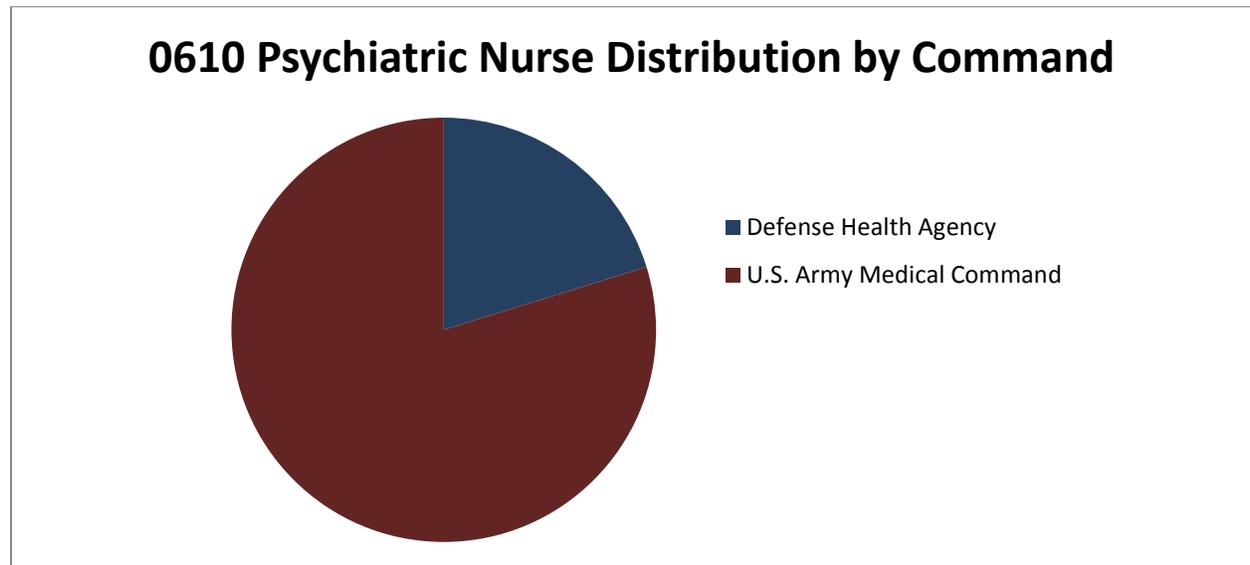
Certification/Licensure. Registered Nurses employed by MEDCOM must possess and maintain a current, active, valid, and unrestricted license from a US jurisdiction before providing healthcare services to patients. All positions require graduation from a nursing program accredited by the US Department of Education. Some positions also may require a minimum of a Bachelor's, Master's, or Doctoral degree in Nursing. Some positions may require national certification. Regardless of position requirements, pursuing certification demonstrates the employee's commitment to lifelong learning and the highest standards of the profession.

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Annex E – Series 0610 Registered Nurse (Psychiatric)

Overview. The Army employs approximately 193 (source: DCPDS, 5 June 14) employees in the 0610 Registered Nurse (Psychiatric) functional specialty. The 0610 series covers a diverse set of nursing functional specialties and due to the sometimes overlapping requirements of the positions, the numbers cited for each of the 0610 functional specialties are approximate.

Psychiatric Nurses are assigned to CP53 for career development and training. They are employed by the US Army Medical Command and the Defense Health Agency (DHA), as shown below. Psychiatric Nurses assigned to MEDCOM are located throughout the world and work primarily in the MEDCENS, MEDDACs, and Army Health Clinics.



Psychiatric Nurses are primarily compensated through the General Schedule (GS) civilian pay plan.

Occupational Series Information. Psychiatric nursing is a specialty within the nursing occupation. Registered psychiatric nurses work with individuals, families, groups, and communities, assessing their mental health needs. The nurse develops a nursing diagnosis and plan of care, implements the nursing process, and evaluates it for effectiveness.

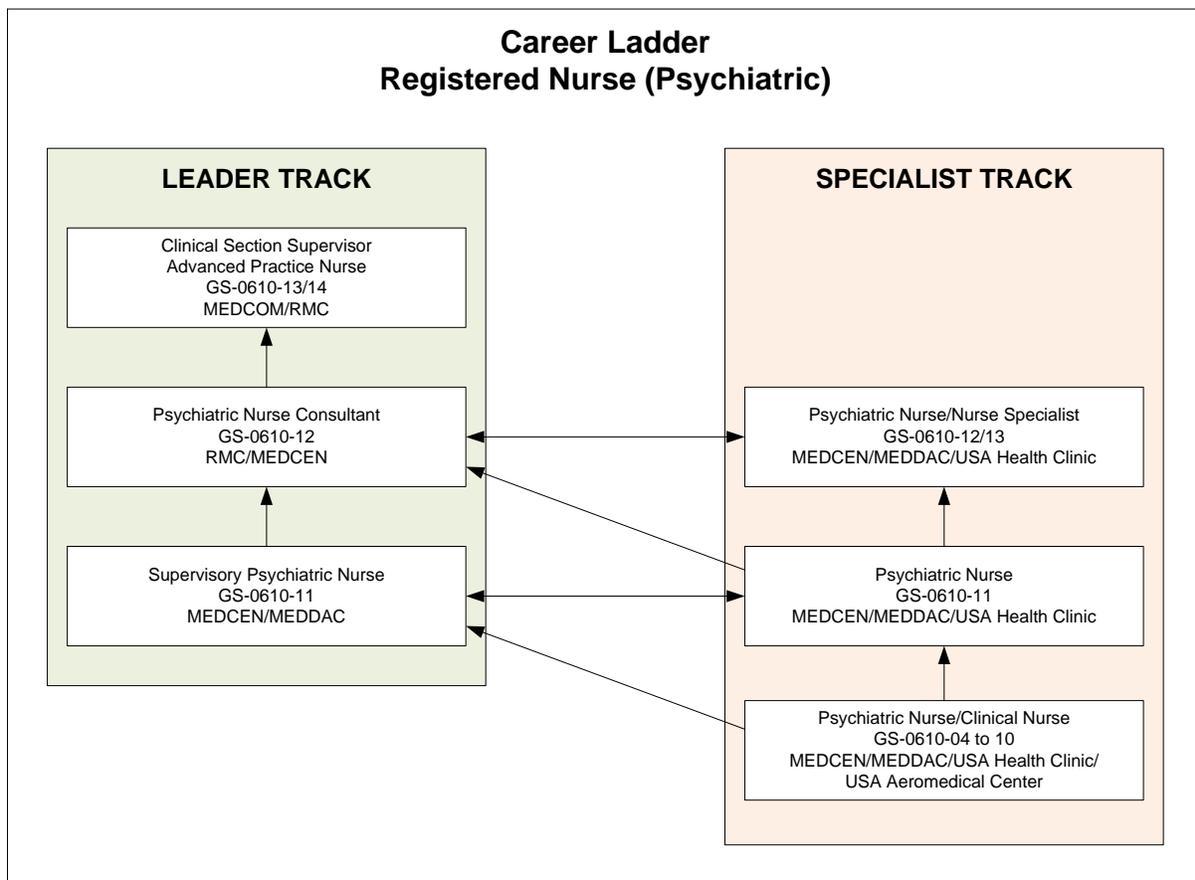
At the advanced practice level, Advanced Practice Registered Nurses (APRN) offer primary care services to the psychiatric-mental health population. They assess, diagnose, and treat individuals and families with psychiatric disorders or the potential for such disorders using their full scope of therapeutic skills, including the prescription of medication and administration of

psychotherapy. APRNs often consult with groups, communities, and behavioral health professionals.

Mission Critical Occupation. The 0610-Registered Nurse (and all sub-specialties) occupational series has been designated a Mission Critical Occupation.

Career Ladder

The career ladder illustrates the typical pattern of progression from entry level to an advanced level in the GS-0610 series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the Nurse (Psychiatric) specialty should be guided by the qualification standards established by OPM ([Qualification Standards for Series 0610, Nurse](#)). The career ladder shown in this ACTEDS Plan assumes that individuals employed at various grade levels have met the minimum requisite qualifications in this classification series.



Draft Functional Competencies

The following competencies apply to psychiatric nurses in the performance of assigned duties. Although employees are responsible for managing their careers, supervisors must ensure that employees under their supervision have or are provided opportunities to obtain the required competencies required to perform their duties through formal and OJT. These competencies were developed as part of the MCO competency development effort and have been vetted by subject-matter-experts and Army G-1.

- **Alternative Care Procedures.** Knowledge of the procedures to refer clients to alternative resources as appropriate and the ability to make such referrals in order to ensure the optimal level of care to patients.
- **Basic Interviewing and Communication Techniques.** Ability to use skill in basic interviewing and communication techniques in order to formulate an accurate assessment of the patient's condition and needs.
- **Consultation with Doctors and Patients.** Ability to seek consultation in complex, multifaceted patient health problems in order to promote integrated continuous care.
- **Critical Evaluation of Research.** Ability to critically evaluate research studies and apply findings to practiced discipline in order to incorporate/disseminate relevant results (Evidence-Based Practice).
- **Diagnosis.** Ability to formulate a nursing diagnosis based on the nursing assessment, in order to develop a plan of care to meet defined patient needs in concert with other healthcare disciplines.
- **Ethics.** Includes:
 - Knowledge of ethical theories and principles in order to protect patient rights and confidentiality.
 - Ability to identify professional liability and malpractice issues relating to access of records, Nurse Practice Acts, and the Nursing Code of Ethics in order to ensure adherence within legal and professional parameters.
- **Healthcare Management.** Ability to apply the principles of healthcare management in order to promote the best outcomes for the health of the patient.
- **Healthcare Practices.** Knowledge of cultural variables in health practices, in order to determine their impact on health and wellness, and the ability to accommodate such variables in developing a plan of care.
- **Legal Principles Applied to Nursing.** Knowledge of legal aspects regarding nursing and the provision of nursing care in order to protect the patient, the nurse, and the employer.
- **Medicine and Dentistry.** Knowledge of the diagnosis and treatment of injuries, diseases, and deformities, including preventive healthcare measures.
- **Nursing.** Including:

-
- Ability to use understanding of medical terms and medical occupational areas in order to effectively communicate with other medical personnel and effectively advocate for customers/clients to ensure continuity of care.
 - Ability to complete a thorough nursing assessment and health history to include physiological and psychosocial aspects in order to implement, evaluate, and monitor an effective nursing care program.
 - Knowledge of nursing techniques in personal, therapeutic, preventive, and rehabilitative care in order to develop effective individualized plans of care.
 - Ability to function as a healthcare advocate for individuals, families, and communities in order to provide support to the patient.
 - Ability to use skill in providing instructions to clients, families, and other healthcare providers in order to meet the patient's healthcare needs.
 - Knowledge of human behavior and performance in various contexts, mental processes, or the assessment and treatment of behavioral and affective disorders.
 - Ability to review, interpret, and appropriately refer diagnostic and consultative findings.
 - Ability to execute procedures, requirements, regulations, and policies related to specialized expertise.
 - **Biology.** Knowledge of the environment, plant and animal living tissues, cells, organisms, and entities, including their functions, interdependencies, and interactions with each other and the environment.
 - **Chemistry.** Knowledge of chemicals, including hazardous materials, and their uses, interactions, dangers, production, and disposal.
 - **Education.** Including:
 - Ability to plan, implement, and evaluate the effectiveness of educational programs designed for the educational needs of patients and staff in order to enhance education and wellness.
 - Ability to apply the principles of teaching to patients, patients' sponsors, and patients' support groups in order to provide information, evaluate understanding, and enhance adherence.
 - Ability to maintain a current knowledge regarding new nursing principles and technology in order to maintain competence and certification by attending continuing education and professional development programs.
 - Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
 - **Psychiatric Nursing.** Including:
 - Knowledge of the nursing activities in the AMEDD Standards of Nursing Practice in order to ensure compliance in accordance with the latest guidance.

- Knowledge of nursing activities identified by the American Nursing Association (ANA) Scope and Standards of Psychiatric-Mental Health Clinical Nursing Practice (available in most medical libraries) in order to ensure compliance.
- Ability to use skill in coordinating, communicating, and collaborating with other health disciplines in order to enhance patient care.
- Ability to promote professional relationships between psychiatric nursing and other agencies (e.g., public, private, and professional organizations) in order to influence the health environment.
- Ability to participate with other members in the community in order to assess, plan, implement, and evaluate mental health services and community systems that include promotion of mental illness issues.
- Knowledge of the principles of personal advancement in psychiatric nursing through continuing education and professional development.
- Ability to collect data to include past and present client health and psychiatric history, demographic information, and circumstances of admission in order to accurately assess patient's current health status, health data gathered, and interpretation of same.
- Ability to utilize nursing diagnoses and/or standard classification of mental disorders in order to express conclusions supported by recorded assessment data and current scientific premises.
- Ability to use skill in identifying nursing problems and provisions of care through the nursing process in order to facilitate prompt solutions and treatment.
- Knowledge of psychotherapeutic interventions in order to assist clients in regaining or improving their previous coping abilities and to prevent further disability.
- Knowledge of somatic therapies and their application to related clinical skills in working with clients in order to integrate into a viable treatment plan.
- Knowledge of advanced clinical techniques in individual, group, family psychotherapy, child psychotherapy, and other treatment modalities in order to function as a psychotherapist and recognize professional accountability for nursing practice.
- Ability to perform research studies concerning psychiatric nursing issues in order to improve care given.
- Knowledge of legal and ethical psychiatric nursing practice in order to protect the rights of the nurse, the worker, and the employer, by practicing in compliance with established ethical concepts and legal guidelines.
- Ability to use skill at fall precautions, behavior restraints, and other protective measures.
- Ability to use skill at protective measures for staff, patient, and oneself when dealing with combative patients.

- Ability to restrain patients in compliance with hospital regulations.
- **Evidence-Based Practice.** Ability to apply the principles of Evidence-Based Practice in psychiatric nursing.

Master Training Plan

Employees enter this occupational series at various levels with varying degrees of preparation, capability, and potential for growth. For this reason, training identified for an employee should be based on what formal training and/or OJT the employee brings to the job in comparison to that required for advancement as outlined in this ACTEDS Plan. Consideration should be given to documenting prior experience and training. ACTEDS training is divided into two categories: Universal and Competitive.

Universal Training. Universal training requirements provide standardized competencies across the occupational series to all employees who have similar duties and responsibilities. Universal training requirements are prioritized to assist commanders in planning and programming for training funds. Universal training priorities are as follows:

- **Priority I (U1)** - Mandatory training that is typically a condition of employment, must be successfully completed within a specified time period, and meets one or more of the following criteria: (a) employee must have for acceptable performance; (b) training is essential for mission accomplishment; (c) training is mandated by higher authority (law or DoD) or is required for health, certification, or safety reasons.
- **Priority II (U2)** - Training that should be successfully completed within a specified time period, but may be delayed if funding is not available, and should meet one or both of the following criteria: (a) employee should have for maximum proficiency, and/or (b) training improves the quality of mission accomplishment.
- **Priority III (U3)** - Training that should be funded after Priority I and II requirements and should meet one or both of the following: (a) provides or enhances competencies needed on the job, or (b) leads to improved mission accomplishment.

NOTE: CP53 funding (tuition and/or per diem) may be available for courses listed in the MTP in accordance with (IAW) guidance listed at Annex Y.

NOTE: A single asterisk (*) for a priority means “according to individual job requirement.” A double asterisk (**) indicates a “recurring training requirement.” A triple asterisk (***) means “by exception.”

Competitive Training. This category includes developmental opportunities for which individuals are competitively selected. It covers Armywide competitive programs such as the Senior Service Colleges, Fellowship Programs (such as the Army Congressional Fellowship Program), and the CES courses conducted at the AMSC, that are centrally funded by the Deputy

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Chief of Staff, G-1. Competitive professional development opportunities include university study, development assignments, training-with-industry, and short-term training, which are funded by either the Army Commands (ACOMS), the Army Service Component Commands (ASCCs), Direct Reporting Units (DRUs), or the installations. The annual ACTEDS Training Catalog (<http://www.cpol.army.mil/library/train/catalog/>) contains specific information about competitive development opportunities, along with necessary procedural and application requirements.

The following chart is the Master Training Plan for Psychiatric Nursing. It addresses the specialized occupational and professional development training required by grade level. Additional training is identified in the Master Training Plan for RNs on page 26.

CP53 ACTEDS Plan for Nursing Occupations

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Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience				
		GS-04 to 09	GS-10	GS-11	GS-12	GS-13
Case Management Principles – Psychiatric Nurse Professional Organization FT	CP53	U2	U2	U2	U1	U1
Psychiatric/Behavioral Health Nursing (6F-66C) Walter Reed National Military Medical Center (WRNMMC) FT	CP53/X	U1	U1	U3	U1	U1
USA Drug & Alcohol Rehabilitation Training (Individual) (5H-F4/302-F4) AMEDDC&S (www.cs.amedd.army.mil/AHS) FT	CP53/X	U3	U3	U3	U1	
USA Drug & Alcohol Rehabilitation Training (Group) (5H-F5/302-F5) AMEDDC&S FT	CP53/X	U3	U3	U2	U2	
Mental Health Assessment Across the Life Span University-Based Varies	CP53	U2	U2	U1	U1	
Models of Care University-Based Varies	CP53	U3	U3	U2	U1	
Personality Theory and Adult Development University-Based Varies	CP53	U3	U3	U2	U1	
Psychopathology and Human Behavior University-Based Varies	CP53	U3	U3	U2	U1	
Group Psychotherapy Seminar University-Based Varies	CP53	U3	U3	U2	U1	
Neuropsychopharmacology University-Based Varies	CP53	U1	U1	U1	U1	
Family Psychotherapy Seminar University-Based Varies	CP53	U3	U3	U2	U1	
Diagnosing Organizational Systems University-Based Varies	CP53	U3	U3	U2	U2	U1
Nursing Intervention Models University-Based Varies	CP53	U3	U3	U2	U2	
Psychiatric Mental Health Nursing: Role Development University-Based Varies	CP53		U3	U3	U2	U2
Psychiatric Issues for Specialty Populations University-Based Varies	CP53	U3	U3	U2	U2	U2
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1	U1	U1	U1
Supervisor Development Course AMSC DL	X	U1*	U1*	U1*	U1*	U1*
Certifications Professional Organization FT	CP53	U3	U3	U3	U2	U2

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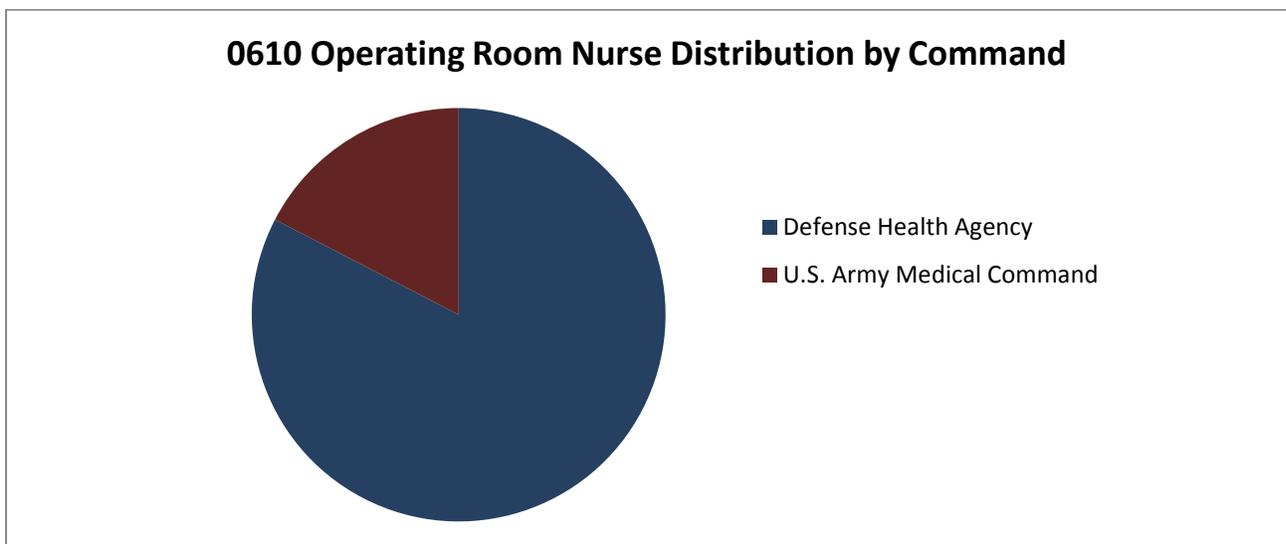
Certification/Licensure. Registered Nurses employed by MEDCOM must possess and maintain a current, active, valid, and unrestricted license from a US jurisdiction before providing healthcare services to patients. All positions require graduation from a nursing program accredited by the US Department of Education. Some positions also may require a minimum of a Bachelor's, Master's, or Doctoral degree in Nursing. Some positions may require national certification. Regardless of position requirements, pursuing certification demonstrates the employee's commitment to lifelong learning and the highest standards of the profession.

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Annex F – Series 0610 Registered Nurse (Operating Room)

Overview. The Army employs approximately 46 (source: DCPDS, 5 January 2013) employees in the 0610 Registered Nurse (Operating Room) functional specialty. The 0610 series covers a diverse set of nursing functional specialties and due to the sometimes overlapping requirements of the positions, the numbers cited for each of the 0610 functional specialties are approximate.

Operating Room Nurses are assigned to CP53 for career development and training. They are employed by the US Army Medical Command and the Defense Health Agency (DHA), as shown below. They are located throughout the world and work primarily in the MEDCENs and MEDDACs.



Operating Room Nurses are primarily compensated through the General Schedule (GS) civilian pay plan.

Occupational Series Information. Operating Room (OR) Nursing is a specialty area in the field of nursing that provides professional care to patients undergoing surgery. An OR Nurse maintains optimum standards of nursing care and practice through preoperative and postoperative assessment planning, implementation, and evaluation of patient care. Additionally, an OR (or Perioperative) Nurse plans, directs, and coordinates activities of the Operating Room Department. An OR Nurse manages operating room activities by directing and instructing personnel in preparing, sterilizing, and caring for operating room equipment and

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supplies, while also supervising central sterile supply service activities and maintaining concise and complete records and reports.

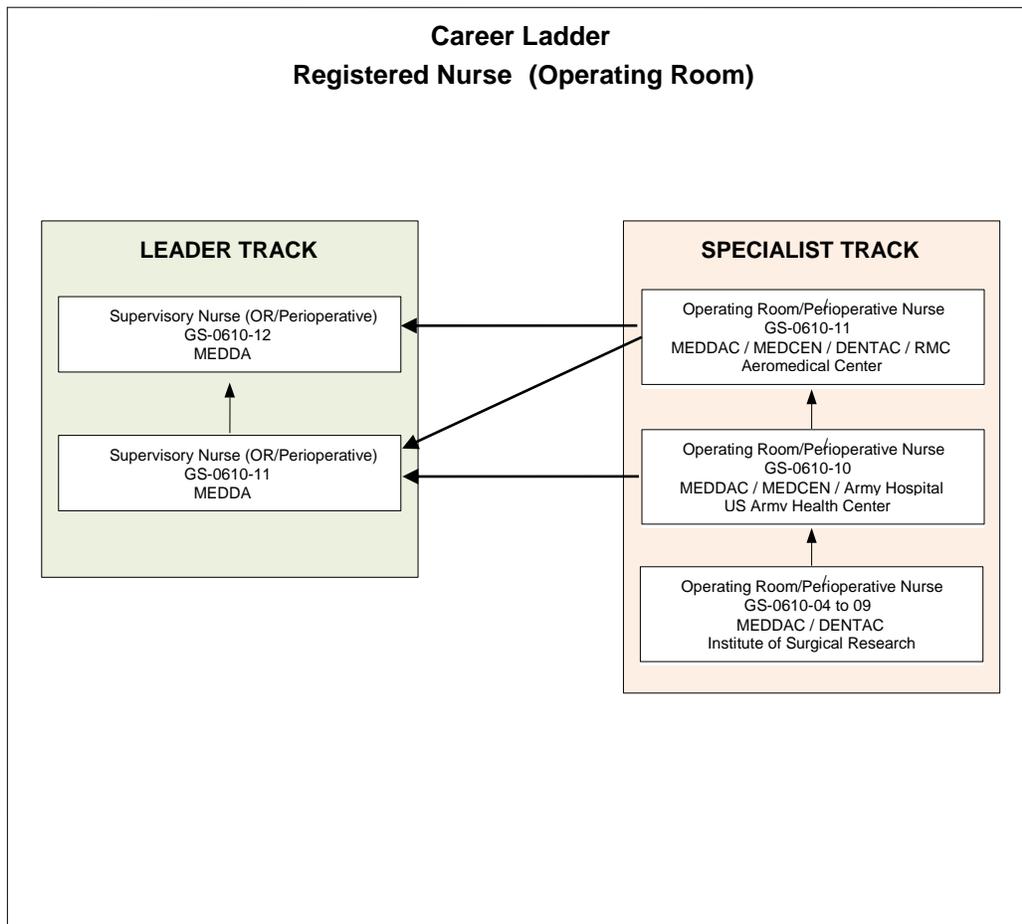
Besides preparing and maintaining the operating room for all surgical procedures, an OR Nurse maintains open communication lines, both intra-departmentally and inter-departmentally, to provide for total needs of the patient. This is conducted by discussing operative procedures with patients and informing them of what to expect during surgery, and/or by consulting with the operating surgeon and establishing priorities of care for each patient entering the operating suite.

Mission Critical Occupation. The 0610-Registered Nurse (and all subspecialties) occupational series has been designated a Mission Critical Occupation.

Career Ladder

The career ladder illustrates the typical pattern of progression from entry level to an advanced level in the GS-0610 series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the Nurse (Operating Room) specialty should be guided by the qualification standards established by OPM ([Qualification Standards for Series 0610, Nurse](#)). The career ladder shown in this ACTEDS Plan assumes that individuals employed at various grade levels have met the minimum requisite qualifications in this series.

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Draft Functional Competencies

The following competencies apply to OR/Perioperative Nurses in the performance of assigned duties. Although employees are responsible for managing their careers, supervisors must ensure that employees under their supervision have or are provided opportunities to obtain the required competencies required to perform their duties through formal and OJT. These competencies were developed as part of the MCO competency development effort and have been vetted by subject-matter-experts and Army G-1.

- **Alternative Care Procedures.** Knowledge of the procedures to refer clients to alternative resources as appropriate and the ability to make such referrals in order to ensure the optimal level of care to patients.
- **Basic Interviewing and Communication Techniques.** Ability to use skill in basic interviewing and communication techniques in order to formulate an accurate assessment of the patient's condition and needs.

- **Consultation with Doctors and Patients.** Ability to seek consultation in complex, multifaceted patient health problems in order to promote integrated continuous care.
- **Critical Evaluation of Research.** Ability to critically evaluate research studies and apply findings to practiced discipline in order to incorporate/disseminate relevant results (Evidence-Based Practice).
- **Diagnosis.** Ability to formulate a nursing diagnosis based on the nursing assessment, in order to develop a plan of care to meet defined patient needs in concert with other healthcare disciplines.
- **Ethics.** Includes:
 - Knowledge of ethical theories and principles in order to protect patient rights and confidentiality.
 - Ability to identify professional liability and malpractice issues relating to access of records, Nurse Practice Acts, and the Nursing Code of Ethics in order to ensure adherence within legal and professional parameters.
- **Healthcare Management.** Ability to apply the principles of healthcare management in order to promote the best outcomes for the health of the patient.
- **Healthcare Practices.** Knowledge of cultural variables in health practices, in order to determine their impact on health and wellness, and the ability to accommodate such variables in developing a plan of care.
- **Legal Principles Applied to Nursing.** Knowledge of legal aspects regarding nursing and the provision of nursing care in order to protect the patient, the nurse, and the employer.
- **Medicine and Dentistry.** Knowledge of the diagnosis and treatment of injuries, diseases, and deformities, including preventive healthcare measures.
- **Nursing.** Including :
 - Ability to use understanding of medical terms and medical occupational areas in order to effectively communicate with other medical personnel and effectively advocate for customers/clients to ensure continuity of care.
 - Ability to complete a thorough nursing assessment and health history to include physiological and psychosocial aspects in order to implement, evaluate, and monitor an effective nursing care program.
 - Knowledge of nursing techniques in personal, therapeutic, preventive, and rehabilitative care in order to develop effective individualized plans of care.
 - Ability to function as a healthcare advocate for individuals, families, and communities in order to provide support to the patient.
 - Ability to use skill in providing instructions to clients, families, and other healthcare providers in order to meet the patient's healthcare needs.
 - Knowledge of human behavior and performance in various contexts, mental processes, or the assessment and treatment of behavioral and affective disorders.

- Ability to review, interpret, and appropriately refer diagnostic and consultative findings.
- Ability to execute procedures, requirements, regulations, and policies related to specialized expertise.
- **Biology.** Knowledge of the environment, plant and animal living tissues, cells, organisms, and entities, including their functions, interdependencies, and interactions with each other and the environment.
- **Chemistry.** Knowledge of chemicals, including hazardous materials, and their uses, interactions, dangers, production, and disposal.
- **Operating Room Care.** Including:
 - Ability to establish and evaluate quality improvement indicators/risk management and skill in responding with immediate corrective action in order to ensure compliance and enhance patient care.
 - Ability to use skill in providing specialized perioperative care to adults and pediatric patients undergoing surgical procedures ranging from minor routine procedures to trauma in order to provide the full range of nursing services to patients at all times when in the OR environment.
 - Ability to use skill in assessing patient’s physiological, psychosocial status to formulate a nursing care plan.
 - Ability to develop a nursing care plan that prescribes nursing actions to achieve patient goals.
 - Ability to prepare for potential emergencies in order to expedite emergency treatment.
 - Knowledge of aseptic techniques in order to create and maintain a sterile field.
 - Ability to use skill in monitoring and controlling the surgical suite environment to provide safe, sanitary, climatically controlled conditions.
 - Ability to follow established policies/procedures for all types of surgical counts (instruments, sponge, sharps, etc.) in order to accurately account for all supplies and equipment.
 - Ability to provide specialized care to patients undergoing Cardiothoracic, General Surgery, Peripheral Vascular, Genitourinal, Orthopedics, Neurosurgical, Ophthalmology, Gynecological, ENT, Oralmaxillofacial, or Plastic surgery procedures in order to provide appropriate nursing care.
 - Ability to use skill in circulating and/or scrubbing for all specialty surgical cases, if required, in order to provide the full range of OR nursing care services.
 - Knowledge of laser safety to protect patient as well as OR staff.
 - Ability to use skill in the operation of various laser equipment (CO₂, KTP, Argon, etc.) in order to ensure safe operation of specific equipment.
 - Knowledge of surgical specialty endoscopic procedures in order to assist surgeons during surgery.

- Ability to use skill in the operation of various endoscopic equipment and surgical supplies in order to assist surgeons during surgery.
- Knowledge of potentially lethal and specialty drugs sufficient to recognize action, expected side effects and adverse reactions, and to take corrective action.
- Ability to use skill in administering drugs and solutions as prescribed in order to ensure accurate dosage and assess intended results.
- Knowledge of normal and abnormal response to spinal, general, and local anesthetics in order to determine normal action and corrective interventions.
- Ability to monitor the physiological status of the patient during surgery in order to alert the surgeon to possible complications.
- Knowledge of nursing actions required for patients having invasive monitoring lines and tubes for administering medications, maintaining fluid flow, and regulating oxygen in order to monitor the patient physiologically during surgery.
- Knowledge of pathophysiological conditions associated with a variety of complex medical and/or surgical disorders and other related health problems in order to recognize normal or abnormal changes.
- Knowledge of normal changes associated with aging and health considerations when dealing with infants, young children, and the elderly in order to recognize abnormal changes.
- Ability to use skill in making assessments applicable to the nursing care and management of critically ill patients in order to design model nursing care plans for multi-system problems of the critically ill.
- Knowledge of infection control, its policies, and precautions in order to ensure compliance.
- Ability to use skill in evaluating environmental exposure in order to plan specific care accordingly in compliance with the Infection Control Policy.
- Knowledge of radiation safety in order to monitor safe utilization.
- Ability to protect self and others while using portable X-ray, continuous fluoroscopy equipment, ultraviolet radiation, and radiation implants in order to ensure safe operation.
- Knowledge of environmental safety factors in the operating room in order to maintain optimum surgical conditions.
- Ability to maintain a safe surgical environment in order to prevent disruptions or accidents in the OR.
- Ability to use skill in specialty nursing required for high acuity and trauma patients and ability to use life-support equipment in order to perform necessary steps in case of cardiac arrest, seizures, anaphylactic reaction, post-operative bleeding, etc.
- Ability to use sterilization and disinfection guidelines for supplies and equipment to ensure compliance and maintain aseptic conditions.

- Ability to disinfect and sterilize surgical supplies and instrumentation using washer-sterilizers, steam autoclaves, and sterile machines to ensure compliance and maintain aseptic conditions.
- Ability to use nursing actions for the safe surgical positioning practices for all surgical procedures in order to avoid blocks, which depend on type of surgery, size, weight, age of patient, etc.
- Ability to use nursing actions for the appropriate handling and disposition of all specimens in order to ensure proper disposition (pathology, disposal, etc.).
- **Operating Room Management.** Including:
 - Knowledge of personnel practices and procedures and of the hospital, unit, and individual medical services policies sufficient to execute responsibilities.
 - Ability to serve as Charge Nurse in absence of Head Nurse, overseeing 4-35 personnel in order to ensure continuity of operations.
 - Ability to serve as Floor Coordinator and Shift Leader, responsible for entire operative suite, assignment of personnel, surgery changes for the day, and the preparation of the surgical schedule in order to effectively supervise OR operations.
 - Knowledge of scientific aseptic principles and practices, and legal, ethical, and surgical principles and practices for perioperative nursing and professional nursing theories in order to protect the rights of the nurse, the worker, and the employer by practicing in compliance with established ethical concepts and legal guidelines.
 - Ability to analyze the surgical environment and establish objectives and guidelines to develop nursing care plans and protocols in order to provide specialized nursing care to surgical patients.
 - Ability to establish collaboration with other healthcare professionals such as Surgical Clinics, APU, PACU, ICU, and inpatient nursing units; Radiology, Pathology, Pharmacy, Logistics, etc., in order to promote integrated continuous care.
 - Knowledge of computer information systems and skill in interfacing with the Internet, using different software (Microsoft Word, Excel, PowerPoint, Access, etc.) in order to plan lectures, access e-mail, use PYXIS, and order Capital Expense Equipment.
 - Ability to serve as coordinator for 1-2 surgical specialties, advising, and providing consultation to Chief, Operating Room Nursing Section, Head Nurse of the operating room, inexperienced OR Nurses, and other healthcare providers in order to promote the best outcomes for the health of the patient.
- **Education.** Includes:
 - Ability to plan, implement, and evaluate the effectiveness of educational programs designed for the educational needs of patients and staff in order to enhance education and wellness.

- Ability to apply the principles of teaching to patients, patients' sponsors, and patient support groups in order to provide information, evaluate understanding, and enhance adherence.
- Knowledge regarding new nursing principles and technology in order to maintain competence and certification by attending continuing education and professional development programs.
- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- **Evidence-Based Practice.** Ability to apply the principles of Evidence-Based Practice in operating room/perioperative nursing.

Master Training Plan

Employees enter this occupational series at various levels with varying degrees of preparation, capability, and potential for growth. For this reason, training identified for an employee should be based on what formal training and/or OJT the employee brings to the job in comparison to that required for advancement as outlined in this ACTEDS Plan. Consideration should be given to documenting prior experience and training. ACTEDS training is divided into two categories: Universal and Competitive.

Universal Training. Universal training requirements provide standardized competencies across the occupational series to all employees who have similar duties and responsibilities. Universal training requirements are prioritized to assist commanders in planning and programming for training funds. Universal training priorities are as follows:

- **Priority I (U1)** - Mandatory training that is typically a condition of employment, must be successfully completed within a specified time period, and meets one or more of the following criteria: (a) employee must have for acceptable performance; (b) training is essential for mission accomplishment; (c) training is mandated by higher authority (law or DoD) or is required for health, certification, or safety reasons.
- **Priority II (U2)** - Training that should be successfully completed within a specified time period, but may be delayed if funding is not available, and should meet one or both of the following criteria: (a) employee should have for maximum proficiency, and/or (b) training improves the quality of mission accomplishment.
- **Priority III (U3)** - Training that should be funded after Priority I and II requirements and should meet one or both of the following: (a) provides or enhances competencies needed on the job, or (b) leads to improved mission accomplishment.

NOTE: CP53 funding (tuition and/or per diem) may be available for courses listed in the MTP in accordance with (IAW) guidance listed at Annex Y.

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NOTE: A single asterisk (*) for a priority means “according to individual job requirement.” A double asterisk (**) indicates a “recurring training requirement.” A triple asterisk (***) means “by exception.”

Competitive Training. This category includes developmental opportunities for which individuals are competitively selected. It covers Armywide competitive programs such as the Senior Service Colleges, Fellowship Programs (such as the Army Congressional Fellowship Program), and the CES courses conducted at the AMSC, that are centrally funded by the Deputy Chief of Staff, G-1. Competitive professional development opportunities include university study, development assignments, training-with-industry, and short-term training, which are funded by either the Army Commands (ACOMS), the Army Service Component Commands (ASCCs), Direct Reporting Units (DRUs), or the installations. The annual ACTEDS Training Catalog (<http://www.cpol.army.mil/library/train/catalog/>) contains specific information about competitive development opportunities, along with necessary procedural and application requirements.

The following chart is the Master Training Plan for OR Nursing. It addresses the specialized occupational and professional development training required by grade level. Additional training is identified in the Master Training Plan for RNs on page 26.

CP53 ACTEDS Plan for Nursing Occupations

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Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience			
		GS-04 to 09	GS-10	GS-11	GS-12
Perioperative Nursing AMEDDC&S (www.cs.amedd.army.mil/AHS)/University Based FT	CP53/X	U1	U1		
Faculty Development AMEDDC&S FT	CP53/X	U2	U1	U1	U1
Advanced Cardiac Life Support (ACLS) Local FT	CP53	U1	U1	U1	U1
Pediatric Advanced Life Support (PALS) Local FT	CP53	U1	U1	U1	U1
Medical-Surgical Core Curriculum Local FC	CP53	U3	U1	U1	
Basic Radiation Protection Officer OSHA FT	CP53			U3	U2
Nursing Research Professional Organization/College or University Based FT	CP53		U3	U3	U3
Pharmacotherapeutics for Advanced Practice University Based FT	CP53	U3	U2	U1	U1
Physical Assessment for Adults and Pediatrics University Based FT	CP53	U1	U1	U1	
Advanced Transcultural Nursing University Based FT	CP53	U3	U3	U2	U2
Pathophysiology for Advanced Practice University Based FT	CP53		U3	U1	U1
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1	U1	U1
Supervisor Development Course AMSC DL	X	U1*	U1*	U1*	U1*
Certifications Professional Organization FT	CP53	U2	U1	U1	U1

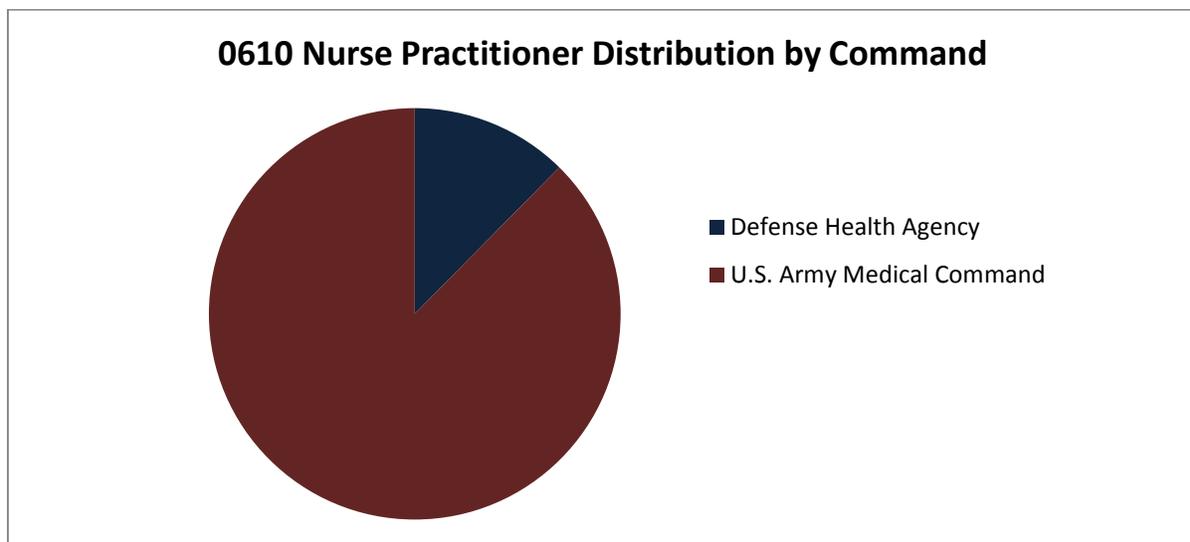
Certification/Licensure. Registered Nurses employed by MEDCOM must possess and maintain a current, active, valid, and unrestricted license from a US jurisdiction before providing healthcare services to patients. All positions require graduation from a nursing program accredited by the US Department of Education. Some positions also may require a minimum of a Bachelor's, Master's, or Doctoral degree in Nursing. Some positions may require national

certification. Regardless of position requirements, pursuing certification demonstrates the employee's commitment to lifelong learning and the highest standards of the profession.

Annex G – Series 0610-Registered Nurse (Nurse Practitioner)

Overview. The Army employs approximately 468 (source: DCPDS, 5 June 2014) employees in the 0610 Registered Nurse (Nurse Practitioner) functional specialty. The 0610 series covers a diverse set of nursing functional specialties and due to the sometimes overlapping requirements of the positions, the numbers cited for each of the 0610 functional specialties are approximate.

Nurse Practitioners are assigned to CP53 for career development and training. They are employed by the US Army Medical Command and the Defense Health Agency (DHA), as shown below. They are located throughout the world, primarily working in the MEDCENs and MEDDACs.



Nurse Practitioners are primarily compensated through the General Schedule (GS) civilian pay plan.

Occupational Series Information. A Nurse Practitioner (NP) is an advanced practice nurse that helps with all aspects of patient care, including diagnosis, treatments and consultations. They have extensive experience and possess a specialized advanced degree allowing them to work at a step above a Registered Nurse.

NPs are the first line of defense for doctors; NPs perform the important tasks of assisting with physical exams, ordering tests, meeting with patients to diagnose conditions, and educating them about preventative care and their prescribed treatments. They may work in both

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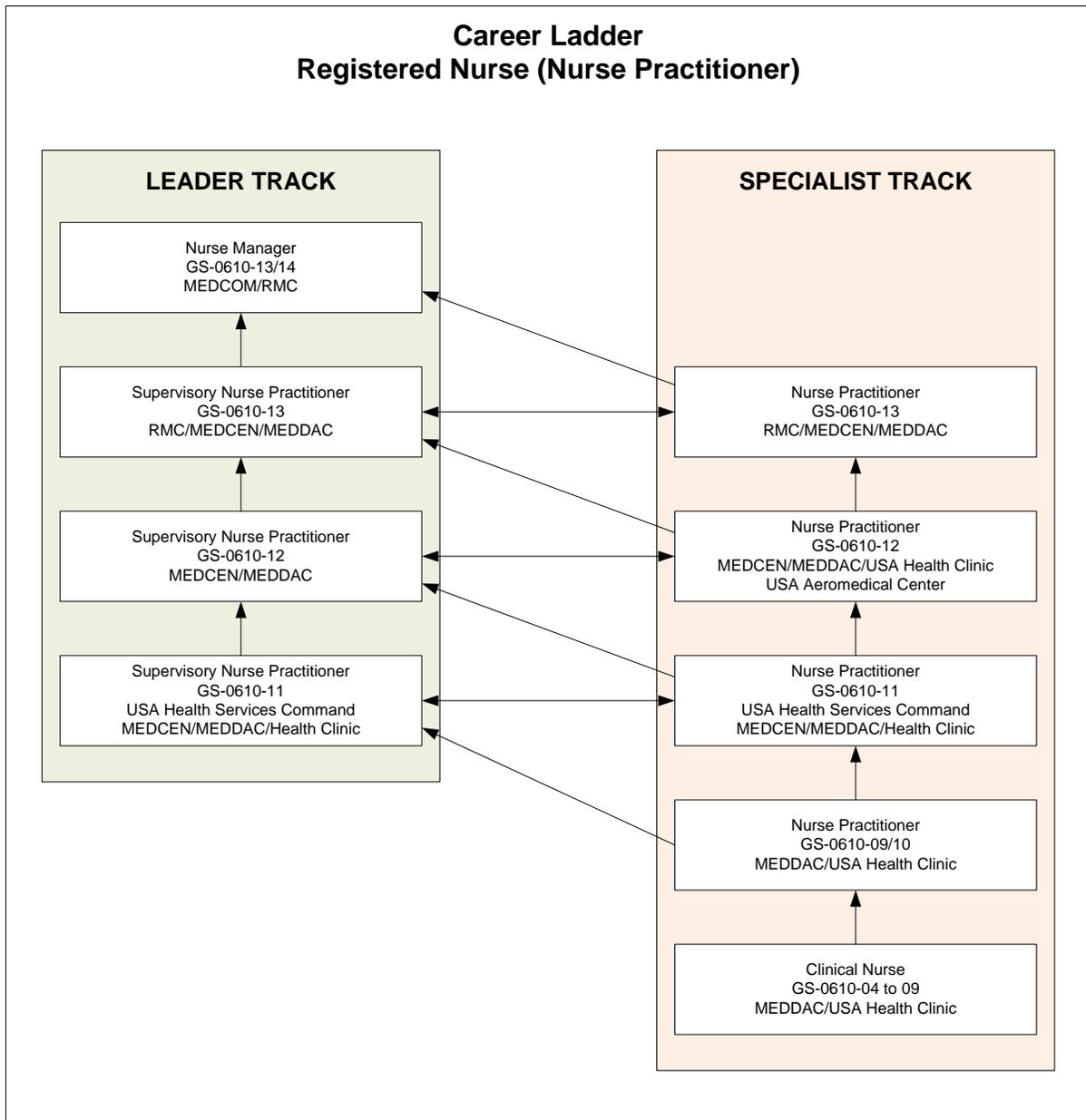
inpatient and outpatient situations, and can perform as part of a treatment team or serve independently as a patient's primary healthcare provider.

A typical NP job description will include every setting in which nursing or medical care is delivered. Although there are common duties and responsibilities of all NPs, they vary by specialty. The majority of NPs work in family practice, but many serve in a variety of other specialties, such as pediatrics, geriatrics, oncology, women's health or psychiatric care.

Mission Critical Occupation. The 0610-Registered Nurse (and all sub-specialties) occupational series has been designated a Mission Critical Occupation.

Career Ladder

The career ladder illustrates the typical pattern of progression from entry level to an advanced level in the GS-0610 series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the NP specialty should be guided by the qualification standards established by OPM ([Qualification Standards for Series 0610, Nurse](#)). The career ladder shown in this ACTEDS Plan assumes that individuals employed at various grade levels have met the minimum requisite qualifications in this series.



Draft Functional Competencies

The following competencies apply to NP in the performance of assigned duties. Although employees are responsible for managing their careers, supervisors must ensure that employees under their supervision have or are provided opportunities to obtain the required competencies required to perform their duties through formal and OJT. These competencies

were developed as part of the MCO competency development effort and have been vetted by subject-matter-experts and Army G-1.

- **Alternative Care Procedures.** Knowledge of the procedures to refer clients to alternative resources as appropriate and the ability to make such referrals in order to ensure the optimal level of care to patients.
- **Basic Interviewing and Communication Techniques.** Ability to use skill in basic interviewing and communication techniques in order to formulate an accurate assessment of the patient's condition and needs.
- **Consultation with Doctors and Patients.** Ability to seek consultation in complex, multifaceted patient health problems in order to promote integrated continuous care.
- **Critical Evaluation of Research.** Ability to critically evaluate research studies and apply findings to practiced discipline in order to incorporate/disseminate relevant results (Evidence-Based Practice).
- **Diagnosis.** Ability to formulate a nursing diagnosis based on the nursing assessment, in order to develop a plan of care to meet defined patient needs in concert with other healthcare disciplines.
- **Ethics.** Includes:
 - Knowledge of ethical theories and principles in order to protect patient rights and confidentiality.
 - Ability to identify professional liability and malpractice issues relating to access of records, Nurse Practice Acts, and the Nursing Code of Ethics in order to ensure adherence within legal and professional parameters.
- **Healthcare Management.** Ability to apply the principles of healthcare management in order to promote the best outcomes for the health of the patient.
- **Healthcare Practices.** Knowledge of cultural variables in health practices, in order to determine their impact on health and wellness, and the ability to accommodate such variables in developing a plan of care.
- **Legal Principles Applied to Nursing.** Knowledge of legal aspects regarding nursing and the provision of nursing care in order to protect the patient, the nurse, and the employer.
- **Medicine and Dentistry.** Knowledge of the diagnosis and treatment of injuries, diseases, and deformities, including preventive healthcare measures.
- **Nursing.** Including
 - Ability to use understanding of medical terms and medical occupational areas in order to effectively communicate with other medical personnel and effectively advocate for customers/clients to ensure continuity of care.

-
- Ability to complete a thorough nursing assessment and health history to include physiological and psychosocial aspects in order to implement, evaluate, and monitor an effective nursing care program.
 - Knowledge of nursing techniques in personal, therapeutic, preventive, and rehabilitative care in order to develop effective individualized plans of care.
 - Ability to function as a healthcare advocate for individuals, families, and communities in order to provide support to the patient.
 - Ability to use skill in providing instructions to clients, families, and other healthcare providers in order to meet the patient's healthcare needs.
 - Knowledge of human behavior and performance in various contexts, mental processes, or the assessment and treatment of behavioral and affective disorders.
 - Ability to review, interpret, and appropriately refer diagnostic and consultative findings.
 - Ability to execute procedures, requirements, regulations, and policies related to specialized expertise.
 - **Biology.** Knowledge of the environment, plant and animal living tissues, cells, organisms, and entities, including their functions, interdependencies, and interactions with each other and the environment.
 - **Chemistry.** Knowledge of chemicals, including hazardous materials, and their uses, interactions, dangers, production, and disposal.
 - **Education.** Includes:
 - Ability to plan, implement, and evaluate the effectiveness of educational programs designed for the educational needs of patients and staff in order to enhance education and wellness.
 - Ability to apply the principles of teaching to patients, patients' sponsors, and patient support groups in order to provide information, evaluate understanding, and enhance adherence.
 - Ability to maintain a current knowledge regarding new nursing principles and technology in order to maintain competence and certification by attending continuing education and professional development programs.
 - Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
 - **Practitioner Care.** Includes:
 - Ability to perform comprehensive client health assessments in order to develop effective individualized plans of care.
 - Ability to use health assessment data to identify actual or anticipated client needs, implement, evaluate, and monitor a care plan in order to determine its effectiveness and modify as necessary based on changes in client/family status or environment.

- Ability to document expected outcomes as measurable goals in order to demonstrate effectiveness of NP practice interventions.
- Knowledge of individual and family dynamics and their implications on current and potential health status or behaviors in order to recognize normal and unusual reactions to treatment plans, modalities, and providers.
- Knowledge of advanced nursing practice in order to perform individual and population disease management, practice in various clinical settings, and across the life cycle.
- Ability to use medical and nursing theory and practices in order to manifest a high level of expertise, autonomy, and independent judgment in diagnosis and treatment of common or complex human responses.
- Ability to order and interpret diagnostic tests and procedures and assimilating with health assessment data in order to globally assess the presenting problem(s).
- Ability to exercise prescriptive authority to prescribe medications, non-pharmacologic treatment/interventions, alternative treatments, and ascertain their intended effects, potential adverse effects, and cost in order to maintain or enhance the wellness of individuals or populations.
- Ability to provide appropriate, timely (routine, non-routine, emergent) consultation or referral and implement recommendations with consideration of benefits and costs in order to provide efficient, cost-effective care and services to each patient.
- Ability to gather and synthesize data from a variety of sources in order to define client/population demographics, needs, and desired outcomes.
- Ability to navigate complex healthcare systems and reimbursement structures in order to achieve quality care (best outcomes), customer satisfaction, and efficient resource utilization.
- Ability to promote ethical practice environments, and professional integrity in order to protect patient rights and confidentiality.
- Ability to provide ethically and socially responsible complex clinical reasoning and decision-making in order to prioritize individual or population needs, manage organizations and environments, and evaluate distribution of scarce resources.
- Ability to use skill in client advocacy displaying non-judgmental and non-discriminatory behaviors in order to foster client dignity and diversity with regard to racial or ethnic background and cultural beliefs.
- Knowledge of clients' rights of self-determination, truthful disclosure, and privacy in order to augment the patient's trust in the healthcare system and progress as an informed consumer.
- Ability to incorporate interaction and participation of clients in decision-making regarding planning, implementing, monitoring, and evaluating his/her plan of care in order to advance autonomy in healthcare evaluation and choices.

- Ability to research and coordinate military and community resources in order to meet the needs of the client/family/population in health education, promotion, restoration, or maintenance, and prevention of disease or injury.
- **Patient Communication.** Including:
 - Ability to use skill in relating to individuals, families, and groups in order to provide information, evaluate understanding, and enhance adherence.
 - Ability to apply age, gender, and culture-specific competencies in professional practice in order to validate patient’s heritage and provide individualized education and care.
 - Ability to incorporate risk assessment, learning theory, epidemiological principles, and client’s health beliefs and practices into education strategies in order to competently manage population health.
 - Ability to choose learning methods appropriate to the client’s developmental level, learning needs, readiness, and ability to learn in order to ensure healthy decision-making and self-management.
 - Ability to work independently and as part of interdisciplinary teams in order to incorporate the expertise of all necessary disciplines in a comprehensive, integrated approach to care.
 - Ability to collaborate with other disciplines in order to enhance client care through education, consultation, management, technological development, or research opportunities.
- **Evidence-Based Practice.** Ability to apply the principles of Evidence-Based Practice as a nursing practitioner.

Master Training Plan

Employees enter this occupational series at various levels with varying degrees of preparation, capability, and potential for growth. For this reason, training identified for an employee should be based on what formal training and/or OJT the employee brings to the job in comparison to that required for advancement as outlined in this ACTEDS Plan. Consideration should be given to documenting prior experience and training. ACTEDS training is divided into two categories: Universal and Competitive.

Universal Training. Universal training requirements provide standardized competencies across the occupational series to all employees who have similar duties and responsibilities. Universal training requirements are prioritized to assist commanders in planning and programming for training funds. Universal training priorities are as follows:

- **Priority I (U1)** - Mandatory training that is typically a condition of employment, must be successfully completed within a specified time period, and meets one or more of the following criteria: (a) employee must have for acceptable performance; (b) training is

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essential for mission accomplishment; (c) training is mandated by higher authority (law or DoD) or is required for health, certification, or safety reasons.

- **Priority II (U2)** - Training that should be successfully completed within a specified time period, but may be delayed if funding is not available, and should meet one or both of the following criteria: (a) employee should have for maximum proficiency, and/or (b) training improves the quality of mission accomplishment.
- **Priority III (U3)** - Training that should be funded after Priority I and II requirements and should meet one or both of the following: (a) provides or enhances competencies needed on the job, or (b) leads to improved mission accomplishment.

NOTE: CP53 funding (tuition and/or per diem) may be available for courses listed in the MTP in accordance with (IAW) guidance listed at Annex Y.

NOTE: A single asterisk (*) for a priority means “according to individual job requirement.” A double asterisk (**) indicates a “recurring training requirement.” A triple asterisk (***) means “by exception.”

Competitive Training. This category includes developmental opportunities for which individuals are competitively selected. It covers Armywide competitive programs such as the Senior Service Colleges, Fellowship Programs (such as the Army Congressional Fellowship Program), and the CES courses conducted at the AMSC, that are centrally funded by the Deputy Chief of Staff, G-1. Competitive professional development opportunities include university study, development assignments, training-with-industry, and short-term training, which are funded by either the Army Commands (ACOMS), the Army Service Component Commands (ASCCs), Direct Reporting Units (DRUs), or the installations. The annual ACTEDS Training Catalog (<http://www.cpol.army.mil/library/train/catalog/>) contains specific information about competitive development opportunities, along with necessary procedural and application requirements.

The following chart is the Master Training Plan for NPs. It addresses the specialized occupational and professional development training required by grade level. Additional training is identified in the Master Training Plan for RNs on page 26.

Course Source Type of Training	Centrally Funded/No Cost	Intended Audience			
		GS-04 to 09	GS-11	GS-12	GS-13
Health Promotion Director University Based/Professional Organization/Private Industry FT/OJT	CP53	U3*	U3*	U3*	U3*
Principles of Epidemiology (081-MD0151) AMEDDC&S Nursing Science (www.cs.amedd.army.mil/AHS) DL	X	U3*	U3*	U3*	U3*

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Course Source Type of Training	Centrally Funded/No Cost	Intended Audience			
		GS-04 to 09	GS-11	GS-12	GS-13
CDC Public Health University Based/Professional Organization FT	CP53	U3*	U3*	U3*	U3*
Spirometry NIOSH FT	CP53	U3	U3	U3	U3
National Disaster Medical System (NNC-VS08-1001-W) AMEDDC&S Nursing Science DL	X	U2	U2	U2	U2
Advanced Cardiac Life Support (ACLS) Local FT	CP53	U1	U1	U1	U1**
Pediatric Advanced Life Support (PALS) Local FT	CP53	U1	U1	U1	U1**
Sexually Transmitted Disease Intervention (6H-F9/322-F9) AMEDDC&S Nursing Science FT	CP53	U3*	U3*	U3*	U3*
Developing Program Documents Professional Organization FT/OJT	CP53	U2	U2	U2	U2
Outcomes Management University Based FT	CP53	U1	U1	U1	U1
Mental Health Concepts For Advanced Nursing Practice University Based FT	CP53	U1	U1	U1	U1
Outcomes Management Course University Based FT	CP53	U1	U1		
Automated Management Systems Course University Based FT	CP53	U1	U1	U1	
Quantitative Methods Course University Based FT	CP53	U2	U2	U2	U2
Managerial Accounting Course University Based FT	CP53			U3*	U3*
Principles of Finance Course University Based FT	CP53			U3*	U3*
Adult Learning Course University Based FT	CP53	U2*	U2*		
Faculty Development AMEDDC&S FT	CP53	U2	U2	U2	U2
PTS&R Advanced Training in Eye Movement Desensitization and Reprocessing (EMDR) Level 1 and 2 (Psych NP) AMEDDC&S Dept of Behavioral Health Sciences FT	CP53				
PTS&R Advanced Training in Cognitive Processing Therapy Professional Organization	CP53		U3*	U3*	U3*

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Course Source Type of Training	Centrally Funded/N o Cost	Intended Audience			
		GS-04 to 09	GS-11	GS-12	GS-13
FT					
Prolonged Exposure (PE) Therapy for PTSD (6H-F44) (Psych NP) ATRRS/AMEDDC&S (www.ATRRS.army.mil) FT	CP53				
Sleep Dynamic Therapy (SDT) Training Course (PILOT) (Psych NP) AMEDDC&S Dept of Behavioral Health Sciences FT	CP53				
Nurse Practitioner Certification Local CC/Exam	CP53	U1**	U1**	U1**	U1**
Health Educator Certification Professional Organization FT	CP53		U3*	U3*	
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1	U1	U1
Supervisor Development Course AMSC DL	X	U1*	U1*	U1*	U1*
Certifications Professional Organization FT	CP53	U2*	U2*	U2*	U2*

Certification/Licensure. Registered Nurses employed by MEDCOM must possess and maintain a current, active, valid, and unrestricted license from a US jurisdiction before providing healthcare services to patients. All positions require graduation from a nursing program accredited by the US Department of Education. Some positions also may require a minimum of a Bachelor's, Master's, or Doctoral degree in Nursing. Some positions may require national certification. Regardless of position requirements, pursuing certification demonstrates the employee's commitment to lifelong learning and the highest standards of the profession.

Annex H – Series 0610 Registered Nurse (Emergency Room)

Overview. The Army employs approximately 395 (source: DCPDS, 5 June 2014) employees in the 0610 Registered Nurse (Emergency Room) functional specialty. The 0610 series covers a diverse set of nursing functional specialties and due to the sometimes overlapping requirements of the positions, the numbers cited for each of the 0610 functional specialties are approximate.

Emergency Room (ER) Nurses are assigned to CP53 for career development and training. They are employed by the US Army Medical Command. They are located throughout the world and work primarily in the MEDCENs and MEDDACs.

Emergency Room (ER) Nurses are primarily compensated through the General Schedule (GS) civilian pay plan.

Occupational Series Information. Emergency Room nursing is a specialty area in the field of nursing that focuses on the rapid assessment and treatment of a patient, often when the patient's life is dangerously on the line. Typically the first person someone sees when they are taken to the emergency room, ER Nurses are highly-trained professionals capable of working in a fast-paced environment that often call for split-second decisions. Since they provide initial patient care and assessment, ER Nurses must always be ready to treat a variety of sicknesses and emergency conditions.

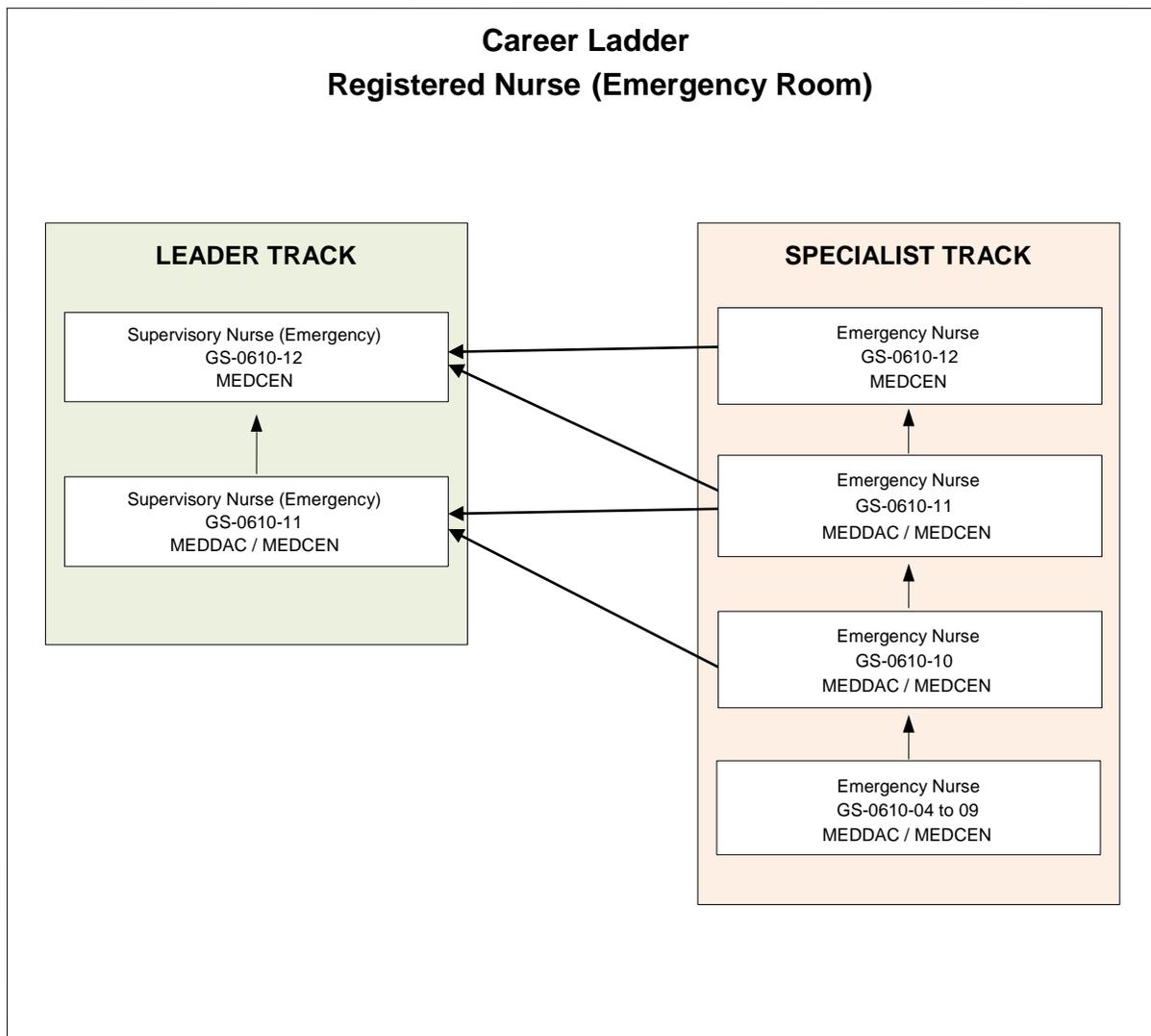
Sometimes referred to as Trauma Nurses, ER Nurses not only assess patients and provide necessary triage, but also perform procedures such as intubation, placing IVs, and administering medications. Some ER Nurses may work as transport nurses, providing medical care to patients as they are transported to a medical facility in a helicopter or other form of transportation.

Mission Critical Occupation. The 0610-Registered Nurse (and all sub-specialties) occupational series has been designated a Mission Critical Occupation.

Career Ladder

The career ladder illustrates the typical pattern of progression from entry level to an advanced level in the GS-0610 series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the Nurse (Emergency Room) specialty should be guided by the qualification standards established by OPM ([Qualification Standards for Series 0610, Nurse](#)). The career ladder shown in this ACTEDS Plan assumes that individuals employed at various grade levels have met the minimum requisite qualifications in this series.

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Draft Functional Competencies

The following competencies apply to ER Nurses in the performance of assigned duties. Although employees are responsible for managing their careers, supervisors must ensure that employees under their supervision have or are provided opportunities to obtain the required competencies required to perform their duties through formal and OJT. These competencies were developed as part of the MCO competency development effort and have been vetted by subject-matter-experts and Army G-1.

- **Alternative Care Procedures.** Knowledge of the procedures to refer clients to alternative resources as appropriate and the ability to make such referrals in order to ensure the optimal level of care to patients.

- **Basic Interviewing and Communication Techniques.** Ability to use skill in basic interviewing and communication techniques in order to formulate an accurate assessment of the patient's condition and needs.
- **Consultation with Doctors and Patients.** Ability to seek consultation in complex, multifaceted patient health problems in order to promote integrated continuous care.
- **Critical Evaluation of Research.** Ability to critically evaluate research studies and apply findings to practiced discipline in order to incorporate/disseminate relevant results (Evidence-Based Practice).
- **Diagnosis.** Ability to formulate a nursing diagnosis based on the nursing assessment, in order to develop a plan of care to meet defined patient needs in concert with other healthcare disciplines.
- **Ethics.** Includes:
 - Knowledge of ethical theories and principles in order to protect patient rights and confidentiality.
 - Ability to identify professional liability and malpractice issues relating to access of records, Nurse Practice Acts, and the Nursing Code of Ethics in order to ensure adherence within legal and professional parameters.
- **Healthcare Management.** Ability to apply the principles of healthcare management in order to promote the best outcomes for the health of the patient.
- **Healthcare Practices.** Knowledge of cultural variables in health practices, in order to determine their impact on health and wellness, and the ability to accommodate such variables in developing a plan of care.
- **Legal Principles Applied to Nursing.** Knowledge of legal aspects regarding nursing and the provision of nursing care in order to protect the patient, the nurse, and the employer.
- **Medicine and Dentistry.** Knowledge of the diagnosis and treatment of injuries, diseases, and deformities, including preventive healthcare measures.
- **Nursing.** Including
 - Understanding of medical terms and medical occupational areas in order to effectively communicate with other medical personnel and effectively advocate for customers/clients to ensure continuity of care.
 - Ability to complete a thorough nursing assessment and health history to include physiological and psychosocial aspects in order to implement, evaluate, and monitor an effective nursing care program.
 - Knowledge of nursing techniques in personal, therapeutic, preventive, and rehabilitative care in order to develop effective individualized plans of care.
 - Ability to function as a healthcare advocate for individuals, families, and communities in order to provide support to the patient.

- Ability to use skill in providing instructions to clients, families, and other healthcare providers in order to meet the patient's healthcare needs.
- Knowledge of human behavior and performance in various contexts, mental processes, or the assessment and treatment of behavioral and affective disorders.
- Ability to review, interpret, and appropriately refer diagnostic and consultative findings.
- Ability to execute procedures, requirements, regulations, and policies related to specialized expertise.
- **Biology.** Knowledge of the environment, plant and animal living tissue, cells, organisms, and entities, including their functions, interdependencies, and interactions with each other and the environment.
- **Chemistry.** Knowledge of chemicals, including hazardous materials, and their uses, interactions, dangers, production, and disposal.
- **Education.** Includes:
 - Ability to plan, implement, and evaluate the effectiveness of educational programs designed for the educational needs of patients and staff in order to enhance education and wellness.
 - Ability to apply the principles of teaching to patients, patients' sponsors, and patient support groups in order to provide information, evaluate understanding, and enhance adherence.
 - Knowledge regarding new nursing principles and technology in order to maintain competence and certification by attending continuing education and professional development programs.
 - Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- **Evidence-Based Practice.** Ability to apply the principles of Evidence-Based Practice in ER nursing.
- **Emergency Room Care.** Including:
 - Ability to use emergency nursing process in order to facilitate patient care through the lifespan.
 - Ability to use patient assessment based on acuity and age in order to place the patient at the right level of care within the established timeframe.
 - Ability to perform appropriate patient monitoring in order to anticipate need for additional resources to implement necessary interventions.
 - Ability to make critical decisions, to consider risks, problem solve, evaluate effectiveness, and choose the best alternatives in order to provide the optimal outcome to emergent and urgent scenarios.
 - Knowledge of population served, patient needs, available resources, and other available care settings in order to facilitate a continuum of quality care.

- Ability to maintain competence in ER practice through professional educational programs, current literature, obtaining and maintaining certification, collaboration with colleagues, networking, etc.
- Ability to provide care, maintain human dignity and the uniqueness of the patient, and assure patient safety and right of privacy in order to provide holistic nursing.
- Ability to care for high acuity and trauma patients and to use life support equipment in order to perform necessary steps in case of cardiac arrest, seizures, anaphylactic reaction, etc.
- Ability to administer anesthetic agents and pharmaceuticals in order to ensure accurate dosage and assess intended results.
- **Emergency Room Management.** Including:
 - Ability to lead, coach, and mentor, while demonstrating the application of the nursing process, providing experienced and creative approaches to management of complex patient care in order to develop future nurse leaders.
 - Knowledge of individual competence, qualifications, and informed judgment as criteria in order to delegate nursing activities to others.
 - Knowledge of healthcare systems in the military and civilian sectors in order to keep standards current, effectively utilize resources and optimize outcomes.
 - Ability to lead and direct the work of professional, paraprofessional, and support staff in order to support the delivery of quality care to emergency room patients.

Master Training Plan

Employees enter this occupational series at various levels with varying degrees of preparation, capability, and potential for growth. For this reason, training identified for an employee should be based on what formal training and/or OJT the employee brings to the job in comparison to that required for advancement as outlined in this ACTEDS Plan. Consideration should be given to documenting prior experience and training. ACTEDS training is divided into two categories: Universal and Competitive.

Universal Training. Universal training requirements provide standardized competencies across the occupational series to all employees who have similar duties and responsibilities. Universal training requirements are prioritized to assist commanders in planning and programming for training funds. Universal training priorities are as follows:

- **Priority I (U1)** - Mandatory training that is typically a condition of employment, must be successfully completed within a specified time period, and meets one or more of the following criteria: (a) employee must have for acceptable performance; (b) training is essential for mission accomplishment; (c) training is mandated by higher authority (law or DoD) or is required for health, certification, or safety reasons.

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- **Priority II (U2)** - Training that should be successfully completed within a specified time period, but may be delayed if funding is not available, and should meet one or both of the following criteria: (a) employee should have for maximum proficiency, and/or (b) training improves the quality of mission accomplishment.
- **Priority III (U3)** - Training that should be funded after Priority I and II requirements and should meet one or both of the following: (a) provides or enhances competencies needed on the job, or (b) leads to improved mission accomplishment.

NOTE: CP53 funding (tuition and/or per diem) may be available for courses listed in the MTP in accordance with (IAW) guidance listed at Annex Y.

NOTE: A single asterisk (*) for a priority means “according to individual job requirement.” A double asterisk (**) indicates a “recurring training requirement.” A triple asterisk (***) means “by exception.”

Competitive Training. This category includes developmental opportunities for which individuals are competitively selected. It covers Armywide competitive programs such as the Senior Service Colleges, Fellowship Programs (such as the Army Congressional Fellowship Program), and the CES courses conducted at the AMSC, that are centrally funded by the Deputy Chief of Staff, G-1. Competitive professional development opportunities include university study, development assignments, training-with-industry, and short-term training, which are funded by either the Army Commands (ACOMS), the Army Service Component Commands (ASCCs), Direct Reporting Units (DRUs), or the installations. The annual ACTEDS Training Catalog (<http://www.cpol.army.mil/library/train/catalog/>) contains specific information about competitive development opportunities, along with necessary procedural and application requirements.

The following table is the Master Training Plan for ER Nursing. It addresses the specialized occupational and professional development training required by grade level. Additional training is identified in the Master Training Plan for RNs on page 26.

CP53 ACTEDS Plan for Nursing Occupations

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Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience			
		GS-04 to 09	GS-10	GS-11	GS-12
Emergency Nursing (6F-F6) AMEDDC&S (www.cs.amedd.army.mil/AHS) FT	CP53	U1	U1	U2	U2
Advanced Cardiac Life Support (ACLS) Local FT	CP53	U1**	U1**	U1**	U1**
Pediatric Advanced Life Support (PALS) Local FT	CP53	U1	U1	U1	U1
Emergency Nursing Pediatrics Course (ENPC) Professional Organization FT	CP53	U3	U2	U2	U2
Trauma Nursing Core Course (TNCC) Professional Organization FT	CP53	U1	U1	U2	U2
Course in Advanced Trauma Nursing (CATN) Professional Organization FT	CP53	U3	U2	U2	U2
Emergency Nurses Care Instructor Professional Organization GC	CP53	U3	U3	U3	U3
Electrocardiogram Interpretation Local FT/OJT	CP53	U1	U1	U1	U1
Leadership in Healthcare Professional Organization FT	CP53	U3	U3	U2	U2
Outcomes Management Professional Organization FT	CP53	U2	U2	U2	U1
Advanced Trauma Life Support (ATLS) University Based FT	CP53	U3	U2	U2	U2
Sexual Assault Nurse Examiner (SANE) Professional Organization FT	CP53	U2	U1	U1	U1
Certified Flight Registered Nurse (CFRN) Professional Organization CC/Exam	CP53	U3	U3	U3	U3
Certified Emergency Nurse (CEN) Professional Organization CC/Exam	CP53	U2	U2	U1	U1
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1	U1	U1
Supervisor Development Course AMSC DL	X	U1*	U1*	U1*	U1*
Certifications Professional Organization FT	CP53	U3*	U3*	U3*	U3*

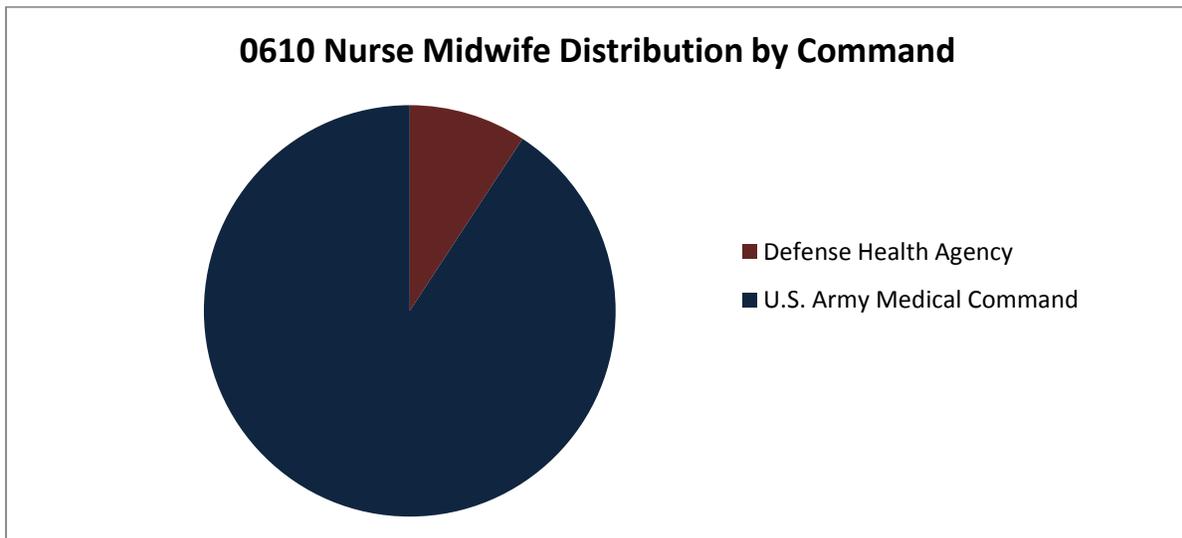
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Certification/Licensure. Registered Nurses employed by MEDCOM must possess and maintain a current, active, valid, and unrestricted license from a US jurisdiction before providing healthcare services to patients. All positions require graduation from a nursing program accredited by the US Department of Education. Some positions also may require a minimum of a Bachelor's, Master's, or Doctoral degree in Nursing. Some positions may require national certification. Regardless of position requirements, pursuing certification demonstrates the employee's commitment to lifelong learning and the highest standards of the profession.

Annex I – Series 0610-Registered Nurse (Certified Nurse-Midwife)

Overview. The Army employs approximately 65 (source: DCPDS, 5 June 2014) employees in the 0610-Registered Nurse (Certified Nurse-Midwife) functional specialty. The 0610 series covers a diverse set of nursing functional specialties and due to the sometimes overlapping requirements of the positions, the numbers cited for each of the 0610 functional specialties are approximate.

Certified Nurse-Midwives are assigned to CP53 for career development and training. They are employed by the US Army Medical Command and the Defense Health Agency, as shown below. They are located throughout the world and work primarily in the MEDCENs and MEDDACs.



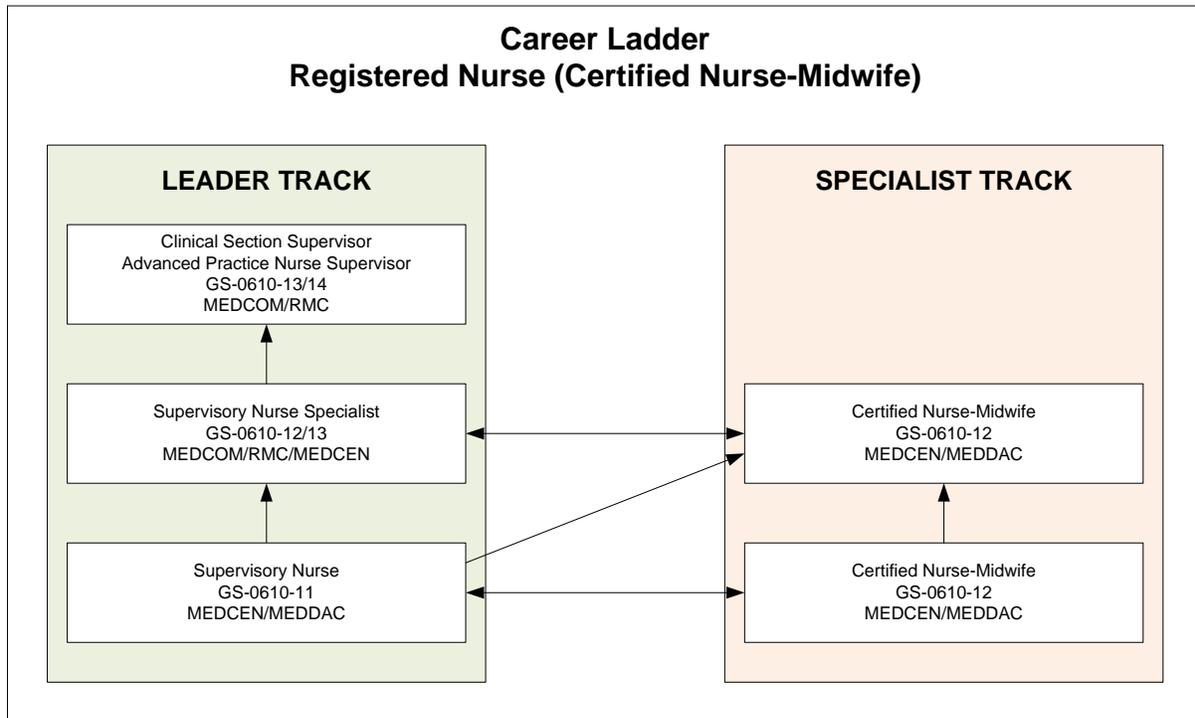
Certified Nurse-Midwives (CNM) are compensated through the General Schedule (GS) civilian pay plan.

Occupational Series Information. Employees in this advanced practice nursing specialty provide primary healthcare to women, including gynecological exams, order laboratory tests as needed, prescribe medications including contraceptive methods, family planning advice, prenatal care, assistance in labor and delivery, and care of newborns. Certified Nurse-Midwives may work closely, or in collaboration, with an Obstetrician and Gynecologist to provide consultation and/or assistance to patients who develop complications or have complex medical histories or disease(s). Often, women with high risk pregnancies can receive the benefits of midwifery care from a CNM in collaboration with a physician.

Mission Critical Occupation. The 0610-Registered Nurse (and all sub-specialties) occupational series has been designated a Mission Critical Occupation.

Career Ladder

The career ladder illustrates the typical pattern of progression from entry level to an advanced level in the GS-0610 series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed as CNMs should be guided by the qualification standards established by OPM ([Qualification Standards for Series 0610, Nurse](#)). The career ladder shown in this ACTEDS Plan assumes that individuals employed at various grade levels have met the minimum requisite qualifications in this series.



Draft Functional Competencies

The following competencies apply to CNMs in the performance of assigned duties. Although employees are responsible for managing their careers, supervisors must ensure that employees under their supervision have or are provided opportunities to obtain the required competencies required to perform their duties through formal and OJT. These competencies were developed as part of the MCO competency development effort and have been vetted by subject-matter-experts and Army G-1.

- **Alternative Care Procedures.** Knowledge of the procedures to refer clients to alternative resources as appropriate and the ability to make such referrals in order to ensure the optimal level of care to patients.
- **Basic Interviewing and Communication Techniques.** Ability to use skill in basic interviewing and communication techniques in order to formulate an accurate assessment of the patient's condition and needs.
- **Consultation with Doctors and Patients.** Ability to seek consultation in complex, multifaceted patient health problems in order to promote integrated continuous care.
- **Critical Evaluation of Research.** Ability to critically evaluate research studies and apply findings to practiced discipline in order to incorporate/disseminate relevant results (Evidence-Based Practice).
- **Diagnosis.** Ability to formulate a nursing diagnosis based on the nursing assessment, in order to develop a plan of care to meet defined patient needs in concert with other healthcare disciplines.
- **Ethics.** Includes:
 - Knowledge of ethical theories and principles in order to protect patient rights and confidentiality.
 - Ability to identify professional liability and malpractice issues relating to access of records, Nurse Practice Acts, and the Nursing Code of Ethics in order to ensure adherence within legal and professional parameters.
- **Healthcare Management.** Ability to apply the principles of healthcare management in order to promote the best outcomes for the health of the patient.
- **Healthcare Practices.** Knowledge of cultural variables in health practices, in order to determine their impact on health and wellness, and the ability to accommodate such variables in developing a plan of care.
- **Legal Principles Applied to Nursing.** Knowledge of legal aspects regarding nursing and the provision of nursing care in order to protect the patient, the nurse, and the employer.
- **Medicine and Dentistry.** Knowledge of the diagnosis and treatment of injuries, diseases, and deformities, including preventive healthcare measures.
- **Nursing.** Including
 - Understanding of medical terms and medical occupational areas in order to effectively communicate with other medical personnel and effectively advocate for customers/clients to ensure continuity of care.
 - Ability to complete a thorough nursing assessment and health history to include physiological and psychosocial aspects in order to implement, evaluate, and monitor an effective nursing care program.
 - Knowledge of nursing techniques in personal, therapeutic, preventive, and rehabilitative care in order to develop effective individualized plans of care.

- Ability to function as a healthcare advocate for individuals, families, and communities in order to provide support to the patient.
- Ability to use skill in providing instructions to clients, families, and other healthcare providers in order to meet the patient's healthcare needs.
- Knowledge of human behavior and performance in various contexts, mental processes, or the assessment and treatment of behavioral and affective disorders.
- Ability to review, interpret, and appropriately refer diagnostic and consultative findings.
- Ability to execute procedures, requirements, regulations, and policies related to specialized expertise.
- **Biology.** Knowledge of the environment, plant and animal living tissue, cells, organisms, and entities, including their functions, interdependencies, and interactions with each other and the environment.
- **Chemistry.** Knowledge of chemicals, including hazardous materials, and their uses, interactions, dangers, production, and disposal.
- **Education.** Includes:
 - Ability to plan, implement, and evaluate the effectiveness of educational programs designed for the educational needs of patients and staff in order to enhance education and wellness.
 - Ability to apply the principles of teaching to patients, patient's sponsors, and patient support groups in order to provide information, evaluate understanding, and enhance adherence.
 - Knowledge regarding new nursing principles and technology in order to maintain competence and certification by attending continuing education and professional development programs.
 - Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- **Evidence-Based Practice.** Ability to apply the principles of Evidence-Based Practice in midwife nursing.
- **Midwife Nursing.** Includes:
 - Knowledge of anatomy and physiology, fetal development, women's reproductive cycles, pregnancy and childbirth, women's health, and obstetric and gynecologic disease processes in order to provide safe and comprehensive nurse-midwifery care to women of all age groups, in a variety of healthcare settings.
 - Ability to perform the full range of nurse-midwifery practice to include history taking, physical examination, labor and delivery management, prescribing and administering medications, perineal laceration repair, newborn care, ordering and evaluation of laboratory tests, post delivery and well woman care in order to provide safe, full scope midwifery care to clientele.

- Ability to perform comprehensive client health assessments in order to develop effective individualized plans of care.
- Ability to use health assessment data to identify actual or anticipated client needs, implement, evaluate, and monitor a care plan in order to determine its effectiveness and modify as necessary based on changes in client/family status or environment.
- Ability to recognize deviations from the norm, make critical decisions, consider risks, problem solve, implement emergency treatment measures, and consult appropriately when life threatening situations arise in order to safeguard the health and life of both the mother and her fetus/infant and provide the optimal outcome to emergent and urgent scenarios.
- Ability to document expected outcomes as measurable goals in order to demonstrate effectiveness of CNM practice interventions.
- Knowledge of individual and family dynamics and their implications on current and potential health status or behaviors in order to recognize normal and unusual reactions to treatment plans, modalities, and providers.
- Knowledge of advanced nursing practice in order to perform individual and population disease management, practice in various clinical settings, and across the life cycle.
- Ability to use expertise, autonomy, and independent judgment in diagnosis and treatment of common or complex human responses.
- Ability to order and interpret diagnostic tests and procedures and assimilating with health assessment data in order to globally assess the presenting problem(s).
- Ability to exercise prescriptive authority to prescribe medications, non-pharmacologic treatment/interventions, alternative treatments, and ascertain their intended effects, potential adverse effects, and cost in order to maintain or enhance the wellness of individuals or populations.
- Ability to provide appropriate, timely (routine, non-routine, emergent) consultation or referral and implement recommendations with consideration of benefits and costs in order to provide efficient, cost-effective care and services to each patient.
- Ability to promote ethical practice environments, and professional integrity in order to protect patient rights and confidentiality.
- Ability to use non-judgmental and non-discriminatory behaviors in client advocacy to foster client dignity and diversity with regard to racial or ethnic background and cultural beliefs.
- Knowledge of clients' rights of self-determination, truthful disclosure, and privacy in order to augment the patient's trust in the healthcare system and progress as an informed consumer.

- Ability to incorporate interaction and participation of clients in decision-making regarding planning, implementing, monitoring, and evaluating his/her plan of care in order to advance autonomy in healthcare evaluation and choices.
- Ability to research and coordinate military and community resources in order to meet the needs of the client/family/population in health education, promotion, restoration, or maintenance, and prevention of disease or injury.
- Ability to use specialty nursing and use life support procedures and equipment in order to perform necessary steps in case of cardiac arrest, seizures, anaphylactic reaction, etc.
- Ability to apply, operate, and interpret electronic fetal monitors in order to document fetal well-being, observe variations, identify deviations from normal and implement corrective measures.
- Ability to clearly and concisely document patient assessments, plans, and nursing and midwifery care given and the skill to appropriately maintain patient records in order to ensure effective communication of information.

Master Training Plan

Employees enter this occupational series at various levels with varying degrees of preparation, capability, and potential for growth. For this reason, training identified for an employee should be based on what formal training and/or OJT the employee brings to the job in comparison to that required for advancement as outlined in this ACTEDS Plan. Consideration should be given to documenting prior experience and training. ACTEDS training is divided into two categories: Universal and Competitive.

Universal Training. Universal training requirements provide standardized competencies across the occupational series to all employees who have similar duties and responsibilities. Universal training requirements are prioritized to assist commanders in planning and programming for training funds. Universal training priorities are as follows:

- **Priority I (U1)** - Mandatory training that is typically a condition of employment, must be successfully completed within a specified time period, and meets one or more of the following criteria: (a) employee must have for acceptable performance; (b) training is essential for mission accomplishment; (c) training is mandated by higher authority (law or DoD) or is required for health, certification, or safety reasons.
- **Priority II (U2)** - Training that should be successfully completed within a specified time period, but may be delayed if funding is not available, and should meet one or both of the following criteria: (a) employee should have for maximum proficiency, and/or (b) training improves the quality of mission accomplishment.

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- **Priority III (U3)** - Training that should be funded after Priority I and II requirements and should meet one or both of the following: (a) provides or enhances competencies needed on the job, or (b) leads to improved mission accomplishment.

NOTE: CP53 funding (tuition and/or per diem) may be available for courses listed in the MTP in accordance with (IAW) guidance listed at Annex Y.

NOTE: A single asterisk (*) for a priority means “according to individual job requirement.” A double asterisk (**) indicates a “recurring training requirement.” A triple asterisk (***) means “by exception.”

Competitive Training. This category includes developmental opportunities for which individuals are competitively selected. It covers Armywide competitive programs such as the Senior Service Colleges, Fellowship Programs (such as the Army Congressional Fellowship Program), and the CES courses conducted at the AMSC, that are centrally funded by the Deputy Chief of Staff, G-1. Competitive professional development opportunities include university study, development assignments, training-with-industry, and short-term training, which are funded by either the Army Commands (ACOMS), the Army Service Component Commands (ASCCs), Direct Reporting Units (DRUs), or the installations. The annual ACTEDS Training Catalog (<http://www.cpol.army.mil/library/train/catalog/>) contains specific information about competitive development opportunities, along with necessary procedural and application requirements.

The following chart is the Master Training Plan for CNM Nursing. It addresses the specialized occupational and professional development training required by grade level. Additional training is identified in the Master Training Plan for RNs on page 26.

Course Source Type of Training	Centrally Funded/No Cost	Intended Audience
		GS-12
Neonatal Resuscitation Course Vendor FT	CP53	U1*
Childbirth Education Vendor FT	CP53	U2
Fetal Monitoring Vendor FT	CP53	U1
Advanced Fetal Monitoring Vendor FT	CP53	U1
Advanced Life Support in Obstetrics (ALSO) American Academy of Family Physicians (AAFP) FT	CP53	U2

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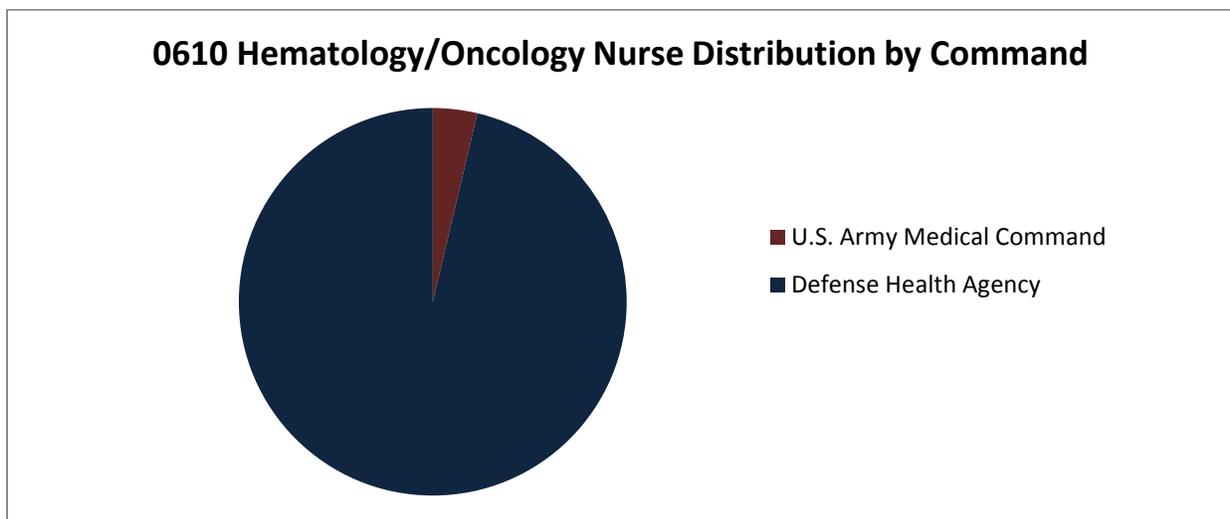
Course Source Type of Training	Centrally Funded/No Cost	Intended Audience
		GS-12
Obstetrical Ultrasound Course Local/University-Based FT	CP53	U3
Colposcopy Training Vendor FT/OJT	CP53	U3
Lactation Consultant Training Vendor FT	CP53	U2
Nursing Informatics Course Local/University-Based FT	CP53	U2
Resolve Through Sharing Course Vendor/Local FT/OJT	CP53	U2
Nurse-Midwifery Service Directors Institute Vendor FT/OJT	CP53	U2
Faculty Development AMEDDC&S (www.cs.amedd.army.mil/AHS) FT	X	U3*
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1
Supervisor Development Course AMSC DL	X	U1*
Certifications Professional Organization FT	CP53	U3

Certification/Licensure. Registered Nurses employed by MEDCOM must possess and maintain a current, active, valid, and unrestricted license from a US jurisdiction before providing healthcare services to patients. All positions require graduation from a nursing program accredited by the US Department of Education. Some positions also may require a minimum of a Bachelor's, Master's, or Doctoral degree in Nursing. Some positions may require national certification. Regardless of position requirements, pursuing certification demonstrates the employee's commitment to lifelong learning and the highest standards of the profession.

Annex J – Series 0610 Registered Nurse (Hematology/Oncology)

Overview. The Army employs approximately 27 (source: DCPDS, 5 June 2014) employees in the 0610 Registered Nurse (Hematology/Oncology) functional specialty. The 0610 series covers a diverse set of nursing functional specialties and due to the sometimes overlapping requirements of the positions, the numbers cited for each of the 0610 functional specialties are approximate.

Hematology/Oncology Nurses are assigned to CP53 for career development and training. They are employed by the US Army Medical Command and the Defense Health Agency (DHA), as shown below. Hematology/Oncology Nursing Specialists in MEDCOM work primarily in the MEDCENS.



Hematology/Oncology Nurses are compensated through the General Schedule (GS) civilian pay plan.

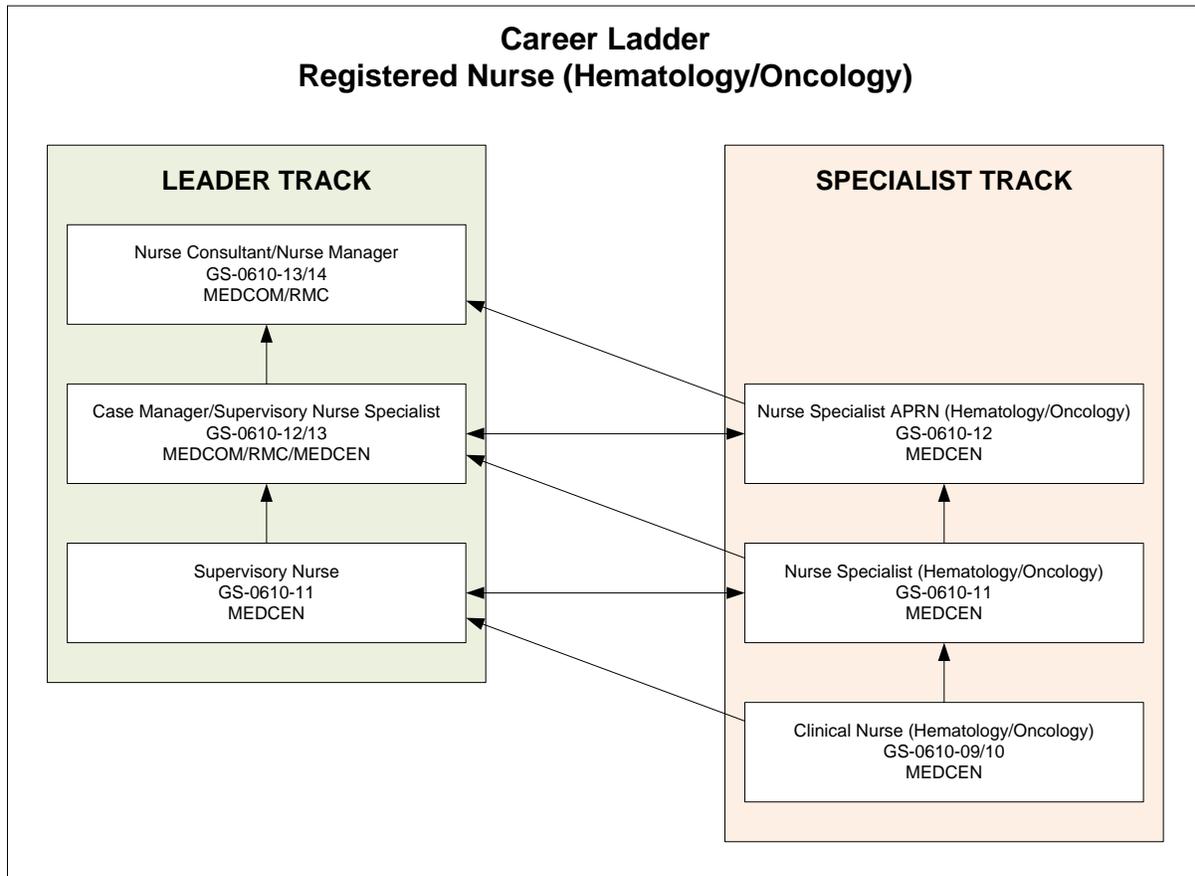
Occupational Series Information. Hematology/Oncology Nurses are specialists who practice as part of a multidisciplinary medical team. With sound professional judgment and clinical skills, they provide comprehensive high quality nursing care to hematology and oncology patients. They review, prepare, and administer medications, chemotherapy, immunotherapy and blood products ordered by providers and monitors and documents patients' responses to these treatments within the guidelines of nursing practices and command policies. Hematology/Oncology Nurses observe, interpret and report changes in patients' condition, medical data, or diagnostic test results, and take necessary corrective actions or report observations to a physician or supervising nurse. Additionally, they provide education, support,

and counseling regarding diseases and therapies to assist patients in making informed decisions regarding their medical treatment and care, and acts as a liaison between patients, their families, and other healthcare professionals.

Mission Critical Occupation. The 0610-Registered Nurse (and all sub-specialties) occupational series has been designated a Mission Critical Occupation.

Career Ladder

The career ladder illustrates the typical pattern of progression from entry level to an advanced level in the GS-0610 Hematology/Oncology specialty. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed as a Hematology/Oncology Nurse should be guided by the qualification standards established by OPM ([Qualification Standards for Series 0610 \(Nurse Series\)](#)). The career ladder shown in this ACTEDS Plan assumes that individuals employed at various grade levels have met the minimum requisite qualifications in this series.



Draft Functional Competencies

The following competencies apply to Hematology/Oncology Nurses in the performance of assigned duties. Although employees are responsible for managing their careers, supervisors must ensure that employees under their supervision have or are provided opportunities to obtain the required competencies required to perform their duties through formal and OJT. These competencies were developed as part of the MCO competency development effort and have been vetted by subject-matter-experts and Army G-1.

- **Alternative Care Procedures.** Knowledge of the procedures to refer clients to alternative resources as appropriate and the ability to make such referrals in order to ensure the optimal level of care to patients.
- **Basic Interviewing and Communication Techniques.** Ability to use skill in basic interviewing and communication techniques in order to formulate an accurate assessment of the patient's condition and needs.
- **Consultation with Doctors and Patients.** Ability to seek consultation in complex, multifaceted patient health problems in order to promote integrated continuous care.
- **Critical Evaluation of Research.** Ability to critically evaluate research studies and apply findings to practiced discipline in order to incorporate/disseminate relevant results (Evidence-Based Practice).
- **Diagnosis.** Ability to formulate a nursing diagnosis based on the nursing assessment, in order to develop a plan of care to meet defined patient needs in concert with other healthcare disciplines.
- **Ethics.** Includes:
 - Knowledge of ethical theories and principles in order to protect patient rights and confidentiality.
 - Ability to identify professional liability and malpractice issues relating to access of records, Nurse Practice Acts, and the Nursing Code of Ethics in order to ensure adherence within legal and professional parameters.
- **Healthcare Management.** Ability to apply the principles of healthcare management in order to promote the best outcomes for the health of the patient.
- **Healthcare Practices.** Knowledge of cultural variables in health practices, in order to determine their impact on health and wellness, and the ability to accommodate such variables in developing a plan of care.
- **Legal Principles Applied to Nursing.** Knowledge of legal aspects regarding nursing and the provision of nursing care in order to protect the patient, the nurse, and the employer.
- **Medicine and Dentistry.** Knowledge of the diagnosis and treatment of injuries, diseases, and deformities, including preventive healthcare measures.
- **Nursing.** Including

-
- Understanding of medical terms and medical occupational areas in order to effectively communicate with other medical personnel and effectively advocate for customers/clients to ensure continuity of care.
 - Ability to complete a thorough nursing assessment and health history to include physiological and psychosocial aspects in order to implement, evaluate, and monitor an effective nursing care program.
 - Knowledge of nursing techniques in personal, therapeutic, preventive, and rehabilitative care in order to develop effective individualized plans of care.
 - Ability to function as a healthcare advocate for individuals, families, and communities in order to provide support to the patient.
 - Ability to use skill in providing instructions to clients, families, and other healthcare providers in order to meet the patient's healthcare needs.
 - Knowledge of human behavior and performance in various contexts, mental processes, or the assessment and treatment of behavioral and affective disorders.
 - Ability to review, interpret, and appropriately refer diagnostic and consultative findings.
 - Ability to execute procedures, requirements, regulations, and policies related to specialized expertise.
 - **Biology.** Knowledge of the environment, plant and animal living tissue, cells, organisms, and entities, including their functions, interdependencies, and interactions with each other and the environment.
 - **Chemistry.** Knowledge of chemicals, including hazardous materials, and their uses, interactions, dangers, production, and disposal.
 - **Hematology/Oncology Nursing.** Includes:
 - Knowledge of an extensive range of established professional nursing theories, principles, practice, and complex treatment procedures in order to provide care and management of adult/pediatric in hematology/oncology patients and independently assess, document, and modify the needs of patients receiving care in hematology/oncology.
 - Ability to provide specialized nursing service to critically ill and terminally ill patients requiring very difficult treatments in order to ensure effectiveness of nursing care requirements.
 - Knowledge of chemotherapeutic and related agents including normal dosage, administration, action, adverse reactions, and safe handling in order to safely care for patients. Ability to use pharmacology and symptom management, including antiemetic, pain management, and the preparation of medication in order to ensure proper administration technique to include concentration, solution, route, etc.
 - Ability to operate and monitor specialized equipment such as respiratory, intravenous infusion pumps, hemodynamic monitoring devices, pulse oximetry, and

central venous catheters in order to ensure effectiveness of nursing care requirements.

- Ability to use specialty nursing skills for high acuity patients and ability to use life support equipment in order to perform necessary steps in case of cardiac arrest, seizures, anaphylactic reaction, etc.
- Ability to assist physician with bone marrow and tissue biopsies in order to provide reassurance to the patient and monitor the patient’s comfort level.
- Ability to use major cancer treatment modalities; e.g., radiation therapy, surgery, immunotherapy, and chemotherapy in order to provide comprehensive treatment, independently modify plan of care, as needed, and document nursing interventions.
- Ability to identify and meet learning needs of patients in order to instruct patient/family on the natural progression of their disease including treatment, expectations, and disease or treatment-related side effects and neutropenic precautions.
- Ability to communicate orally and in writing with individuals, families, and groups in order to provide information, evaluate understanding, and enhance adherence.

Master Training Plan

Employees enter this occupational series at various levels with varying degrees of preparation, capability, and potential for growth. For this reason, training identified for an employee should be based on what formal training and/or OJT the employee brings to the job in comparison to that required for advancement as outlined in this ACTEDS Plan. Consideration should be given to documenting prior experience and training. ACTEDS training is divided into two categories: Universal and Competitive.

Universal Training. Universal training requirements provide standardized competencies across the occupational series to all employees who have similar duties and responsibilities. Universal training requirements are prioritized to assist commanders in planning and programming for training funds. Universal training priorities are as follows:

- **Priority I (U1)** - Mandatory training that is typically a condition of employment, must be successfully completed within a specified time period, and meets one or more of the following criteria: (a) employee must have for acceptable performance; (b) training is essential for mission accomplishment; (c) training is mandated by higher authority (law or DoD) or is required for health, certification, or safety reasons.
- **Priority II (U2)** - Training that should be successfully completed within a specified time period, but may be delayed if funding is not available, and should meet one or both of the following criteria: (a) employee should have for maximum proficiency, and/or (b) training improves the quality of mission accomplishment.

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- **Priority III (U3)** - Training that should be funded after Priority I and II requirements and should meet one or both of the following: (a) provides or enhances competencies needed on the job, or (b) leads to improved mission accomplishment.

NOTE: CP53 funding (tuition and/or per diem) may be available for courses listed in the MTP in accordance with (IAW) guidance listed at Annex Y.

NOTE: A single asterisk (*) for a priority means “according to individual job requirement.” A double asterisk (**) indicates a “recurring training requirement.” A triple asterisk (***) means “by exception.”

Competitive Training. This category includes developmental opportunities for which individuals are competitively selected. It covers Armywide competitive programs such as the Senior Service Colleges, Fellowship Programs (such as the Army Congressional Fellowship Program), and the CES courses conducted at the AMSC, that are centrally funded by the Deputy Chief of Staff, G-1. Competitive professional development opportunities include university study, development assignments, training-with-industry, and short-term training, which are funded by either the Army Commands (ACOMS), the Army Service Component Commands (ASCCs), Direct Reporting Units (DRUs), or the installations. The annual ACTEDS Training Catalog (<http://www.cpol.army.mil/library/train/catalog/>) contains specific information about competitive development opportunities, along with necessary procedural and application requirements.

The following chart is the Master Training Plan for Hematology/Oncology Nursing. It addresses the specialized occupational and professional development training required by grade level. Additional training is identified in the Master Training Plan for RNs on page 26.

Course Source Type of Training	Centrally Funded/No Cost	Intended Audience		
		GS-10	GS-11/12	GS-13/14
Advanced Cardiac Life Support (ACLS) Local Installation FT	X	U1**	U1**	U1**
Pediatric Advanced Life Support (PALS) Local Installation FT	X		U2/U1	U1
Prevention and Control of Hospital Associated Infections (Basic) Local Installation FT	X	U1	U1	
Communicable Disease Control CDC CC/OL	CP53	U1	U1	
Diagnostic Reasoning and Physical Assessment in Advanced Nursing Practice University Based FT	CP53		U2	U2

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Course Source Type of Training	Centrally Funded/No Cost	Intended Audience		
		GS-10	GS-11/12	GS-13/14
Cancer Chemotherapy Professional Based Organization FT/OJT	CP53	U1	U1	
Pathophysiology University Based FT	CP53		U1	
Oncology Nursing I: Epidemiology and Pathophysiology University Based FT/OJT	CP53	U1		
Oncology Nursing II: Symptom and Problem Management University Based FT/OJT	CP53	U1	U1	
Chemotherapy Administration Course University Based FT	CP53	U1	U1	
Bone Marrow Transplantation Orientation Course University Based/Local FT	CP53	U2	U2	
Oncology Certification/Advanced Oncology Nurse Certificate Professional Based Organization CC/Exam	CP53	U3	U3	U3
Patient Safety: Tools for Implementing an Effective Program Professional Based Organization FT	CP53		U2	U1
Pharmacotherapeutics for Advanced Practice University Based FT	CP53		U2/U1	
Certification Review Course Professional Based Organization FT	CP53		U1	
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1	U1
Supervisor Development Course AMSC DL	X	U1*	U1*	U1*
Certifications Professional Organization FT	CP53	U3	U2	U1

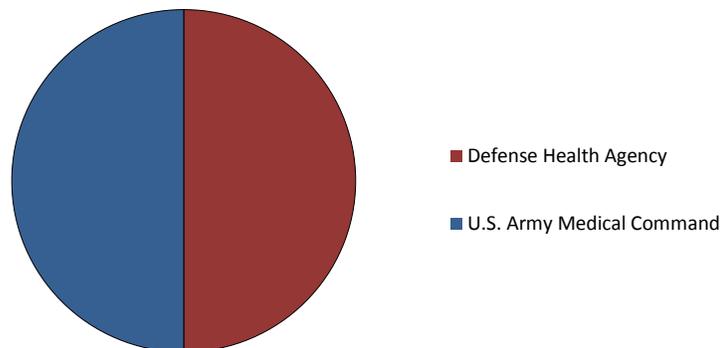
Certification/Licensure. Registered Nurses employed by MEDCOM must possess and maintain a current, active, valid, and unrestricted license from a US jurisdiction before providing healthcare services to patients. All positions require graduation from a nursing program accredited by the US Department of Education. Some positions also may require a minimum of a Bachelor's, Master's, or Doctoral degree in Nursing. Some positions may require national certification. Regardless of position requirements, pursuing certification demonstrates the employee's commitment to lifelong learning and the highest standards of the profession.

Annex K – Series 0610 Registered Nurse (Dialysis)

Overview. The Army employs approximately 16 (source: DCPDS, 5 June 2014) employees in the 0610 Registered Nurse (Dialysis) functional specialty. The 0610 series covers a diverse set of nursing functional specialties and due to the sometimes overlapping requirements of the positions, the numbers cited for each of the 0610 functional specialties are approximate.

Dialysis Nurses are assigned to CP53 for career development and training. They are employed by the US Army Medical Command and the Defense Health Agency (DHA), as shown below. Dialysis Nurses assigned to MEDCOM work primarily in the MEDCENs.

0610 Dialysis Nurse Distribution by Command



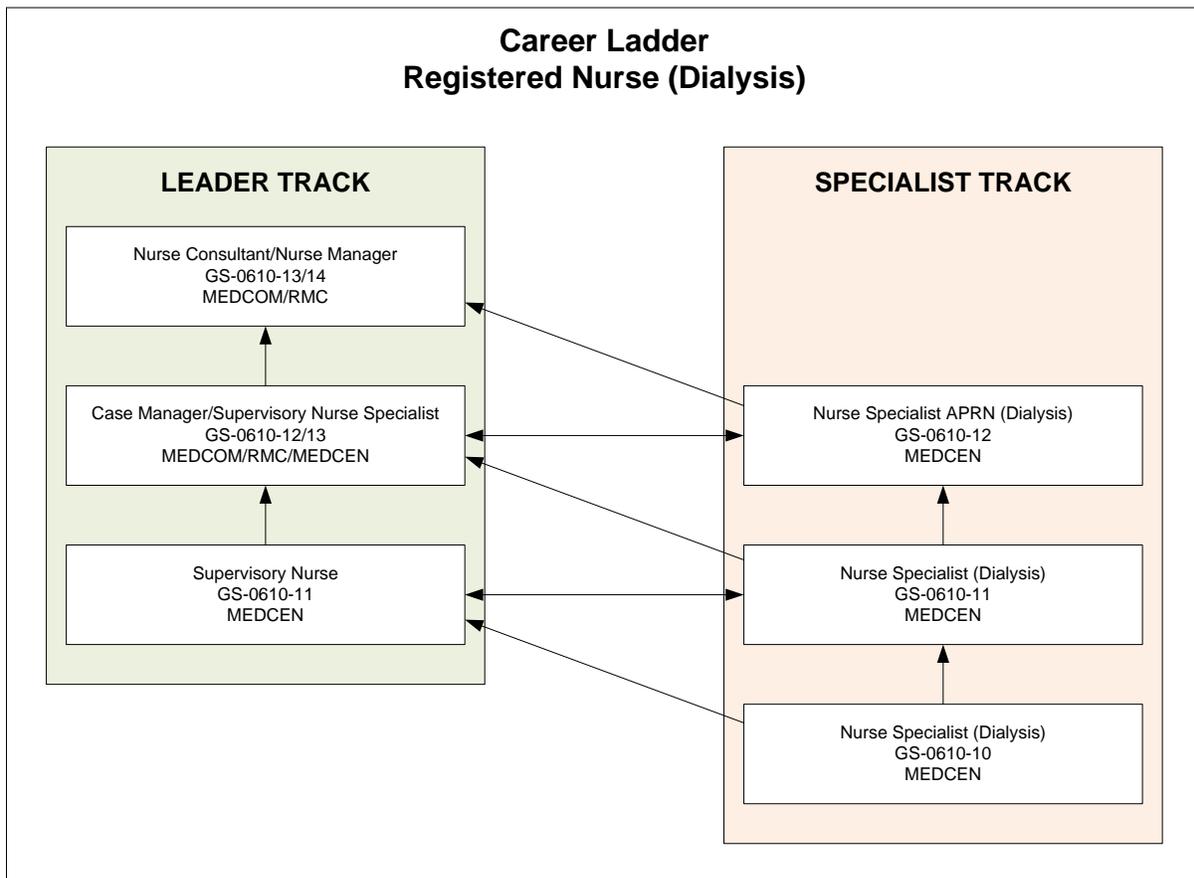
Dialysis Nurses are compensated through the General Schedule (GS) civilian pay plan.

Occupational Series Information. Dialysis Nurses care for patients with critical and chronic illness or potentially life-threatening conditions such as renal failure or congestive heart failure. Dialysis Nurses must be able to operate complex medical equipment such as hemodialysis, aquapheresis and plasma exchange machines, hemodynamic monitoring devices and cardiac monitors. In addition, the Dialysis Nurse must be able to perform ventilatory support measures such as applying and monitoring oxygen supplementation and pulmonary suction. Under the supervision of a physician, these nurses provide support and information to patients and family members on disease processes, physiology, treatment options and goal directed treatment pathways. Dialysis Nurses serve as patient and staff educators for a variety of treatments used for patients with acute and chronic medical conditions.

Mission Critical Occupation. The 0610-Registered Nurse (and all sub-specialties) occupational series has been designated a Mission Critical Occupation.

Career Ladder

The career ladder illustrates the typical pattern of progression from entry level to an advanced level in the GS-0610 Dialysis Nursing specialty. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed as a Dialysis Nurse should be guided by the qualification standards established by OPM ([Qualification Standards for Series 0610 \(Nurse Series\)](#)). The career ladder shown in this ACTEDS Plan assumes that individuals employed at various grade levels have met the minimum requisite qualifications in this series.



Draft Functional Competencies

The following competencies apply to Dialysis Nurse Specialists in the performance of assigned duties. Although employees are responsible for managing their careers, supervisors must ensure that employees under their supervision have or are provided opportunities to obtain the required competencies required to perform their duties through formal and OJT. These competencies were developed as part of the MCO competency development effort and have been vetted by subject-matter-experts and Army G-1.

- **Alternative Care Procedures.** Knowledge of the procedures to refer clients to alternative resources as appropriate and the ability to make such referrals in order to ensure the optimal level of care to patients.
- **Basic Interviewing and Communication Techniques.** Ability to use skill in basic interviewing and communication techniques in order to formulate an accurate assessment of the patient's condition and needs.
- **Consultation with Doctors and Patients.** Ability to seek consultation in complex, multifaceted patient health problems in order to promote integrated continuous care.
- **Critical Evaluation of Research.** Ability to critically evaluate research studies and apply findings to practiced discipline in order to incorporate/disseminate relevant results (Evidence-Based Practice).
- **Diagnosis.** Ability to formulate a nursing diagnosis based on the nursing assessment, in order to develop a plan of care to meet defined patient needs in concert with other healthcare disciplines.
- **Ethics.** Includes:
 - Knowledge of ethical theories and principles in order to protect patient rights and confidentiality.
 - Ability to identify professional liability and malpractice issues relating to access of records, Nurse Practice Acts, and the Nursing Code of Ethics in order to ensure adherence within legal and professional parameters.
- **Healthcare Management.** Ability to apply the principles of healthcare management in order to promote the best outcomes for the health of the patient.
- **Healthcare Practices.** Knowledge of cultural variables in health practices, in order to determine their impact on health and wellness, and the ability to accommodate such variables in developing a plan of care.
- **Legal Principles Applied to Nursing.** Knowledge of legal aspects regarding nursing and the provision of nursing care in order to protect the patient, the nurse, and the employer.
- **Medicine and Dentistry.** Knowledge of the diagnosis and treatment of injuries, diseases, and deformities, including preventive healthcare measures.
- **Nursing.** Including:

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- Ability to use understanding of medical terms and medical occupational areas in order to effectively communicate with other medical personnel and effectively advocate for customers/clients to ensure continuity of care.
 - Ability to complete a thorough nursing assessment and health history to include physiological and psychosocial aspects in order to implement, evaluate, and monitor an effective nursing care program.
 - Knowledge of nursing techniques in personal, therapeutic, preventive, and rehabilitative care in order to develop effective individualized plans of care.
 - Ability to function as a healthcare advocate for individuals, families, and communities in order to provide support to the patient.
 - Ability to use skill in providing instructions to clients, families, and other healthcare providers in order to meet the patient's healthcare needs.
 - Knowledge of human behavior and performance in various contexts, mental processes, or the assessment and treatment of behavioral and affective disorders.
 - Ability to review, interpret, and appropriately refer diagnostic and consultative findings.
 - Ability to execute procedures, requirements, regulations, and policies related to specialized expertise.
 - **Biology.** Knowledge of the environment, plant and animal living tissue, cells, organisms, and entities, including their functions, interdependencies, and interactions with each other and the environment.
 - **Chemistry.** Knowledge of chemicals, including hazardous materials, and their uses, interactions, dangers, production, and disposal.
 - **Education.** Includes:
 - Ability to plan, implement, and evaluate the effectiveness of educational programs designed for the educational needs of patients and staff in order to enhance education and wellness.
 - Ability to apply the principles of teaching to patients, patient's sponsors, and patient support groups in order to provide information, evaluate understanding, and enhance adherence.
 - Knowledge regarding new nursing principles and technology in order to maintain competence and certification by attending continuing education and professional development programs.
 - Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
 - **Dialysis Nursing.** Includes:
 - Ability to use dialysis equipment, hemodialysis, all forms of Peritoneal Dialysis (PD), continuous venous hemofiltration, and Continuous Renal Replacement Therapy

- (CRRT) in order to assess, initiate therapy, and participate in nursing management of patients throughout the dialysis procedure.
- Knowledge of the physiologic concepts involved with dialysis and specific of all forms of peritoneal catheter care, to include antibiotics and infection control in order to train and treat patients.
 - Ability to accomplish pre-catheter insertion preparation of patient, post-catheter insertion nursing care, and initial and long-term site care in order to maintain catheter longevity, free of infection, and other catheter related publications.
 - Ability to conduct bag exchange procedure to include standard spike, Luer lock, and Y-set in order to perform peritoneal dialysis in a safe and effective manner, implementing measures for an infection and complications-free environment during peritoneal dialysis.
 - Ability to use assistance devices, transfer set change, initiation and termination of PD, evaluation of alarms and troubleshooting, and care of the patient with end-stage renal disease using Continuous Ambulatory Peritoneal Dialysis (CAPD), Continuous Cycle Peritoneal Dialysis (CCPD), and Intermittent Peritoneal Dialysis (IPD) in order to monitor the appropriate method of dialysis.
 - Ability to perform exit-site swab, analyze and perform intervention for infected exit-site and evaluation of tunnel infection to obtain peritoneal dialysate sample collection in the face of peritonitis and the administration of intra-peritoneal medication in order to provide effective nursing care of the patient with peritonitis and exit site or tunnel infection.
 - Knowledge of normal kidney function and alternatives to include patient physiologic derangement which occur as a result of End-Stage Renal Disease (ESRD) in order to assess, train, and treat patients.
 - Knowledge of peritoneal dialysis to include intermittent peritoneal dialysis, CCPD, and CAPD in order to provide personalized care.
 - Ability to prescribe, administer, and evaluate pharmacologic and therapeutic treatment regimens in order to provide appropriate and safe pharmacological and therapeutic interventions for desired outcomes in the care of patients with renal insufficiency.
 - Ability to train patient and dialysis partner the principles of dialysis (interrelationships between dialysis, diet, medical therapy, and blood chemistries), dialysis technique, aseptic technique, and cardiopulmonary resuscitation (CPR) (to include encouraging patient and family to attend formal CPR class) in order to ensure adequate performance in the home setting.

Master Training Plan

Employees enter this occupational series at various levels with varying degrees of preparation, capability, and potential for growth. For this reason, training identified for an employee should

be based on what formal training and/or OJT the employee brings to the job in comparison to that required for advancement as outlined in this ACTEDS Plan. Consideration should be given to documenting prior experience and training. ACTEDS training is divided into two categories: Universal and Competitive.

Universal Training. Universal training requirements provide standardized competencies across the occupational series to all employees who have similar duties and responsibilities. Universal training requirements are prioritized to assist commanders in planning and programming for training funds. Universal training priorities are as follows:

- **Priority I (U1)** - Mandatory training that is typically a condition of employment, must be successfully completed within a specified time period, and meets one or more of the following criteria: (a) employee must have for acceptable performance; (b) training is essential for mission accomplishment; (c) training is mandated by higher authority (law or DoD) or is required for health, certification, or safety reasons.
- **Priority II (U2)** - Training that should be successfully completed within a specified time period, but may be delayed if funding is not available, and should meet one or both of the following criteria: (a) employee should have for maximum proficiency, and/or (b) training improves the quality of mission accomplishment.
- **Priority III (U3)** - Training that should be funded after Priority I and II requirements and should meet one or both of the following: (a) provides or enhances competencies needed on the job, or (b) leads to improved mission accomplishment.

NOTE: CP53 funding (tuition and/or per diem) may be available for courses listed in the MTP in accordance with (IAW) guidance listed at Annex Y.

NOTE: A single asterisk (*) for a priority means “according to individual job requirement.” A double asterisk (**) indicates a “recurring training requirement.” A triple asterisk (***) means “by exception.”

Competitive Training. This category includes developmental opportunities for which individuals are competitively selected. It covers Armywide competitive programs such as the Senior Service Colleges, Fellowship Programs (such as the Army Congressional Fellowship Program), and the CES courses conducted at the AMSC, that are centrally funded by the Deputy Chief of Staff, G-1. Competitive professional development opportunities include university study, development assignments, training-with-industry, and short-term training, which are funded by either the Army Commands (ACOMS), the Army Service Component Commands (ASCCs), Direct Reporting Units (DRUs), or the installations. The annual ACTEDS Training Catalog (<http://www.cpol.army.mil/library/train/catalog/>) contains specific information about competitive development opportunities, along with necessary procedural and application requirements.

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The following table is the Master Training Plan for Dialysis Nurses. It addresses the specialized occupational and professional development training required by grade level. Additional training is identified in the Master Training Plan for RNs on page 26.

Course Source Type of Training	Centrally Funded/No Cost	Intended Audience		
		GS-10	GS-11/12	GS-13/14
Advanced Cardiac Life Support (ACLS) Local Installation FT	X	U1**	U1**	U1**
Prevention and Control of Hospital Associated Infections (Basic) Local Installation FT/CC/OL	X	U1	U1	
Communicable Disease Control CDC CC/OL	X	U1	U1	
Continual Renal Replacement Therapy (CRRT) (Outpatient/Inpatient) Local OJT	X	U2	U1	
Hemodialysis Local CC/OL	X	U1	U1	
Peritoneal Dialysis MEDCEN/Local Civilian Hospital OJT	CP53/X	U1	U1	
Renal Transplant Course MEDCEN/Local Civilian Hospital OJT	CP53/X	U1	U1	
Patient Safety: Tools for Implementing an Effective Program Professional Based Organization FT	X		U2	U1
Pediatric Advanced Life Support Local FT	X		U2/U1	U1
Pharmacotherapeutics for Advanced Practice University Based FT	CP53		U2/U1	
Certification Review Course Professional Based Organization FT	CP53		U1	
Nephrology Nurse Certification Professional Based Organization FT	CP53	U2	U1	U1
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1	U1
Supervisor Development Course AMSC DL	X	U1*	U1*	U1*
Certifications Professional Organization FT	CP53	U3*	U3*	U3*

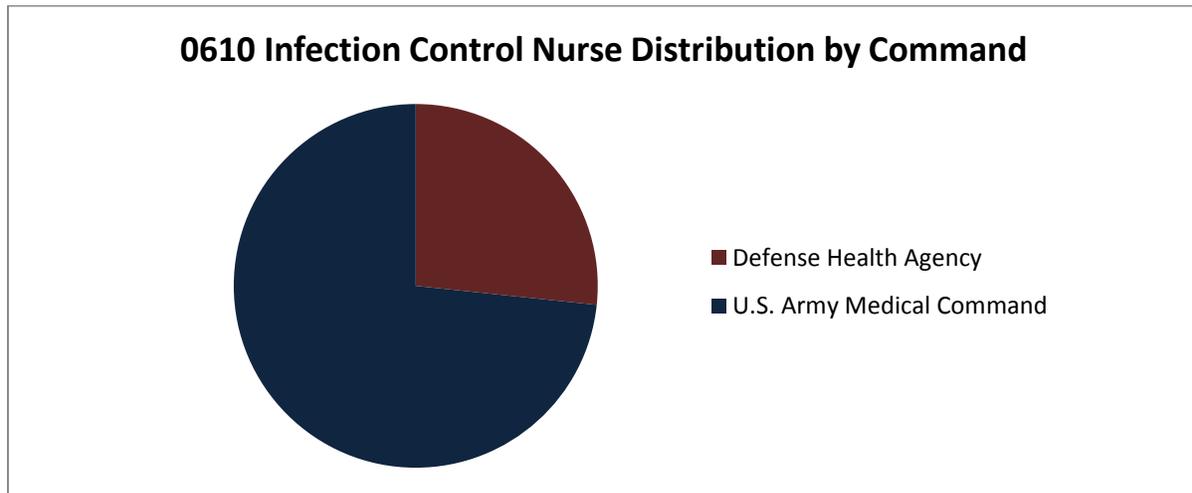
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Certification/Licensure. Registered Nurses employed by MEDCOM must possess and maintain a current, active, valid, and unrestricted license from a US jurisdiction before providing healthcare services to patients. All positions require graduation from a nursing program accredited by the US Department of Education. Some positions also may require a minimum of a Bachelor's, Master's, or Doctoral degree in Nursing. Some positions may require national certification. Regardless of position requirements, pursuing certification demonstrates the employee's commitment to lifelong learning and the highest standards of the profession.

Annex L – Series 0610-Registered Nurse (Infection Control)

Overview. The Army employs approximately 30 (source: DCPDS, 5 June 2014) employees in the 0610 Registered Nurse (Infection Control) functional specialty. The 0610 series covers a diverse set of nursing functional specialties and due to the sometimes overlapping requirements of the positions, the numbers cited for each of the 0610 functional specialties are approximate.

Infection Control Nurses are assigned to CP53 for career development and training. They are employed by the US Army Medical Command and the Defense Health Agency (DHA), as shown below. Infection Control Nursing Specialists assigned to MEDCOM work primarily in the MEDCENs and larger MEDDACs.



Infection Control Nurses are primarily compensated through the General Schedule (GS) civilian pay plan.

Occupational Series Information. An Infection Control Nurse provides comprehensive nursing and healthcare that involves the surveillance, analysis, and reporting of nosocomial infections, infection control education, and developing health system policies and procedures to ensure rigorous infection control standards meet the requirements of the Joint Commission, Centers for Disease Control, and other regulatory agencies. They investigate unusual hospital infection outbreaks and apply epidemiologic principles and statistical methods to identify target populations, analyze trends and risk factors, and design and evaluate prevention and control strategies. They collect and analyze data in support of epidemiological studies to determine sources of problems and recommend solutions. Additionally, Infection Control Nurses plan,

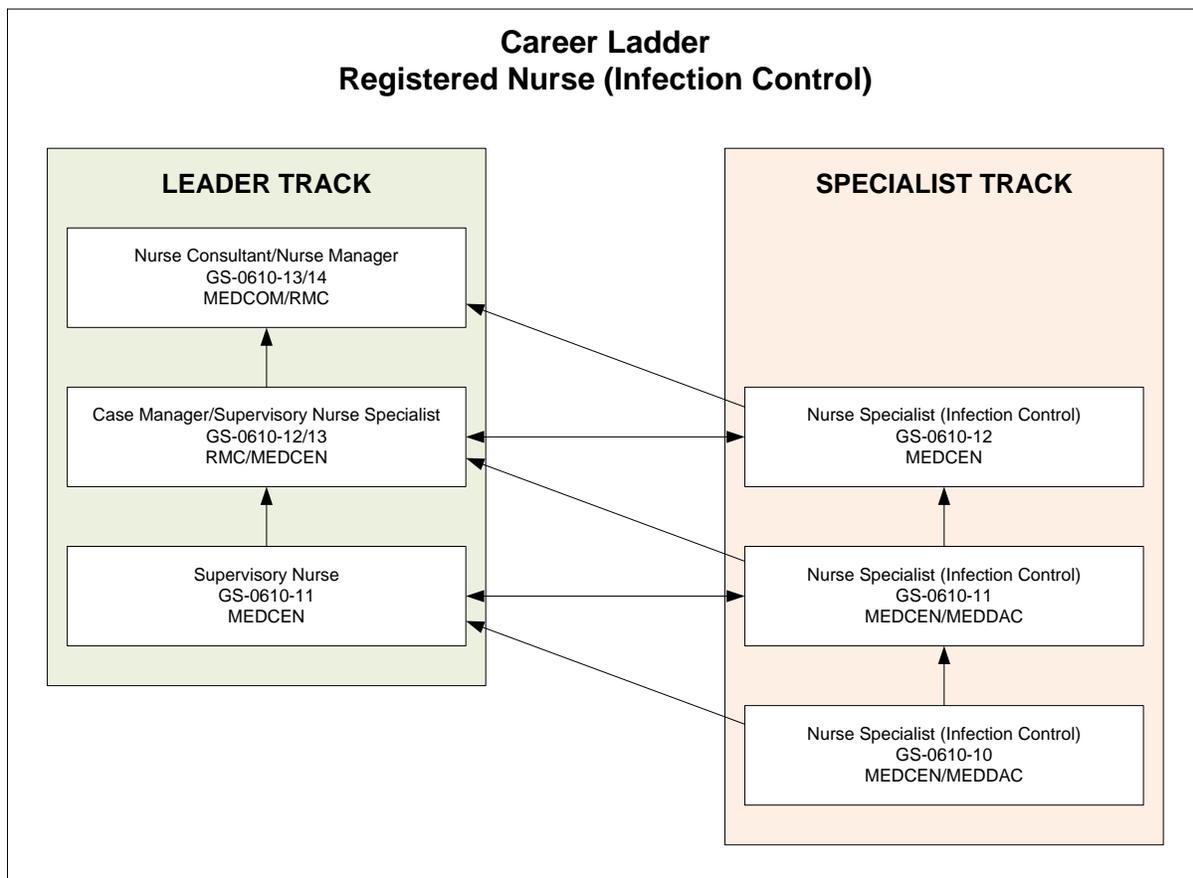
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develop, and implement educational programs for clinical, administrative, and support personnel to increase awareness of nosocomial infections and prevention measures.

Mission Critical Occupation. The 0610-Registered Nurse (and all sub-specialties) occupational series has been designated a Mission Critical Occupation.

Career Ladder

The career ladder illustrates the typical pattern of progression from entry level to an advanced level in the GS-0610 Infection Control specialty. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed as an Infection Control Nursing Specialist series should be guided by the qualification standards established by OPM ([Qualification Standards for Series 0610 \(Nurse Series\)](#)). The career ladder shown in this ACTEDS Plan assumes that individuals employed at various grade levels have met the minimum requisite qualifications in this series.



Draft Functional Competencies

The following competencies apply to Infection Control Nurses in the performance of assigned duties. Although employees are responsible for managing their careers, supervisors must ensure that employees under their supervision have or are provided opportunities to obtain the required competencies required to perform their duties through formal and OJT. These competencies were developed as part of the MCO competency development effort and have been vetted by subject-matter-experts and Army G-1.

- **Alternative Care Procedures.** Knowledge of the procedures to refer clients to alternative resources as appropriate and the ability to make such referrals in order to ensure the optimal level of care to patients.
- **Basic Interviewing and Communication Techniques.** Ability to use skill in basic interviewing and communication techniques in order to formulate an accurate assessment of the patient's condition and needs.
- **Consultation with Doctors and Patients.** Ability to seek consultation in complex, multifaceted patient health problems in order to promote integrated continuous care.
- **Critical Evaluation of Research.** Ability to critically evaluate research studies and apply findings to practiced discipline in order to incorporate/disseminate relevant results (Evidence-Based Practice).
- **Diagnosis.** Ability to formulate a nursing diagnosis based on the nursing assessment, in order to develop a plan of care to meet defined patient needs in concert with other healthcare disciplines.
- **Ethics.** Includes:
 - Knowledge of ethical theories and principles in order to protect patient rights and confidentiality.
 - Ability to identify professional liability and malpractice issues relating to access of records, Nurse Practice Acts, and the Nursing Code of Ethics in order to ensure adherence within legal and professional parameters.
- **Healthcare Management.** Ability to apply the principles of healthcare management in order to promote the best outcomes for the health of the patient.
- **Healthcare Practices.** Knowledge of cultural variables in health practices, in order to determine their impact on health and wellness, and the ability to accommodate such variables in developing a plan of care.
- **Legal Principles Applied to Nursing.** Knowledge of legal aspects regarding nursing and the provision of nursing care in order to protect the patient, the nurse, and the employer.
- **Medicine and Dentistry.** Knowledge of the diagnosis and treatment of injuries, diseases, and deformities, including preventive healthcare measures.
- **Nursing.** Including:

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- Understanding of medical terms and medical occupational areas in order to effectively communicate with other medical personnel and effectively advocate for customers/clients to ensure continuity of care.
 - Ability to complete a thorough nursing assessment and health history to include physiological and psychosocial aspects in order to implement, evaluate, and monitor an effective nursing care program.
 - Knowledge of nursing techniques in personal, therapeutic, preventive, and rehabilitative care in order to develop effective individualized plans of care.
 - Ability to function as a healthcare advocate for individuals, families, and communities in order to provide support to the patient.
 - Ability to use skill in providing instructions to clients, families, and other healthcare providers in order to meet the patient's healthcare needs.
 - Knowledge of human behavior and performance in various contexts, mental processes, or the assessment and treatment of behavioral and affective disorders.
 - Ability to review, interpret, and appropriately refer diagnostic and consultative findings.
 - Ability to execute procedures, requirements, regulations, and policies related to specialized expertise.
 - **Biology.** Knowledge of the environment, plant and animal living tissue, cells, organisms, and entities, including their functions, interdependencies, and interactions with each other and the environment.
 - **Chemistry.** Knowledge of chemicals, including hazardous materials, and their uses, interactions, dangers, production, and disposal.
 - **Education.** Includes:
 - Ability to plan, implement, and evaluate the effectiveness of educational programs designed for the educational needs of patients and staff in order to enhance education and wellness.
 - Ability to apply the principles of teaching to patients, patient's sponsors, and patient support groups in order to provide information, evaluate understanding, and enhance adherence.
 - Knowledge of new nursing principles and technology in order to maintain competence and certification by attending continuing education and professional development programs.
 - Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
 - **Infection Control Nursing.** Includes:
 - Ability to implement prevention and control activities that are specific to the practice setting, the population served, and the continuum of care in order to protect the patient, the healthcare workers, and the community.

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- Ability to integrate surveillance findings into the organization’s plan for improvement of practice and outcomes in order to ensure compliance with the command’s Infection Control policy.
 - Ability to conduct surveillance and investigations by using epidemiological principles in order to determine the cause of outbreak situations.
 - Ability to use a systematic approach to surveillance in order to monitor effectiveness of prevention and control strategies that are consistent with the organization’s goals and objectives.
 - Ability to develop a surveillance plan based on the population(s) served, services provided, and previous surveillance data, if available, in order to determine the extent or presence of actual or potential health hazards.
 - Ability to select indicators based on the projected use of the data (i.e., external benchmarking and/or internal trending) and use standardized definitions for the identification and classification of events, indicators, or outcomes in order to ensure consistency and relevancy of results.
 - Ability to serve as an educational resource for infection prevention and control and healthcare epidemiology in order to provide accurate information to population serviced. Ability to collaborate in the development, delivery, and evaluation of educational programs or tools that relate to infection prevention, control, and epidemiology in order to develop effective learning programs which provide effective learning to adult groups.
 - Ability to maintain access to current information on infection prevention and control and epidemiology, in order to maintain competence.
 - Ability to provide expert knowledge and guidance on the function, role, and value of the infection surveillance, prevention, and control program to customers in order to articulate the issues relative to prevention and protection and allay fears.
 - Ability to ensure that findings, recommendations, and policies of the infection control program are disseminated to appropriate groups or individuals in order to ensure corrective actions are implemented.
 - Ability to provide consultation to administration, committees, staff, managers, and patients on issues regarding infection prevention and control and epidemiology in order to relay information and coordinate programs.
 - Ability to establish an infection surveillance, prevention, and control program in order to ensure that the program is an integral component of the plan for improvement of practice and patient outcomes.
 - Ability to coordinate the organization’s infection prevention and control improvement activities in order to conduct a cohesive program.
 - Ability to contribute epidemiological skills to improvement processes in order to evaluate the impact of care on infection outcomes.

- Ability to systematically evaluate the quality and effectiveness of the infection surveillance, prevention, and control program in order to modify as necessary.
- Ability to incorporate the principles of fiscal responsibility into the infection control program in order to ensure optimal stewardship of resources.
- Ability to determine appropriate resources needed to accomplish mission needs and to evaluate use of newly developed infection control technology or products in order to determine cost-effectiveness.
- Ability to integrate cost accounting data into the analysis of nosocomial infection reports in order to ensure accuracy of reports.
- Ability to document cost reduction in the organization through infection surveillance, prevention, and control program activities in order to validate value of the program.
- Knowledge of public health issues, infection prevention and control practice and research principles and techniques in order to critically evaluate research and incorporate findings into practice.
- Ability to disseminate relevant published research findings, recommendations, and policies through practice, education, or consultation in order to enhance education, wellness, and prevention of disease.
- Ability to participate in infection prevention and control-related research independently or collaboratively in order to manage individual or population health and continuously improve practice.
- Ability to publish or present research findings in order to assist in advancing the field of infection prevention and control and epidemiology.

Master Training Plan

Employees enter this occupational series at various levels with varying degrees of preparation, capability, and potential for growth. For this reason, training identified for an employee should be based on what formal training and/or OJT the employee brings to the job in comparison to that required for advancement as outlined in this ACTEDS Plan. Consideration should be given to documenting prior experience and training. ACTEDS training is divided into two categories: Universal and Competitive.

Universal Training. Universal training requirements provide standardized competencies across the occupational series to all employees who have similar duties and responsibilities. Universal training requirements are prioritized to assist commanders in planning and programming for training funds. Universal training priorities are as follows:

- **Priority I (U1)** - Mandatory training that is typically a condition of employment, must be successfully completed within a specified time period, and meets one or more of the following criteria: (a) employee must have for acceptable performance; (b) training is

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essential for mission accomplishment; (c) training is mandated by higher authority (law or DoD) or is required for health, certification, or safety reasons.

- **Priority II (U2)** - Training that should be successfully completed within a specified time period, but may be delayed if funding is not available, and should meet one or both of the following criteria: (a) employee should have for maximum proficiency, and/or (b) training improves the quality of mission accomplishment.
- **Priority III (U3)** - Training that should be funded after Priority I and II requirements and should meet one or both of the following: (a) provides or enhances competencies needed on the job, or (b) leads to improved mission accomplishment.

NOTE: CP53 funding (tuition and/or per diem) may be available for courses listed in the MTP in accordance with (IAW) guidance listed at Annex Y.

NOTE: A single asterisk (*) for a priority means “according to individual job requirement.” A double asterisk (**) indicates a “recurring training requirement.” A triple asterisk (***) means “by exception.”

Competitive Training. This category includes developmental opportunities for which individuals are competitively selected. It covers Armywide competitive programs such as the Senior Service Colleges, Fellowship Programs (such as the Army Congressional Fellowship Program), and the CES courses conducted at the AMSC, that are centrally funded by the Deputy Chief of Staff, G-1. Competitive professional development opportunities include university study, development assignments, training-with-industry, and short-term training, which are funded by either the Army Commands (ACOMS), the Army Service Component Commands (ASCCs), Direct Reporting Units (DRUs), or the installations. The annual ACTEDS Training Catalog (<http://www.cpol.army.mil/library/train/catalog/>) contains specific information about competitive development opportunities, along with necessary procedural and application requirements.

The following chart is the Master Training Plan for Infection Control Nursing. It addresses the specialized occupational and professional development training required by grade level. Additional training is identified in the Master Training Plan for RNs on page 26.

Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience		
		GS-10	GS-11/12	GS-13/14
Prevention and Control of Hospital Associated Infections (Basic) Local Installation FT	CP53/X	U1	U1	
Communicable Disease Control CDC CC/OL	CP53/X	U1	U1	

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Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience		
		GS-10	GS-11/12	GS-13/14
Multi-Drug Resistant Organisms: Gram Positive Professional Organization Based CC/OL	CP53	U2	U1	
Antimicrobial Resistance CDC FT	CP53	U2	U1	
ICE I – Infection Control and Epidemiology Professional Organization Based FT	CP53	U1	U1	
ICE II – Clinical Problem Solving in Multiple Practice Settings Professional Organization Based FT	CP53		U1	
ICE III – The Research Model for Performance Improvement Professional Organization Based FT	CP53		U2/U1	U1
Patient Safety: Tools for Implementing an Effective Program Professional Based Organization FT	CP53/X		U2	U1
Nurse Infection Control Course University Based FT	CP53			
Certification Review Course Professional Based Organization FT	CP53		U1	
National Certification in Infection Control Professional Based Organization FT	CP53		U1**	U1**
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1	U1
Supervisor Development Course AMSC DL	X	U1*	U1*	U1*
Certifications Professional Organization FT	CP53	U3*	U3*	U3*

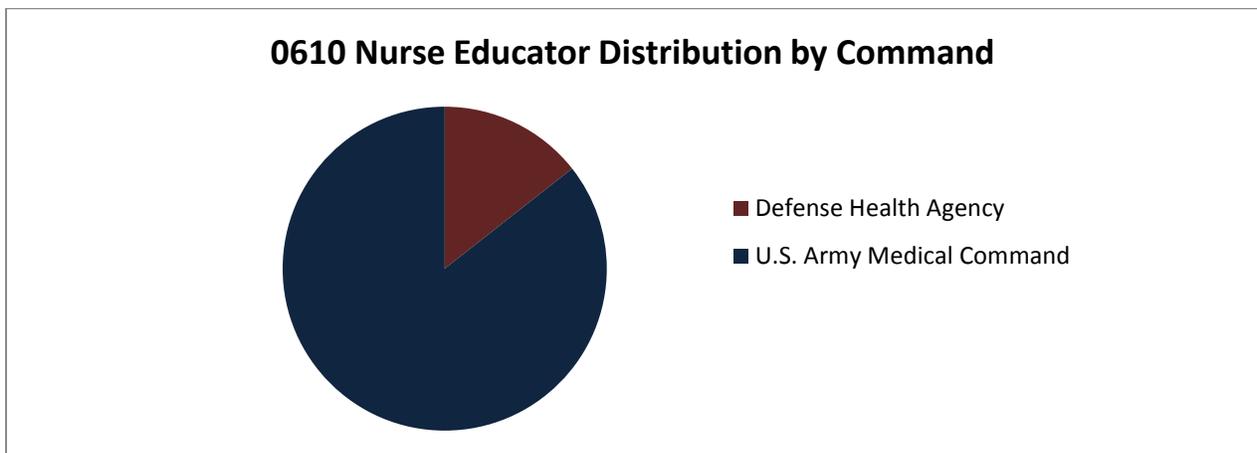
Certification/Licensure. Registered Nurses employed by MEDCOM must possess and maintain a current, active, valid, and unrestricted license from a US jurisdiction before providing healthcare services to patients. All positions require graduation from a nursing program accredited by the US Department of Education. Some positions also may require a minimum of a Bachelor's, Master's, or Doctoral degree in Nursing. Some positions may require national certification. Regardless of position requirements, pursuing certification demonstrates the employee's commitment to lifelong learning and the highest standards of the profession.

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Annex M – Series 0610- Registered Nurse (Nurse Educator)

Overview. The Army employs approximately 125 (source: DCPDS, 5 June 2014) employees in the 0610 Registered Nurse (Nurse Educator) functional specialty. The 0610 series covers a diverse set of nursing functional specialties and due to the sometimes overlapping requirements of the positions, the numbers cited for each of the 0610 functional specialties are approximate.

Nurse Educators are assigned to CP53 for career development and training. They are employed by the US Army Medical Command and the Defense Health Agency (DHA), as shown below. Nurse Educators assigned in MEDCOM are located throughout the world and work primary in the MEDCENS, MEDDACs, and the Institute of Surgical Research.



Nurse Educators are primarily compensated through the General Schedule (GS) civilian pay plan.

Occupational Series Information. The Nurse Educator uses learning needs, performance indicators, and current evidence to design, implement, evaluate, and revise academic and continuing education programs required to build critical thinking and performance competency. Nurse Educators must demonstrate fundamental clinical skills as prerequisite for this specialty and also may be required to possess managerial experience to assist organizations with managing their nurse workforce. Emphasis is placed on training new Nurse Educators to possess knowledge in (1) Fundamentals of Nursing Professional Development (Staff Development), (2) Fundamentals of law and policy to include federal, DA, and professional directives impacting education within the scope of the position, (3) Use of computer technology and software required in the position, (4) Evidence or new findings related to the position. Additionally, advanced Nurse Educators are recognized as subject-matter-experts and are given

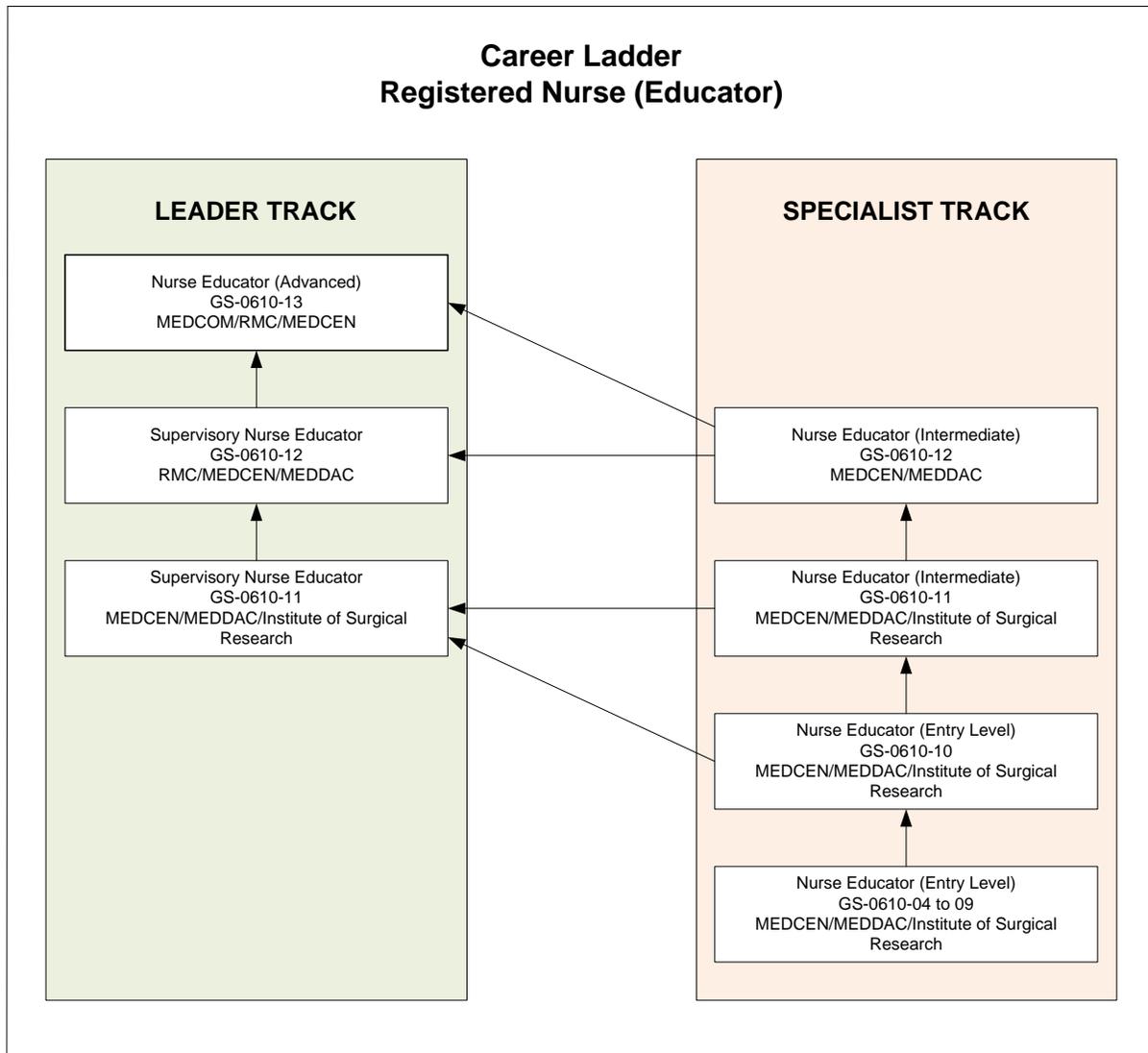
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authority to make decisions/recommendations that significantly affect the content, interpretation, or development of Army policies or programs concerning critical matters or major issues within their individual nursing community.

Mission Critical Occupation. The 0610-Registered Nurse (and all sub-specialties) occupational series has been designated a Mission Critical Occupation.

Career Ladder

The career ladder illustrates the typical pattern of progression from entry level to an advanced level in the GS-0610 Registered Nurse (Nurse Educator) series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the Nurse Educator specialty should be guided by the qualification standards established by OPM ([Qualification Standards for Series 0610, Nurse](#)). The career ladder shown in this ACTEDS Plan assumes that individuals employed at various grade levels have met the minimum requisite qualifications in this series.



Draft Functional Competencies

The following competencies apply to Nurse Educators in the performance of assigned duties. Although employees are responsible for managing their careers, supervisors must ensure that employees under their supervision have or are provided opportunities to obtain the required competencies required to perform their duties through formal and OJT. These competencies were developed as part of the MCO competency development effort and have been vetted by subject-matter-experts and Army G-1.

- **Alternative Care Procedures.** Knowledge of the procedures to refer clients to alternative resources as appropriate and the ability to make such referrals in order to ensure the optimal level of care to patients.
- **Basic Interviewing and Communication Techniques.** Ability to use skill in basic interviewing and communication techniques in order to formulate an accurate assessment of the patient's condition and needs.
- **Consultation with Doctors and Patients.** Ability to seek consultation in complex, multifaceted patient health problems in order to promote integrated continuous care.
- **Critical Evaluation of Research.** Ability to critically evaluate research studies and apply findings to practiced discipline in order to incorporate/disseminate relevant results (Evidence-Based Practice).
- **Diagnosis.** Ability to formulate a nursing diagnosis based on the nursing assessment, in order to develop a plan of care to meet defined patient needs in concert with other healthcare disciplines.
- **Ethics.** Includes:
 - Knowledge of ethical theories and principles in order to protect patient rights and confidentiality.
 - Ability to identify professional liability and malpractice issues relating to access of records, Nurse Practice Acts, and the Nursing Code of Ethics in order to ensure adherence within legal and professional parameters.
- **Healthcare Management.** Ability to apply the principles of healthcare management in order to promote the best outcomes for the health of the patient.
- **Healthcare Practices.** Knowledge of cultural variables in health practices, in order to determine their impact on health and wellness, and the ability to accommodate such variables in developing a plan of care.
- **Legal Principles Applied to Nursing.** Knowledge of legal aspects regarding nursing and the provision of nursing care in order to protect the patient, the nurse, and the employer.
- **Medicine and Dentistry.** Knowledge of the diagnosis and treatment of injuries, diseases, and deformities, including preventive healthcare measures.
- **Nursing.** Including:
 - Understanding of medical terms and medical occupational areas in order to effectively communicate with other medical personnel and effectively advocate for customers/clients to ensure continuity of care.
 - Ability to complete a thorough nursing assessment and health history to include physiological and psychosocial aspects in order to implement, evaluate, and monitor an effective nursing care program.
 - Knowledge of nursing techniques in personal, therapeutic, preventive, and rehabilitative care in order to develop effective individualized plans of care.

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- Ability to function as a healthcare advocate for individuals, families, and communities in order to provide support to the patient.
 - Ability to use skill in providing instructions to clients, families, and other healthcare providers in order to meet the patient's healthcare needs.
 - Knowledge of human behavior and performance in various contexts, mental processes, or the assessment and treatment of behavioral and affective disorders.
 - Ability to review, interpret, and appropriately refer diagnostic and consultative findings.
 - Ability to execute procedures, requirements, regulations, and policies related to specialized expertise.
 - **Biology.** Knowledge of the environment, plant and animal living tissue, cells, organisms, and entities, including their functions, interdependencies, and interactions with each other and the environment.
 - **Chemistry.** Knowledge of chemicals, including hazardous materials, and their uses, interactions, dangers, production, and disposal.
 - **Education.** Includes:
 - Ability to plan, implement, and evaluate the effectiveness of educational programs designed for the educational needs of patients and staff in order to enhance education and wellness.
 - Ability to apply the principles of teaching to patients, patient's sponsors, and patient support groups in order to provide information, evaluate understanding, and enhance adherence.
 - Knowledge of new nursing principles and technology in order to maintain competence and certification by attending continuing education and professional development programs.
 - Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
 - **Education Services.** Includes:
 - Ability to develop and conduct formative evaluation of an interactive, multimedia, multi-method approach to teaching adults in order to create an effective learning experience.
 - Knowledge of the Army Distance Learning (DL) Plan to include effectively assimilating the necessary components, both human and capital, in order to effectively deliver diversified learning opportunities to the installation.
 - Ability to assess student learning through multi-distance learning modes in order to ensure effectiveness of training experience.
 - Ability to perform and provide instruction to others in basic and advanced life support using case-based teaching that emphasizes critical assessment-management of ABCD Surveys and implementing algorithms.

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- Ability to ensure contract compliance (e.g., monitor performance, participate in process review, inspect deliverables for quality assurance and authorize payment for deliverables) in order to ensure optimal stewardship of resources.
 - Ability to perform front-end analysis, curriculum design, and curriculum evaluation in order to evaluate all components of instructional design.
 - Knowledge of basic statistical techniques including level of significance, confidence intervals, mean, median, mode, standard deviation, trend line analysis, and linear and non-linear regression in order to interpret data.
 - Ability to determine quality of projects, programs, or performance by comparison against standards or objectives in order to determine feasibility of extending or duplicating the project.
 - Knowledge of the techniques for teaching traditional subjects to adults in non-traditional ways, and the socio-technical approaches to organization learning in order to provide information, evaluate understanding, and enhance adherence.
 - **Education Management.** Includes:
 - Ability to plan, organize, and establish objectives, requirements, priorities, and deadlines in order to determine course of action for work.
 - Ability to coordinate logistical support with academic institutions in order to determine equipment needs, control inventory, schedule activities, manage education center funds and meet reports requirements.
 - Ability to plan, develop, and implement programs designed to provide career-related and self-development education at the Division level in order to increase employee retention and enhance job performance.
 - Ability to obtain information, define problems, identify relationships, evaluate quality, assess impacts, and make conclusion/recommendations in order to determine quality of projects, programs, or performance by comparison against standards or objectives.
 - Ability to make objective decisions, perceive the implications of decisions, and commit to action, even in uncertain situations, in order to accomplish organizational goals and enact changes.
 - Ability to use new technologies in order to manage all aspects of a variety of continuing education programs ranging from basic skills remediation to graduate degree programs.
 - Ability to develop new or revise existing policies, procedures, programs, or solutions to problems in order to enhance nursing education management and performance.
 - Ability to determine short- and long-term goals and objectives, functional policies, plans, organizational structure, and systems in order to achieve objectives effectively.

- Knowledge of accreditation process (to include policies, standards) in order to ensure program compliance.
- Knowledge of civilian personnel functions to include: training and development opportunities and assignments; short- and long-term training in accordance with Government Employee's Training Act, 5 USC 41, 5 CFR 410 and AR 690-400, Chapter 410; employee development; appraisals; career counseling (performance feedback, guidance, review, goal setting, and development of performance standards in accordance with 5 USC.43, 5 CFR 430 and AR 690-400, Chapter 430) in order to ensure compliance.
- **Marketing.** Ability to market the nurse educator program (e.g., marketing plans, briefings, news releases, command letters, pamphlets, and brochures) in order to gain support of adult education programs.

Master Training Plan

Employees enter this occupational series at various levels with varying degrees of preparation, capability, and potential for growth. For this reason, training identified for an employee should be based on what formal training and/or OJT the employee brings to the job in comparison to that required for advancement as outlined in this ACTEDS Plan. Consideration should be given to documenting prior experience and training. ACTEDS training is divided into two categories: Universal and Competitive.

Universal Training. Universal training requirements provide standardized competencies across the occupational series to all employees who have similar duties and responsibilities. Universal training requirements are prioritized to assist commanders in planning and programming for training funds. Universal training priorities are as follows:

- **Priority I (U1)** - Mandatory training that is typically a condition of employment, must be successfully completed within a specified time period, and meets one or more of the following criteria: (a) employee must have for acceptable performance; (b) training is essential for mission accomplishment; (c) training is mandated by higher authority (law or DoD) or is required for health, certification, or safety reasons.
- **Priority II (U2)** - Training that should be successfully completed within a specified time period, but may be delayed if funding is not available, and should meet one or both of the following criteria: (a) employee should have for maximum proficiency, and/or (b) training improves the quality of mission accomplishment.
- **Priority III (U3)** - Training that should be funded after Priority I and II requirements and should meet one or both of the following: (a) provides or enhances competencies needed on the job, or (b) leads to improved mission accomplishment.

NOTE: CP53 funding (tuition and/or per diem) may be available for courses listed in the MTP in accordance with (IAW) guidance listed at Annex Y.

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NOTE: A single asterisk (*) for a priority means “according to individual job requirement.” A double asterisk (**) indicates a “recurring training requirement.” A triple asterisk (***) means “by exception.”

Competitive Training. This category includes developmental opportunities for which individuals are competitively selected. It covers Armywide competitive programs such as the Senior Service Colleges, Fellowship Programs (such as the Army Congressional Fellowship Program), and the CES courses conducted at the AMSC, that are centrally funded by the Deputy Chief of Staff, G-1. Competitive professional development opportunities include university study, development assignments, training-with-industry, and short-term training, which are funded by either the Army Commands (ACOMS), the Army Service Component Commands (ASCCs), Direct Reporting Units (DRUs), or the installations. The annual ACTEDS Training Catalog (<http://www.cpol.army.mil/library/train/catalog/>) contains specific information about competitive development opportunities, along with necessary procedural and application requirements.

The following chart is the Master Training Plan for Nurse Educators. It addresses the specialized occupational and professional development training required by grade level. Additional training is identified in the Master Training Plan for RNs on page 26.

Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience				
		GS-04 to 09	GS-10	GS-11	GS-12	GS-13
Hospital Educator’s Course (6E-300/A0526) ATRRS (www.ATRRS.army.mil) DL	X	U1	U1	U1	U1	U1
Office Management Course Graduate School USA FT	CP53		U3	U3	U3	U3
Writing for Results CHRA FT	X	U1	U1	U1	U1	U1
HR for Supervisors CHRA FT	X	U3	U3	U2	U2	U2
Advanced Human Resource Executive Program University Based FC	CP53				U1*	U1*
Basic Life Support Instructor AHA FT	X	U1**	U1**	U1**	U1**	U1**
Advanced Cardiac Life Support AHA FT	CP53	U1**	U1**	U1**	U1**	U1**
Pediatric Advanced Life Support Instructor AHA FT	X	U1**	U1**	U1**	U1**	U1**

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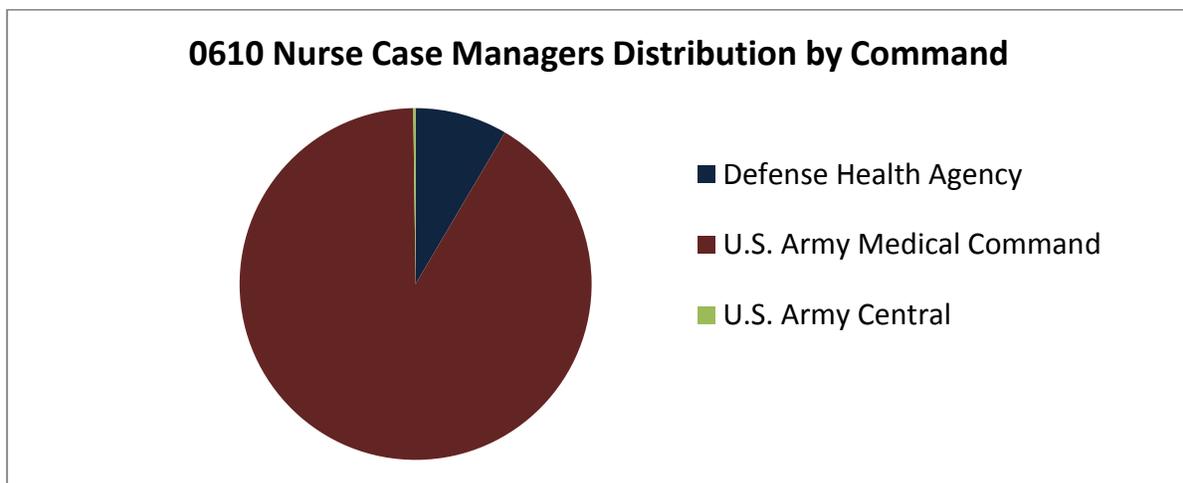
Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience				
		GS-04 to 09	GS-10	GS-11	GS-12	GS-13
Data Collection Analysis (FINC207) ATRRS DL	X	U2	U2	U2	U2	U2
DOD Worldwide Education Symposium DANTES FT	X				U2	U2
Adult Literacy Technology Local FT	X	U3	U2	U1		
E-Learning Facilitator Training (5K-F17/520-F12) ATRRS/AMEDDC&S DL	X	U2	U2	U2	U1	U1
Program Results Evaluation Methods Vendor/Local FT	CP53			U1	U1	U1
Analysis and Application of Customer Satisfaction Measurements Professional Organization FT	CP53				U1	U1
Systems Approach to Training – 21 (5K-F4/520-F4) Core ATRRS/AMEDDC&S DL	CP53/X	U2	U2	U1	U1	U1
Nursing Professional Development Organization Learning Activities DL	CP53	U3	U3	U3	U3	U3
Certified Nurse Educator Professional Organization FT	CP53	U3	U3	U3	U3	U3
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1	U1	U1	U1
Supervisor Development Course AMSC DL	X	U1*	U1*	U1*	U1*	U1*
Certifications Professional Organization FT	CP53	U3*	U3*	U3*	U3*	U3*

Certification/Licensure. Registered Nurses employed by MEDCOM must possess and maintain a current, active, valid, and unrestricted license from a US jurisdiction before providing healthcare services to patients. All positions require graduation from a nursing program accredited by the US Department of Education. Some positions also may require a minimum of a Bachelor's, Master's, or Doctoral degree in Nursing. Some positions may require national certification. Regardless of position requirements, pursuing certification demonstrates the employee's commitment to lifelong learning and the highest standards of the profession.

Annex N – Series 0610 Registered Nurse (Nurse Case Manager)

Overview. The Army employs approximately 472 (source: DCPDS, 5 June 2014) employees in the 0610 Registered Nurse (Nurse Case Manager) functional specialty. The 0610 series covers a diverse set of nursing functional specialties and due to the sometimes overlapping requirements of the positions, the numbers cited for each of the 0610 functional specialties are approximate.

Nurse Case Managers are assigned to CP53 for career development and training. They are predominately employed by the US Army Medical Command and the Defense Health Agency (DHA), as shown below. Nurse Case Managers in MEDCOM are located throughout the world and work primarily in the MEDCENS and MEDDACs.



Nurse Case Managers are primarily compensated through the General Schedule (GS) civilian pay plan.

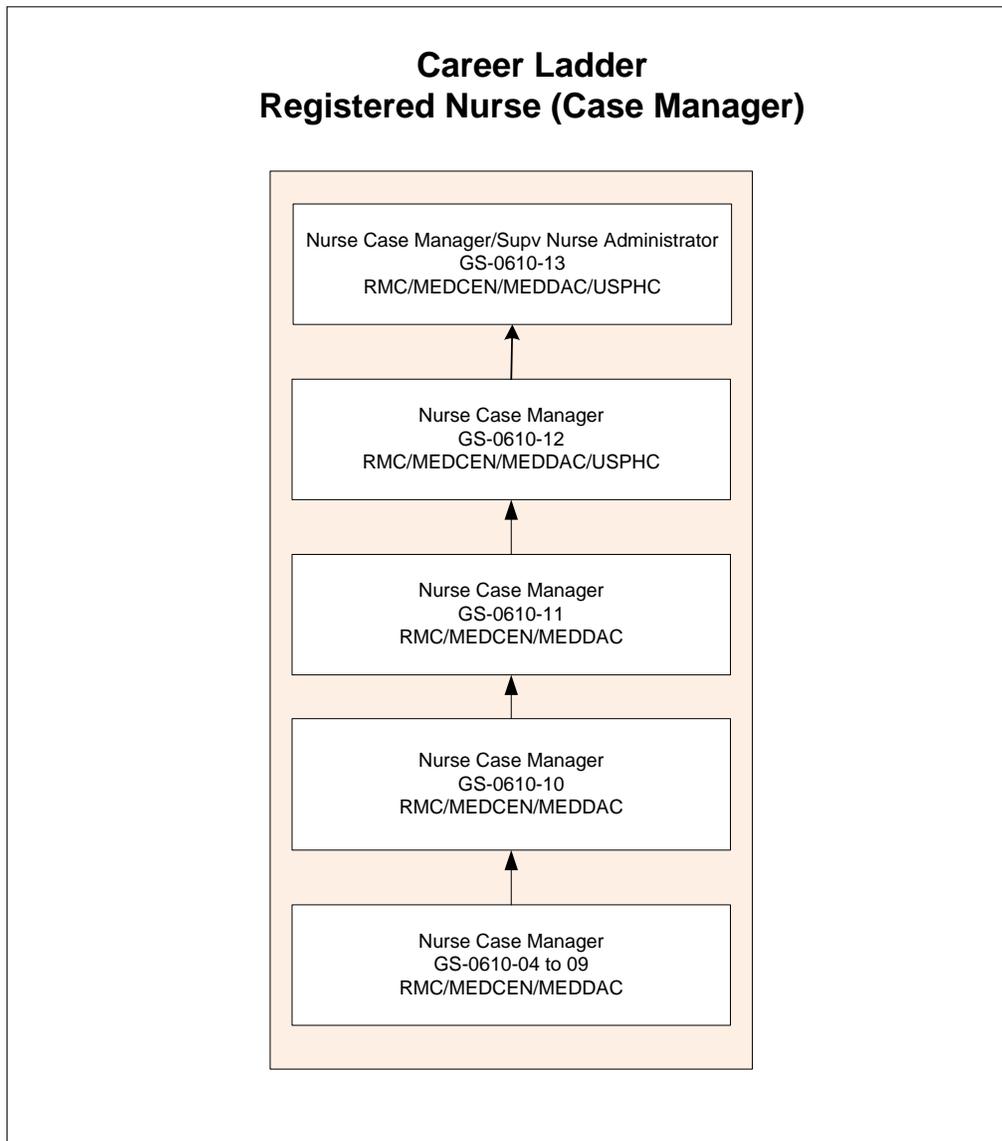
Occupational Series Information. Nurse Case Managers are licensed nurses who coordinate patient care in a specific setting, or within a specific population, in order to provide optimal treatment. Actual duties of each Nurse Case Manager will differ based on specialty. In general, Nurse Case Managers use their advanced knowledge of nursing concepts, theories, principals, and procedures to help patients and their families through the overall treatment process. Their efforts help outline a plan of continuous care for patients who may need a consistent medical regimen or require special accommodations to meet unique medical needs.

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Mission Critical Occupation. The 0610-Registered Nurse (and all sub-specialties) occupational series has been designated a Mission Critical Occupation.

Career Ladder

The career ladder illustrates the typical pattern of progression from entry level to an advanced level in the GS-0610 Registered Nurse (Nurse Case Manager) series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the Nurse Case Manager specialty should be guided by the qualification standards established by OPM ([Qualification Standards for Series 0610, Nurse](#)). The career ladder shown in this ACTEDS Plan assumes that individuals employed at various grade levels have met the minimum requisite qualifications in this series.



Draft Functional Competencies

The following competencies apply to Nurse Case Managers in the performance of assigned duties. Although employees are responsible for managing their careers, supervisors must ensure that employees under their supervision have or are provided opportunities to obtain the required competencies required to perform their duties through formal and OJT. These competencies were developed as part of the MCO competency development effort and have been vetted by subject-matter-experts and Army G-1.

- **Alternative Care Procedures.** Knowledge of the procedures to refer clients to alternative resources as appropriate and the ability to make such referrals in order to ensure the optimal level of care to patients.
- **Basic Interviewing and Communication Techniques.** Ability to use skill in basic interviewing and communication techniques in order to formulate an accurate assessment of the patient's condition and needs.
- **Consultation with Doctors and Patients.** Ability to seek consultation in complex, multifaceted patient health problems in order to promote integrated continuous care.
- **Critical Evaluation of Research.** Ability to critically evaluate research studies and apply findings to practiced discipline in order to incorporate/disseminate relevant results (Evidence-Based Practice).
- **Diagnosis.** Ability to formulate a nursing diagnosis based on the nursing assessment, in order to develop a plan of care to meet defined patient needs in concert with other healthcare disciplines.
- **Ethics.** Includes:
 - Knowledge of ethical theories and principles in order to protect patient rights and confidentiality.
 - Ability to identify professional liability and malpractice issues relating to access of records, Nurse Practice Acts, and the Nursing Code of Ethics in order to ensure adherence within legal and professional parameters.
- **Healthcare Management.** Ability to apply the principles of healthcare management in order to promote the best outcomes for the health of the patient.
- **Healthcare Practices.** Knowledge of cultural variables in health practices, in order to determine their impact on health and wellness, and the ability to accommodate such variables in developing a plan of care.
- **Legal Principles Applied to Nursing.** Knowledge of legal aspects regarding nursing and the provision of nursing care in order to protect the patient, the nurse, and the employer.
- **Medicine and Dentistry.** Knowledge of the diagnosis and treatment of injuries, diseases, and deformities, including preventive healthcare measures.
- **Nursing.** Including:
 - Ability to use understanding of medical terms and medical occupational areas in order to effectively communicate with other medical personnel and effectively advocate for customers/clients to ensure continuity of care.
 - Ability to complete a thorough nursing assessment and health history to include physiological and psychosocial aspects in order to implement, evaluate, and monitor an effective nursing care program.
 - Knowledge of nursing techniques in personal, therapeutic, preventive, and rehabilitative care in order to develop effective individualized plans of care.

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- Ability to function as a healthcare advocate for individuals, families, and communities in order to provide support to the patient.
 - Ability to use skill in providing instructions to clients, families, and other healthcare providers in order to meet the patient's healthcare needs.
 - Knowledge of human behavior and performance in various contexts, mental processes, or the assessment and treatment of behavioral and affective disorders.
 - Ability to review, interpret, and appropriately refer diagnostic and consultative findings.
 - Ability to execute procedures, requirements, regulations, and policies related to specialized expertise.
 - **Biology.** Knowledge of the environment, plant and animal living tissue, cells, organisms, and entities, including their functions, interdependencies, and interactions with each other and the environment.
 - **Chemistry.** Knowledge of chemicals, including hazardous materials, and their uses, interactions, dangers, production, and disposal.
 - **Education.** Includes:
 - Ability to plan, implement, and evaluate the effectiveness of educational programs designed for the educational needs of patients and staff in order to enhance education and wellness.
 - Ability to apply the principles of teaching to patients, patient's sponsors, and patient support groups in order to provide information, evaluate understanding, and enhance adherence.
 - Knowledge regarding new nursing principles and technology in order to maintain competence and certification by attending continuing education and professional development programs.
 - Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
 - **Nursing/Case Management.** Including:
 - Ability to collect, organize, record, and communicate data relevant to primary health assessments including a detailed medical history in order to develop time sensitive treatment plans which delineate the expected process of care delivery for selected case-managed patients or populations.
 - Ability to assess patient via the telephone, using established protocols, in order to provide appropriate and cost-effective care.
 - Ability to establish priorities for patient/family care, monitor and evaluate progress toward the stated goals in order to provide coordinated, efficient, effective healthcare to its beneficiaries.
 - Ability to oversee discharge-planning activities in order to ensure ideal timing and sequencing of patient care.

- Knowledge of community resources, patient entitlement/benefit eligibility, and ability to access these resources in order to assist patients/families in optimizing their level of function and self-care
- Knowledge of current third party regulations and policies, with special emphasis on Defense Health Agency and Medicare benefits and services, in order to identify alternative financing sources to which DOD beneficiaries may be entitled.
- Ability to provide professional assistance to healthcare finders in order to identify patient’s needs for referrals to appropriate healthcare providers or facilities.
- Ability to negotiate, write, finalize, and administer product/service agreements to insure mutual compliance in meeting care goals.
- **Case Management/Education.** Includes:
 - Knowledge of patient education principles and management of complex medical, psychosocial, and financial problems in order to enhance patient/family adherence to individualized treatment plans and train peers and staff.
 - Knowledge of Case Management Society of America (CMSA) case management standards and ethics, Utilization Review Accreditation Commission (URAC) case management organizational standards, and Joint Commission for Accreditation of Healthcare Organizations (JCAHO) case management standards.
- **Quality Improvement.** Includes:
 - Ability to use preestablished utilization review criteria, recognize and report actual or potential quality and risk management issues in order to improve practice and ensure compliance.
 - Knowledge of CMSA case management standards and ethics, URAC case management organizational standards, JCAHO case management standards.
- **Evidence-Based Practice.** Ability to apply the principles of Evidence-Based Practice to assigned case load.

Master Training Plan

Employees enter this occupational series at various levels with varying degrees of preparation, capability, and potential for growth. For this reason, training identified for an employee should be based on what formal training and/or OJT the employee brings to the job in comparison to that required for advancement as outlined in this ACTEDS Plan. Consideration should be given to documenting prior experience and training. ACTEDS training is divided into two categories: Universal and Competitive.

Universal Training. Universal training requirements provide standardized competencies across the occupational series to all employees who have similar duties and responsibilities. Universal training requirements are prioritized to assist commanders in planning and programming for training funds. Universal training priorities are as follows:

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- **Priority I (U1)** - Mandatory training that is typically a condition of employment, must be successfully completed within a specified time period, and meets one or more of the following criteria: (a) employee must have for acceptable performance; (b) training is essential for mission accomplishment; (c) training is mandated by higher authority (law or DoD) or is required for health, certification, or safety reasons.
- **Priority II (U2)** - Training that should be successfully completed within a specified time period, but may be delayed if funding is not available, and should meet one or both of the following criteria: (a) employee should have for maximum proficiency, and/or (b) training improves the quality of mission accomplishment.
- **Priority III (U3)** - Training that should be funded after Priority I and II requirements and should meet one or both of the following: (a) provides or enhances competencies needed on the job, or (b) leads to improved mission accomplishment.

NOTE: CP53 funding (tuition and/or per diem) may be available for courses listed in the MTP in accordance with (IAW) guidance listed at Annex Y.

NOTE: A single asterisk (*) for a priority means “according to individual job requirement.” A double asterisk (**) indicates a “recurring training requirement.” A triple asterisk (***) means “by exception.”

Competitive Training. This category includes developmental opportunities for which individuals are competitively selected. It covers Armywide competitive programs such as the Senior Service Colleges, Fellowship Programs (such as the Army Congressional Fellowship Program), and the CES courses conducted at the AMSC, that are centrally funded by the Deputy Chief of Staff, G-1. Competitive professional development opportunities include university study, development assignments, training-with-industry, and short-term training, which are funded by either the Army Commands (ACOMS), the Army Service Component Commands (ASCCs), Direct Reporting Units (DRUs), or the installations. The annual ACTEDS Training Catalog (<http://www.cpol.army.mil/library/train/catalog/>) contains specific information about competitive development opportunities, along with necessary procedural and application requirements.

The following chart is the Master Training Plan for Nurse Case Managers. It addresses the specialized occupational and professional development training required by grade level. Additional training is identified in the Master Training Plan for RNs on page 26.

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Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience				
		GS-04 to 09	GS-10	GS-11	GS-12	GS-13
Nurse Case Management Program (6E-SIM9) ATRRS/AMEDDC&S (www.ATRRS.army.mil) DL	X	U1	U1	U1	U1	U1
Inferential Statistics University Based FT	CP53			U2	U2	U2
Health Outcomes Measurement University Based FT	CP53			U2	U2	U1
Advanced Health Assessment University Based FT	CP53			U3	U3	
PTS&R Advanced Training in Eye Movement Desensitization and Reprocessing (EMDR) Level 1 and 2 (NEW) AMEDDC&S Dept of Behavioral Health Sciences FT	X	U2	U2	U2	U2	U2
PTS&R Advanced Training in Cognitive Processing Therapy CONUS)(NEW) AMEDDC&S Dept of Behavioral Health Sciences (www.cs.amedd.army.mil/AHS) FT	X	U2	U2	U2	U2	U2
Prolonged Exposure (PE) Therapy for PTSD (6H-F44) (NEW) ATRRS/AMEDDC&S FT	X	U2	U2	U2	U2	U2
Sleep Dynamic Therapy (SDT) Training Course (PILOT) (NEW) AMEDDC&S Dept of Behavioral Health Sciences FT	X	U2	U2	U2	U2	U2
Hazard Communication Course (HAZCOM) OSHA/Vendor FT	CP53	U1*	U1*	U1*	U1*	U1*
Basics of Managed Care Professional Organizations FC	CP53	U1	U1	U1	U1	
Overview of Utilization Review/Coding Professional Organizations FC	CP53	U1	U1	U1	U1	
Health Benefits/Eligibility (Tricare, Medicare) Professional Organization OJT	CP53	U1	U1	U1	U1	
Facilitator Training Course Professional Organizations FC	CP53	U3	U3	U3	U3	
Contract Negotiation Professional Organizations FC	CP53			U2	U2	U1
Health Educator Certification Professional Organization FT	CP53			U3*	U3*	U3*
Health Promotion Director University Based/Professional Organization/Private Industry FT/OJT	CP53			U3*	U3*	U3*
Developing Program Documents Professional Organization FT/OJT	CP53			U2	U2	U2

CP53 ACTEDS Plan for Nursing Occupations

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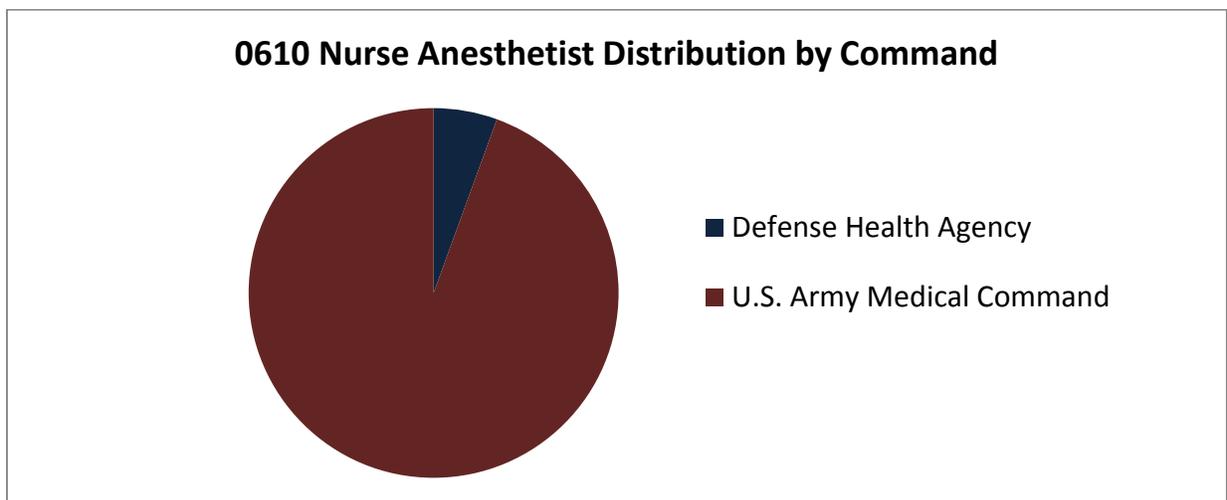
Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience				
		GS-04 to 09	GS-10	GS-11	GS-12	GS-13
Quantitative Methods Course University Based FT	CP53				U2	U2
Managerial Accounting Course University Based FT	CP53				U2	U3
Principles of Finance Course University Based FT	CP53				U3	U3
Adult Learning Course University Based FT	CP53	U2	U2	U2	U2	
Health Plan Employer Data and Information Set (HEDIS) Local OJT	CP53	U2	U2	U2	U2	
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1	U1	U1	U1
Supervisor Development Course AMSC DL	X	U1*	U1*	U1*	U1*	U1*
Certifications Professional Organization FT	CP53	U1	U1	U1	U1	U1**

Certification/Licensure. Registered Nurses employed by MEDCOM must possess and maintain a current, active, valid, and unrestricted license from a US jurisdiction before providing healthcare services to patients. All positions require graduation from a nursing program accredited by the US Department of Education. Some positions also may require a minimum of a Bachelor's, Master's, or Doctoral degree in Nursing. Some positions may require national certification. Regardless of position requirements, pursuing certification demonstrates the employee's commitment to lifelong learning and the highest standards of the profession.

Annex O – Series 0610 Certified Registered Nurse Anesthetist

Overview. The Army employs approximately 90 (source: DCPDS, 5 June 2014) employees in the 0610 Certified Registered Nurse Anesthetist (CRNA) functional specialty. The 0610 series covers a diverse set of nursing functional specialties and due to the sometimes overlapping requirements of the positions, the numbers cited for each of the 0610 functional specialties are approximate.

Certified Registered Nurse Anesthetists are assigned to CP53 for career development and training. They are employed by the US Army Medical Command and the Defense Health Agency (DHA), as shown below. Nurse Anesthetists assigned to MEDCOM are located throughout the world and work primary in the MEDCENs and MEDDACs.



Certified Registered Nurse Anesthetists are primarily compensated through the General Schedule (GS) civilian pay plan.

Occupational Series Information. Certified Registered Nurse Anesthetists work in a specialty area in the field of nursing that focuses on the care of patients under the influence of anesthesia. In essence, CRNAs monitor patients before, during, and after a dosage of anesthesia has been given. They ensure the patient is watched at all times and the vital signs remain normal, and that the patient wakes up from anesthesia as healthy as they were when they went to sleep.

A CRNA works in collaboration with anesthesiologists, surgeons, and other physicians and medical professionals to deliver anesthesia for medical and surgical procedures. Typically their

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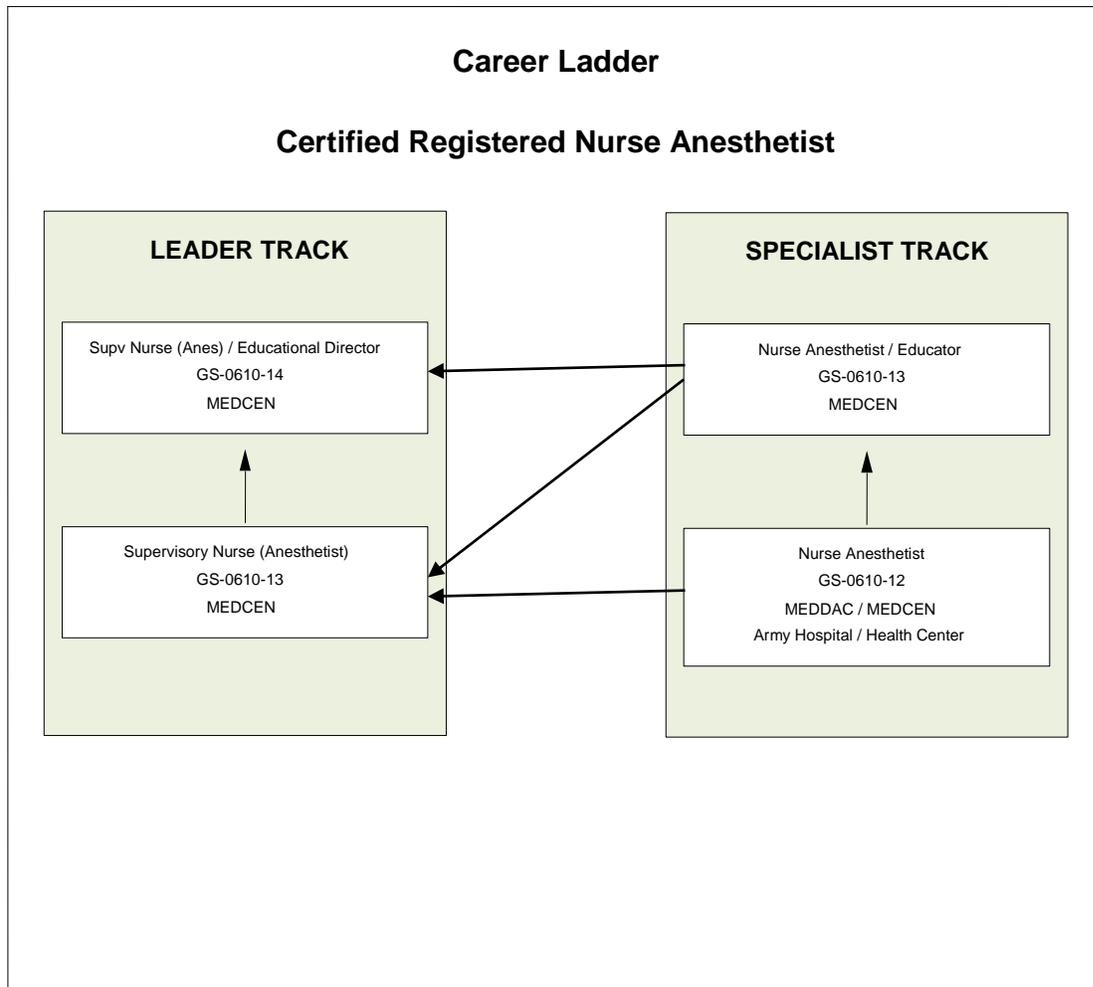
duties involve performing a patient assessment, preparing the patient for anesthesia, administering and maintaining the anesthesia to ensure proper sedation and pain management, overseeing patient recovery from anesthesia and caring for the patient's immediate post-operative needs.

Mission Critical Occupation. The 0610-Registered Nurse (and all sub-specialties) occupational series has been designated a Mission Critical Occupation.

Career Ladder

The career ladder illustrates the typical pattern of progression from entry level to an advanced level in the GS-0610 series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the CRNA specialty should be guided by the qualification standards established by OPM ([Qualification Standards for Series 0610, Nurse](#)). The career ladder shown in this ACTEDS Plan assumes that individuals employed at various grade levels have met the minimum requisite qualifications in this series.

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Draft Functional Competencies

The following competencies apply to CRNAs in the performance of assigned duties. Although employees are responsible for managing their careers, supervisors must ensure that employees under their supervision have or are provided opportunities to obtain the required competencies required to perform their duties through formal and OJT. These competencies were developed as part of the MCO competency development effort and have been vetted by subject-matter-experts and Army G-1.

- Alternative Care Procedures.** Knowledge of the procedures to refer clients to alternative resources as appropriate and the ability to make such referrals in order to ensure the optimal level of care to patients.

- **Basic Interviewing and Communication Techniques.** Ability to use skill in basic interviewing and communication techniques in order to formulate an accurate assessment of the patient's condition and needs.
- **Consultation with Doctors and Patients.** Ability to seek consultation in complex, multifaceted patient health problems in order to promote integrated continuous care.
- **Critical Evaluation of Research.** Ability to critically evaluate research studies and apply findings to practiced discipline in order to incorporate/disseminate relevant results (Evidence-Based Practice).
- **Diagnosis.** Ability to formulate a nursing diagnosis based on the nursing assessment, in order to develop a plan of care to meet defined patient needs in concert with other healthcare disciplines.
- **Ethics.** Includes:
 - Knowledge of ethical theories and principles in order to protect patient rights and confidentiality.
 - Ability to identify professional liability and malpractice issues relating to access of records, Nurse Practice Acts, and the Nursing Code of Ethics in order to ensure adherence within legal and professional parameters.
- **Healthcare Management.** Ability to apply the principles of healthcare management in order to promote the best outcomes for the health of the patient.
- **Healthcare Practices.** Knowledge of cultural variables in health practices, in order to determine their impact on health and wellness, and the ability to accommodate such variables in developing a plan of care.
- **Legal Principles Applied to Nursing.** Knowledge of legal aspects regarding nursing and the provision of nursing care in order to protect the patient, the nurse, and the employer.
- **Medicine and Dentistry.** Knowledge of the diagnosis and treatment of injuries, diseases, and deformities, including preventive healthcare measures.
- **Nursing.** Including:
 - Ability to use understanding of medical terms and medical occupational areas in order to effectively communicate with other medical personnel and effectively advocate for customers/clients to ensure continuity of care.
 - Ability to complete a thorough nursing assessment and health history to include physiological and psychosocial aspects in order to implement, evaluate, and monitor an effective nursing care program.
 - Knowledge of nursing techniques in personal, therapeutic, preventive, and rehabilitative care in order to develop effective individualized plans of care.
 - Ability to function as a healthcare advocate for individuals, families, and communities in order to provide support to the patient.

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- Ability to use skill in providing instructions to clients, families, and other healthcare providers in order to meet the patient's healthcare needs.
 - Knowledge of human behavior and performance in various contexts, mental processes, or the assessment and treatment of behavioral and affective disorders.
 - Ability to review, interpret, and appropriately refer diagnostic and consultative findings.
 - Ability to execute procedures, requirements, regulations, and policies related to specialized expertise.
 - **Biology.** Knowledge of the environment, plant and animal living tissue, cells, organisms, and entities, including their functions, interdependencies, and interactions with each other and the environment.
 - **Chemistry.** Knowledge of chemicals, including hazardous materials, and their uses, interactions, dangers, production, and disposal.
 - **Education.** Includes:
 - Ability to plan, implement, and evaluate the effectiveness of educational programs designed for the educational needs of patients and staff in order to enhance education and wellness.
 - Ability to apply the principles of teaching to patients, patient's sponsors, and patient support groups in order to provide information, evaluate understanding, and enhance adherence.
 - Knowledge regarding new nursing principles and technology in order to maintain competence and certification by attending continuing education and professional development programs.
 - Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
 - **Evidence-Based Practice.** Ability to apply the principles of Evidence-Based Practice in functional nursing.
 - **Anesthetist Care.** Includes:
 - Ability to translate the principles of professional nursing practice into care of assigned patients in order to provide appropriate care.
 - Knowledge of the pharmacological effects of anesthetic drugs in order to maintain the patient in a satisfactory physiologic condition.
 - Ability to administer inhalation, regional, intravenous, local, and topical anesthetics and to detect unfavorable reactions in order to continuously evaluate the patient's physical status.
 - Ability to administer new agents and drugs, predict the reaction, and manage any adverse side effects that might occur in order to deliver safe anesthesia care.

- Ability to prepare reports regarding the use and effects of new drugs and agents as well as experimental drugs in order to provide information that may be used to establish new techniques, information, and criteria.
- Ability to conduct and manage anesthesia for a broad range of the most complex surgical procedures (open heart with cardiopulmonary bypass, micro and macro neurosurgery, oncology, total joint replacement, etc.) in order to adapt/modify anesthesia techniques.
- Knowledge of operating room methods, procedures, and equipment in order to set-up, monitor, and navigate in a confined area.
- Knowledge of sanitation and inspection procedures to ensure proper functioning of all equipment used.
- Knowledge of principles of safe medication handling and administration and standards for documentation and storage in order to ensure the safety of the patient and maintain medication accountability.
- Ability to respond to emergency situations by providing air-way management, administration of emergency fluids and drugs, and using basic or advanced cardiac life support techniques in order to perform necessary resuscitation procedures.
- Ability to formulate an anesthesia care plan in order to provide appropriate anesthesia nursing care.
- Ability to evaluate the quality of care in order to determine its effectiveness and modify as necessary.
- Ability to evaluate patient care processes related to anesthesia in order to recommend areas for improvement.
- Ability to make decisions under stressful conditions in order to ensure the safety of the patient.
- Ability to promote ethical practice environments, and professional integrity in order to protect patient rights and confidentiality.
- Knowledge of the various types of anesthesia field equipment in the inventory (draw-over portable anesthesia machine and the Narkomed-M) in order to maintain a state of readiness when deployed.
- **Anesthetist Management.** Includes:
 - Ability to perform scheduling and supervise staff, students, or ancillary personnel to include conducting performance evaluations in order to effectively execute responsibilities.
 - Ability to perform clinical/administrative oversight of other departments: respiratory therapy, post-anesthesia care units (PACU), operating room, surgical intensive care unit (SICU), pain clinics, etc., in order to ensure continuity of operations.

- **Pharmacology.** Knowledge of the science of drugs, including their composition, uses, and effects.
- **Pathophysiology.** Knowledge of the study of the biologic and physical manifestations of disease as they correlate with the underlying abnormalities and physiologic disturbances.

Master Training Plan

Employees enter this occupational series at various levels with varying degrees of preparation, capability, and potential for growth. For this reason, training identified for an employee should be based on what formal training and/or OJT the employee brings to the job in comparison to that required for advancement as outlined in this ACTEDS Plan. Consideration should be given to documenting prior experience and training. ACTEDS training is divided into two categories: Universal and Competitive.

Universal Training. Universal training requirements provide standardized competencies across the occupational series to all employees who have similar duties and responsibilities. Universal training requirements are prioritized to assist commanders in planning and programming for training funds. Universal training priorities are as follows:

- **Priority I (U1)** - Mandatory training that is typically a condition of employment, must be successfully completed within a specified time period, and meets one or more of the following criteria: (a) employee must have for acceptable performance; (b) training is essential for mission accomplishment; (c) training is mandated by higher authority (law or DoD) or is required for health, certification, or safety reasons.
- **Priority II (U2)** - Training that should be successfully completed within a specified time period, but may be delayed if funding is not available, and should meet one or both of the following criteria: (a) employee should have for maximum proficiency, and/or (b) training improves the quality of mission accomplishment.
- **Priority III (U3)** - Training that should be funded after Priority I and II requirements and should meet one or both of the following: (a) provides or enhances competencies needed on the job, or (b) leads to improved mission accomplishment.

NOTE: CP53 funding (tuition and/or per diem) may be available for courses listed in the MTP in accordance with (IAW) guidance listed at Annex Y.

NOTE: A single asterisk (*) for a priority means “according to individual job requirement.” A double asterisk (**) indicates a “recurring training requirement.” A triple asterisk (***) means “by exception.”

Competitive Training. This category includes developmental opportunities for which individuals are competitively selected. It covers Armywide competitive programs such as the

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Senior Service Colleges, Fellowship Programs (such as the Army Congressional Fellowship Program), and the CES courses conducted at the AMSC, that are centrally funded by the Deputy Chief of Staff, G-1. Competitive professional development opportunities include university study, development assignments, training-with-industry, and short-term training, which are funded by either the Army Commands (ACOMS), the Army Service Component Commands (ASCCs), Direct Reporting Units (DRUs), or the installations. The annual ACTEDS Training Catalog (<http://www.cpol.army.mil/library/train/catalog/>) contains specific information about competitive development opportunities, along with necessary procedural and application requirements.

The following chart is the Master Training Plan for CRNAs. It addresses the specialized occupational and professional development training required by grade level. Additional training is identified in the Master Training Plan for RNs on page 26.

Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience		
		GS-12	GS-13	GS-14
Quantitative Methods Course University Based FT	CP53	U2	U2	U2
Managerial Accounting Course University Based FT	CP53		U3*	U3*
Principles of Finance Course University Based FT	CP53		U3*	U3*
Advanced Anesthesia Nursing (6E-A0501) AMEDDC&S (www.cs.amedd.army.mil/AHS) FT	CP53/X	U3	U2	U2
Advanced Cardiac Life Support (ACLS) Local FT	CP53/X	U1**	U1**	U1**
Pediatric Advanced Life Support (PALS) Local FT	CP53/X	U1**	U1**	U1**
Systems Approach to Training (FK-F15/012-F40) AMEDDC&S FT	CP53/X	U3*	U3*	U3*
Outcomes Management Professional Organization FT	CP53	U2		
Health Services Human Resource Manager (6H-70F67) AMEDDC&S DL/Residence	CP53/X	U2	U2	U2
Certification Registered Nurse Anesthetist (CRNA) Professional Organization CC/Exam		U1**	U1**	U1**
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1	U1

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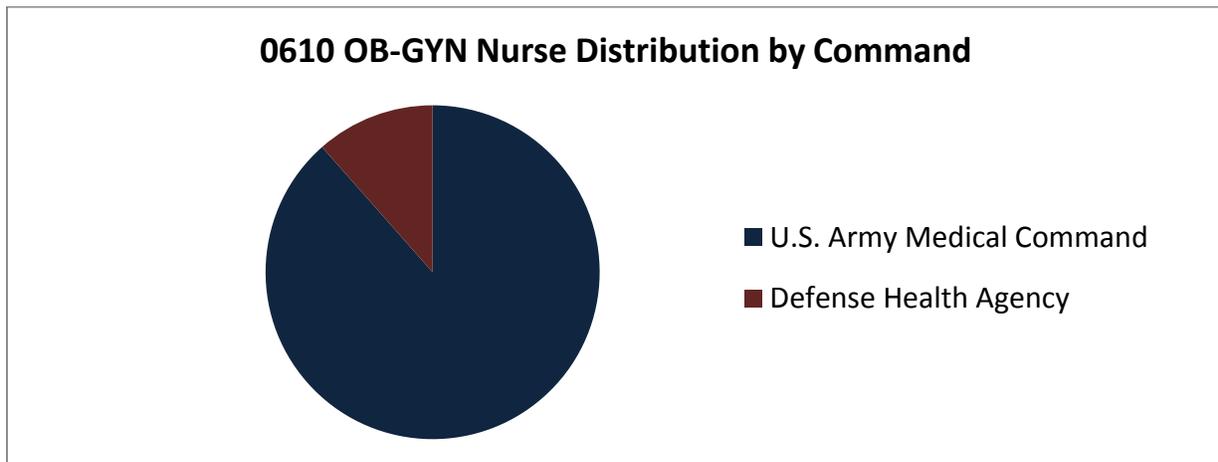
Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience		
		GS-12	GS-13	GS-14
Supervisor Development Course AMSC DL	X	U1*	U1*	U1*
Certifications Professional Organization FT	CP53	U3*	U3*	U3*

Certification/Licensure. Registered Nurses employed by MEDCOM must possess and maintain a current, active, valid, and unrestricted license from a US jurisdiction before providing healthcare services to patients. All positions require graduation from a nursing program accredited by the US Department of Education. Some positions also may require a minimum of a Bachelor's, Master's, or Doctoral degree in Nursing. Some positions may require national certification. Regardless of position requirements, pursuing certification demonstrates the employee's commitment to lifelong learning and the highest standards of the profession.

Annex P – Series 0610- Registered Nurse (OB-GYN)

Overview. The Army employs approximately 582 (source: DCPDS, 5 June 2014) employees in the 0610 Registered Nurse (OB-GYN) functional specialty. The 0610 series covers a diverse set of nursing functional specialties and due to the sometimes overlapping requirements of the positions, the numbers cited for each of the 0610 functional specialties are approximate.

OB-GYN Nurses are assigned to CP53 for career development and training. They are employed by the US Army Medical Command and the Defense Health Agency (DHA), as shown below. OB-GYN Nurses assigned to MEDCOM are located throughout the world and work primarily in the MEDCENS and MEDDACs.



OB-GYN Nurses are primarily compensated through the General Schedule (GS) civilian pay plan.

Occupational Series Information. Obstetrical and Gynecological (OB-GYN) Nurses perform a wide variety of professional nursing duties of a specialized nature in the care of OB-GYN patients in accordance with attending physician's medical care plan, scope of practice, and the physical, mental, and emotional needs of the patient. OB-GYN Nurses also may be called upon to periodically assist during examinations and minor surgical procedures to facilitate the healthcare provider's work and help monitor patient's physical and emotional status during and after procedures. Their direct interaction with patients also may require them to provide counseling, instruction, and guidance on a variety of OB-GYN topics, utilizing adult learning principles. Topics may include family planning, sexually transmitted diseases, breast-feeding, nutrition, prenatal growth and development, childbirth preparation and changes throughout the life cycle. All in all, OB-GYN Nurses strive to teach and reinforce health promotion and

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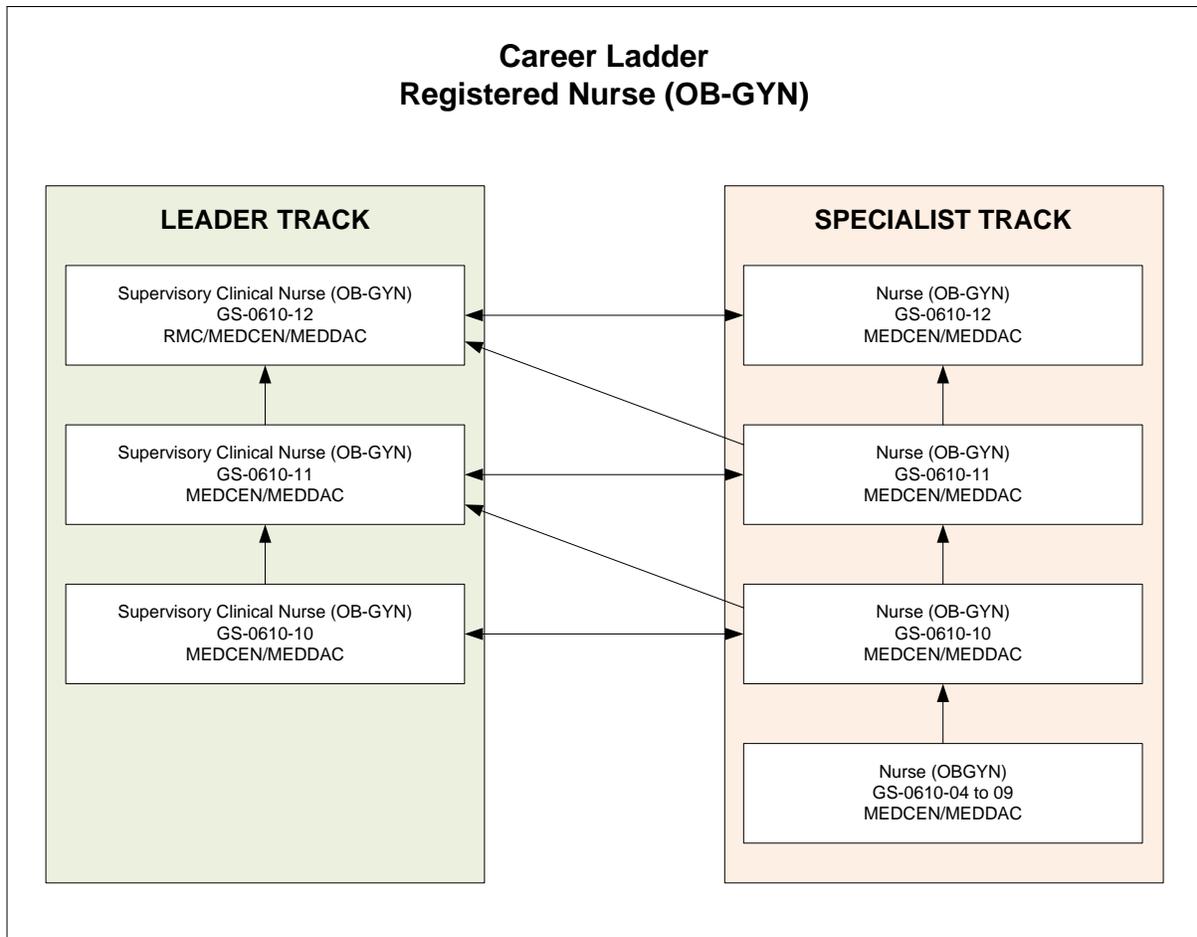
disease prevention practices to patients while ensuring proper OB-GYN care is provided throughout each patient's visit.

Mission Critical Occupation. The 0610-Registered Nurse (and all sub-specialties) occupational series has been designated a Mission Critical Occupation.

Career Ladder

The career ladder illustrates the typical pattern of progression from entry level to an advanced level in the GS-0610 Registered Nurse (OB-GYN) series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the OB-GYN Nursing specialty should be guided by the qualification standards established by OPM ([Qualification Standards for Series 0610, Nurse](#)). The career ladder shown in this ACTEDS Plan assumes that individuals employed at various grade levels have met the minimum requisite qualifications in this series.

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Draft Functional Competencies

The following competencies apply to OB-GYN Nurses in the performance of assigned duties. Although employees are responsible for managing their careers, supervisors must ensure that employees under their supervision have or are provided opportunities to obtain the required competencies required to perform their duties through formal and OJT. These competencies were developed as part of the MCO competency development effort and have been vetted by subject-matter-experts and Army G-1.

- **Alternative Care Procedures.** Knowledge of the procedures to refer clients to alternative resources as appropriate and the ability to make such referrals in order to ensure the optimal level of care to patients.

- **Basic Interviewing and Communication Techniques.** Ability to use skill in basic interviewing and communication techniques in order to formulate an accurate assessment of the patient's condition and needs.
- **Consultation with Doctors and Patients.** Ability to seek consultation in complex, multifaceted patient health problems in order to promote integrated continuous care.
- **Critical Evaluation of Research.** Ability to critically evaluate research studies and apply findings to practiced discipline in order to incorporate/disseminate relevant results (Evidence-Based Practice).
- **Diagnosis.** Ability to formulate a nursing diagnosis based on the nursing assessment, in order to develop a plan of care to meet defined patient needs in concert with other healthcare disciplines.
- **Ethics.** Includes:
 - Knowledge of ethical theories and principles in order to protect patient rights and confidentiality.
 - Ability to identify professional liability and malpractice issues relating to access of records, Nurse Practice Acts, and the Nursing Code of Ethics in order to ensure adherence within legal and professional parameters.
- **Healthcare Management.** Ability to apply the principles of healthcare management in order to promote the best outcomes for the health of the patient.
- **Healthcare Practices.** Knowledge of cultural variables in health practices, in order to determine their impact on health and wellness, and the ability to accommodate such variables in developing a plan of care.
- **Legal Principles Applied to Nursing.** Knowledge of legal aspects regarding nursing and the provision of nursing care in order to protect the patient, the nurse, and the employer.
- **Medicine and Dentistry.** Knowledge of the diagnosis and treatment of injuries, diseases, and deformities, including preventive healthcare measures.
- **Nursing.** Including:
 - Understanding of medical terms and medical occupational areas in order to effectively communicate with other medical personnel and effectively advocate for customers/clients to ensure continuity of care.
 - Ability to complete a thorough nursing assessment and health history to include physiological and psychosocial aspects in order to implement, evaluate, and monitor an effective nursing care program.
 - Knowledge of nursing techniques in personal, therapeutic, preventive, and rehabilitative care in order to develop effective individualized plans of care.
 - Ability to function as a healthcare advocate for individuals, families, and communities in order to provide support to the patient.

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- Ability to use skill in providing instructions to clients, families, and other healthcare providers in order to meet the patient's healthcare needs.
 - Knowledge of human behavior and performance in various contexts, mental processes, or the assessment and treatment of behavioral and affective disorders.
 - Ability to review, interpret, and appropriately refer diagnostic and consultative findings.
 - Ability to execute procedures, requirements, regulations, and policies related to specialized expertise.
 - **Biology.** Knowledge of the environment, plant and animal living tissue, cells, organisms, and entities, including their functions, interdependencies, and interactions with each other and the environment.
 - **Chemistry.** Knowledge of chemicals, including hazardous materials, and their uses, interactions, dangers, production, and disposal.
 - **Education.** Includes:
 - Ability to plan, implement, and evaluate the effectiveness of educational programs designed for the educational needs of patients and staff in order to enhance education and wellness.
 - Ability to apply the principles of teaching to patients, patient's sponsors, and patient support groups in order to provide information, evaluate understanding, and enhance adherence.
 - Knowledge regarding new nursing principles and technology in order to maintain competence and certification by attending continuing education and professional development programs.
 - Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
 - **OB-GYN/Labor and Delivery Nursing.** Includes:
 - Ability to apply professional nursing principles, procedures, and techniques to patients receiving OB/GYN or L&D care in order to promote the highest standard of nursing care.
 - Ability to interpret and screen laboratory results in order to identify abnormal results and facilitate appropriate treatment and education.
 - Ability to perform antepartum surveillance and interpret results in order to educate and intervene, if indicated.
 - Ability to assist with specialized procedures (i.e., cryosurgery, electrosurgical gynecological procedures, endometrial biopsies, colposcopy and urodynamics) in order to assist the provider and educate the patient regarding the procedure.
 - Ability to screen prenatal records, interview patients, and recognize high risk factors in order to promote and facilitate the highest quality of prenatal care.

- Ability to perform obstetrical and gynecological telephone triage in order to conduct effective patient assessment.
- Ability to provide Point-of-Care Testing (POCT) at patient’s bedside in order to expedite lab results.
- **OB-GYN/Labor and Delivery Education.** Includes:
 - Ability to provide patient and family counseling, guidance and health instructions in order to help patients and families understand how to maintain good health through the pregnancy period.
 - Knowledge of training and educational requirements for Women’s health to include the subspecialties of antepartum, postpartum, and gynecology in order to promote the highest standard of nursing care.
- **Evidence-Based Practice (EBP).** Includes:
 - Knowledge of theory and principles of Evidence-Based Practice.
 - Ability to construct a question using the PICO mnemonic.
 - Ability to apply literature searching skills across a variety of databases.
 - Ability to apply expertise in epidemiology and biostatistics and ability to synthesize and communicate the results to relevant parties (i.e., health professionals, patients).
 - Ability to evaluate the EBP process and assess its impact within the clinical context in which it was implemented.

Master Training Plan

Employees enter this occupational series at various levels with varying degrees of preparation, capability, and potential for growth. For this reason, training identified for an employee should be based on what formal training and/or OJT the employee brings to the job in comparison to that required for advancement as outlined in this ACTEDS Plan. Consideration should be given to documenting prior experience and training. ACTEDS training is divided into two categories: Universal and Competitive.

Universal Training. Universal training requirements provide standardized competencies across the occupational series to all employees who have similar duties and responsibilities. Universal training requirements are prioritized to assist commanders in planning and programming for training funds. Universal training priorities are as follows:

- **Priority I (U1)** - Mandatory training that is typically a condition of employment, must be successfully completed within a specified time period, and meets one or more of the following criteria: (a) employee must have for acceptable performance; (b) training is essential for mission accomplishment; (c) training is mandated by higher authority (law or DoD) or is required for health, certification, or safety reasons.
- **Priority II (U2)** - Training that should be successfully completed within a specified time period, but may be delayed if funding is not available, and should meet one or both of the following criteria: (a) employee should have for maximum proficiency, and/or (b) training improves the quality of mission accomplishment.
- **Priority III (U3)** - Training that should be funded after Priority I and II requirements and should meet one or both of the following: (a) provides or enhances competencies needed on the job, or (b) leads to improved mission accomplishment.

NOTE: CP53 funding (tuition and/or per diem) may be available for courses listed in the MTP in accordance with (IAW) guidance listed at Annex Y.

NOTE: A single asterisk (*) for a priority means “according to individual job requirement.” A double asterisk (**) indicates a “recurring training requirement.” A triple asterisk (***) means “by exception.”

Competitive Training. This category includes developmental opportunities for which individuals are competitively selected. It covers Armywide competitive programs such as the Senior Service Colleges, Fellowship Programs (such as the Army Congressional Fellowship Program), and the CES courses conducted at the AMSC, that are centrally funded by the Deputy Chief of Staff, G-1. Competitive professional development opportunities include university study, development assignments, training-with-industry, and short-term training, which are funded by either the Army Commands (ACOMS), the Army Service Component Commands

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(ASCCs), Direct Reporting Units (DRUs), or the installations. The annual ACTEDS Training Catalog (<http://www.cpol.army.mil/library/train/catalog/>) contains specific information about competitive development opportunities, along with necessary procedural and application requirements.

The following chart is the Master Training Plan for OB-GYN Nurses. It addresses the specialized occupational and professional development training required by grade level. Additional training is identified in the Master Training Plan for RNs on page 26.

Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience			
		GS-04 to 09	GS-10	GS-11	GS-12
Obstetrics and Gynecology Course University-Based FT	CP53	U1	U1	U1	U1
Medicine for Women's Health Course University-Based FT	CP53	U2	U2	U2	U2
OB-GYN Nursing (6F-F6) ATRRS (www.ATRRS.army.mil) DL	CP53/X	U2	U2	U2	U2
Armed Forces Obstetrics and Gynecology Course (6A-A0109) ATRRS FT	CP53/X	U2	U2	U2	U2
STD Prevention (6H-F9/322-F9) ATRRS FT	CP53/X	U2	U2	U2	U2
CDC Public Health Training Professional Organization FT	CP53	U3	U3	U3	U3
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1	U1	U1
Supervisor Development Course AMSC DL	X	U1*	U1*	U1*	U1*
Certifications Professional Organization FT	CP53	U1*	U1*	U1*	U1*

Certification/Licensure. Registered Nurses employed by MEDCOM must possess and maintain a current, active, valid, and unrestricted license from a US jurisdiction before providing healthcare services to patients. All positions require graduation from a nursing program accredited by the US Department of Education. Some positions also may require a minimum of a Bachelor's, Master's, or Doctoral degree in Nursing. Some positions may require national

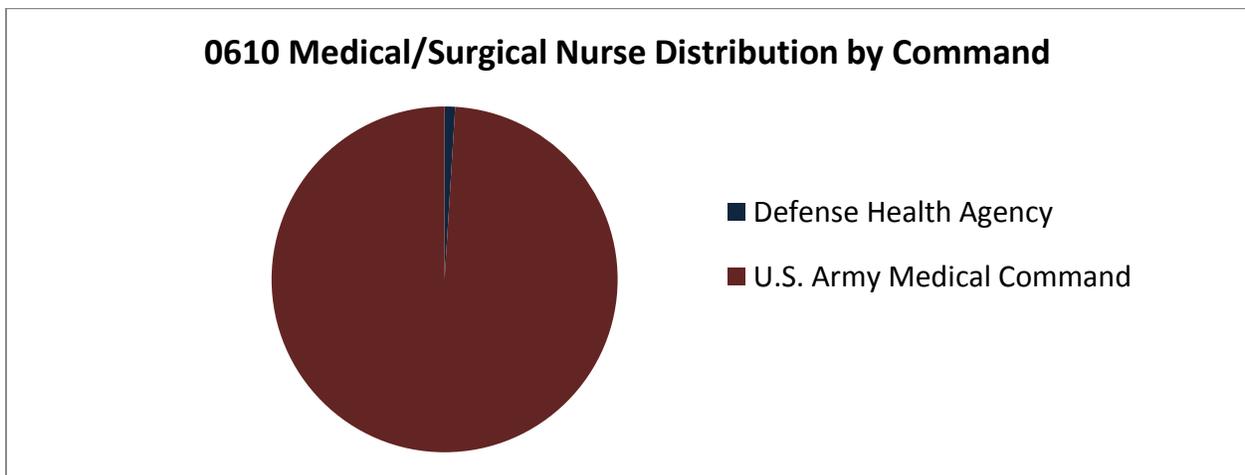
certification. Regardless of position requirements, pursuing certification demonstrates the employee's commitment to lifelong learning and the highest standards of the profession.

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Annex Q – Series 0610- Registered Nurse (Medical/Surgical)

Overview. The Army employs approximately 408 (source: DCPDS, 5 June 2014) employees in the 0610 Registered Nurse (Medical/Surgical) functional specialty. The 0610 series covers a diverse set of nursing functional specialties and due to the sometimes overlapping requirements of the positions, the numbers cited for each of the 0610 functional specialties are approximate.

Medical/Surgical (Med/Surg) Nurses are assigned to CP53 for career development and training. They are employed by the US Army Medical Command and the Defense Health Agency (DHA), as shown below. Medical/Surgical nurses assigned to MEDCOM can be found throughout the world, primarily working in the MEDCENs and MEDDACs.



Medical/Surgical Nurses are primarily compensated through the General Schedule (GS) civilian pay plan, and the Demonstration Engineers and Scientists (pay band-DB) pay plan.

Occupational Series Information. Medical/Surgical nursing is a specialty area in the field of nursing that focuses on the care of patients who have undergone surgery or are preparing to undergo surgery. They also may care for patients with acute health conditions which require some form of surgical intervention, such as a tracheotomy, feeding tube or intravenous (IV) unit. They manage the diagnosis and treatment of patients with health issues that span across all medical specialties and administer pain medication prescribed by doctors or surgeons.

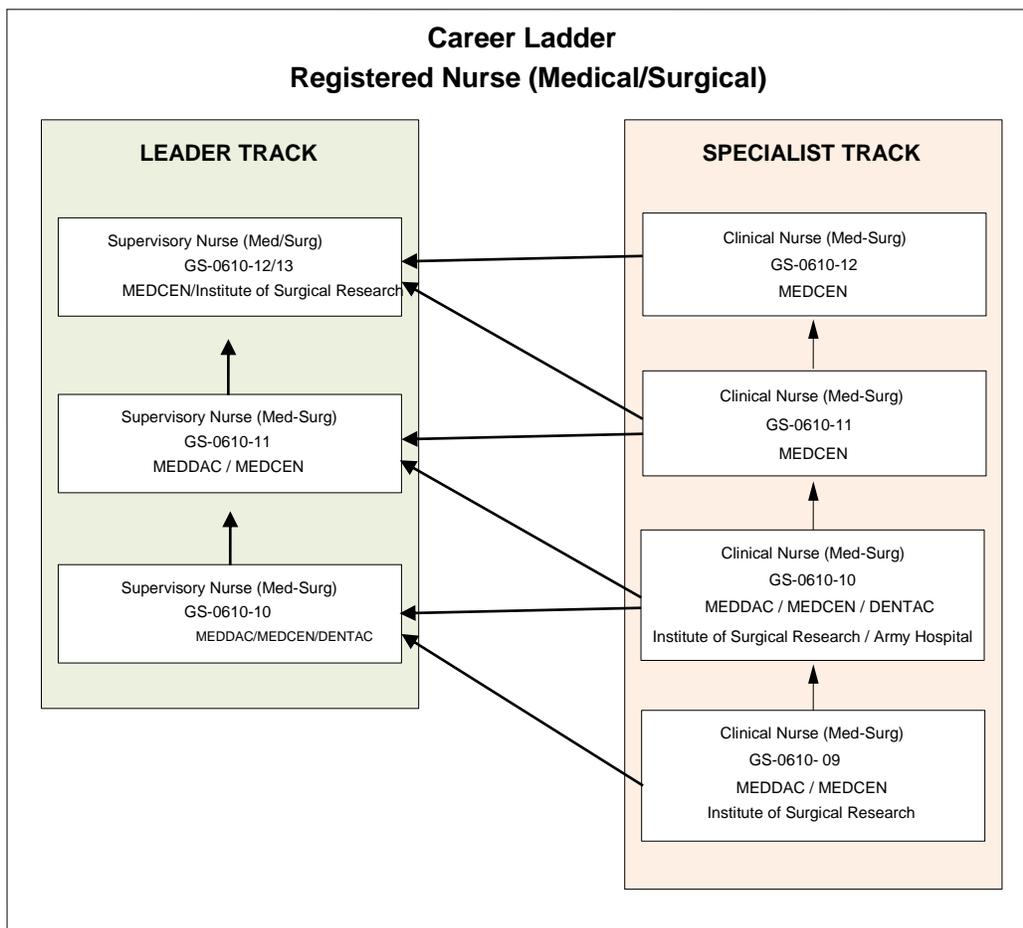
In the military, Medical/Surgical Nurses plan, implement, and evaluate nursing care for both outpatients and inpatients along the health continuum. They collaborate with all members of the healthcare team to ensure the finest care for patients and their families. Although

medical/surgical nursing is considered a specialized area, Med/Surg nurses touch every aspect of healthcare from bedside nursing, community initiatives, leadership, research, education and disaster preparedness.

Mission Critical Occupation. The 0610-Registered Nurse (and all sub-specialties) occupational series has been designated a Mission Critical Occupation.

Career Ladder

The career ladder illustrates the typical pattern of progression from entry level to an advanced level in the GS-0610 series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the Medical/Surgical Nurse specialty should be guided by the qualification standards established by OPM ([Qualification Standards for Series 0610, Nurse](#)). The career ladder shown in this ACTEDS Plan assumes that individuals employed at various grade levels have met the minimum requisite qualifications in this series.



Draft Functional Competencies

The following competencies apply to Medical/Surgical Nurses in the performance of assigned duties. Although employees are responsible for managing their careers, supervisors must ensure that employees under their supervision have or are provided opportunities to obtain the required competencies required to perform their duties through formal and OJT. These competencies were developed as part of the MCO competency development effort and have been vetted by subject-matter-experts and Army G-1.

- **Alternative Care Procedures.** Knowledge of the procedures to refer clients to alternative resources as appropriate and the ability to make such referrals in order to ensure the optimal level of care to patients.
- **Basic Interviewing and Communication Techniques.** Ability to use skill in basic interviewing and communication techniques in order to formulate an accurate assessment of the patient's condition and needs.
- **Consultation with Doctors and Patients.** Ability to seek consultation in complex, multifaceted patient health problems in order to promote integrated continuous care.
- **Critical Evaluation of Research.** Ability to critically evaluate research studies and apply findings to practiced discipline in order to incorporate/disseminate relevant results (Evidence-Based Practice).
- **Diagnosis.** Ability to formulate a nursing diagnosis based on the nursing assessment, in order to develop a plan of care to meet defined patient needs in concert with other healthcare disciplines.
- **Ethics.** Includes:
 - Knowledge of ethical theories and principles in order to protect patient rights and confidentiality.
 - Ability to identify professional liability and malpractice issues relating to access of records, Nurse Practice Acts, and the Nursing Code of Ethics in order to ensure adherence within legal and professional parameters.
- **Healthcare Management.** Ability to apply the principles of healthcare management in order to promote the best outcomes for the health of the patient.
- **Healthcare Practices.** Knowledge of cultural variables in health practices, in order to determine their impact on health and wellness, and the ability to accommodate such variables in developing a plan of care.
- **Legal Principles Applied to Nursing.** Knowledge of legal aspects regarding nursing and the provision of nursing care in order to protect the patient, the nurse, and the employer.
- **Medicine and Dentistry.** Knowledge of the diagnosis and treatment of injuries, diseases, and deformities, including preventive healthcare measures.

- **Nursing.** Including:
 - Ability to use understanding of medical terms and medical occupational areas in order to effectively communicate with other medical personnel and effectively advocate for customers/clients to ensure continuity of care.
 - Ability to complete a thorough nursing assessment and health history to include physiological and psychosocial aspects in order to implement, evaluate, and monitor an effective nursing care program.
 - Knowledge of nursing techniques in personal, therapeutic, preventive, and rehabilitative care in order to develop effective individualized plans of care.
 - Ability to function as a healthcare advocate for individuals, families, and communities in order to provide support to the patient.
 - Ability to use skill in providing instructions to clients, families, and other healthcare providers in order to meet the patient's healthcare needs.
 - Knowledge of human behavior and performance in various contexts, mental processes, or the assessment and treatment of behavioral and affective disorders.
 - Ability to review, interpret, and appropriately refer diagnostic and consultative findings.
 - Ability to execute procedures, requirements, regulations, and policies related to specialized expertise.
- **Biology.** Knowledge of the environment, plant and animal living tissue, cells, organisms, and entities, including their functions, interdependencies, and interactions with each other and the environment.
- **Chemistry.** Knowledge of chemicals, including hazardous materials, and their uses, interactions, dangers, production, and disposal.
- **Education.** Includes:
 - Ability to plan, implement, and evaluate the effectiveness of educational programs designed for the educational needs of patients and staff in order to enhance education and wellness.
 - Ability to apply the principles of teaching to patients, patient's sponsors, and patient support groups in order to provide information, evaluate understanding, and enhance adherence.
 - Knowledge of new nursing principles and technology in order to maintain competence and certification by attending continuing education and professional development programs.
 - Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- **Evidence-Based Practice.** Ability to apply the principles of Evidence-Based Practice in medical/surgical nursing.
- **Medical/Surgical Care.** Includes:

- Ability to transfer principles of nursing care practice into actual assessment of assigned patients in order to manifest a high level of expertise, autonomy, and independent judgment in diagnosis and treatment of common or complex human responses.
- Ability to demonstrate understanding of pathophysiology of complex medical and/or surgical disorders by recognizing abnormal vital signs and other symptoms outside of normal range, including hemodynamic instability, for assigned patients in order to recognize normal and unusual reactions to treatment plans, modalities, and providers.
- Ability to demonstrate the use of the five rights (right patient, right drug, right dose, right time, right route), in order to ensure accurate medication administration and assess intended results.
- Ability to administer medications, sufficient to pass the National League for Nursing (NLN) Medication Exam, or equivalent, in order to maintain competence.
- Knowledge of pain management clinical practice guidelines (assessment, intervention, evaluation, education, and reassessment) to ensure patients receive effective pain management.
- Knowledge to identify the process of normal pain transmission in order to adequately control pain and keep patient as comfortable as possible.
- Ability to teach patients other pain relieving techniques.
- Ability to coordinate and provide emergency measures to sustain life in the patient experiencing distress or who has experienced cardiac arrest, respiratory arrest, seizures, shock, or bleeding emergencies.
- Ability to recognize early warning signs of a patient who is becoming hemodynamically unstable in order to facilitate prompt diagnosis and treatment.
- Ability to contribute to formulation of an interdisciplinary, individualized plan of care that is systemic, organized, non-biased and legible, for each patient's unique needs in order to optimize patient outcomes.
- Ability to transcribe and follow healthcare provider orders in order to implement and improve care given.
- Ability to follow healthcare provider's orders and to clarify those orders that are unclear or appear inaccurate for the patient in order to alert the healthcare provider to possible complications and to protect the patient.
- Ability to interpret special screening, developmental tests, and lab findings, etc., in order to identify problems and plan nursing care and interventions.
- Ability to integrate standard precautions with daily patient care in order to prevent infection.
- Ability to integrate principles of infection control into practice in order to protect the patient, the healthcare workers, and the community.

- Ability to use equipment, as needed, in a safe and appropriate manner in order to promote maximal patient safety.
- Ability to troubleshoot equipment, recognize and report malfunction of equipment, and remove from service in order to ensure safe operation of equipment.
- **Medical/Surgical Management.** Knowledge of quality assurance, performance improvement, risk management, workload and staff hours capture, and medical-legal and ethics requirements in order to avoid potential harm to patient and negative legal action.

Master Training Plan

Employees enter this occupational series at various levels with varying degrees of preparation, capability, and potential for growth. For this reason, training identified for an employee should be based on what formal training and/or OJT the employee brings to the job in comparison to that required for advancement as outlined in this ACTEDS Plan. Consideration should be given to documenting prior experience and training. ACTEDS training is divided into two categories: Universal and Competitive.

Universal Training. Universal training requirements provide standardized competencies across the occupational series to all employees who have similar duties and responsibilities. Universal training requirements are prioritized to assist commanders in planning and programming for training funds. Universal training priorities are as follows:

- **Priority I (U1)** - Mandatory training that is typically a condition of employment, must be successfully completed within a specified time period, and meets one or more of the following criteria: (a) employee must have for acceptable performance; (b) training is essential for mission accomplishment; (c) training is mandated by higher authority (law or DoD) or is required for health, certification, or safety reasons.
- **Priority II (U2)** - Training that should be successfully completed within a specified time period, but may be delayed if funding is not available, and should meet one or both of the following criteria: (a) employee should have for maximum proficiency, and/or (b) training improves the quality of mission accomplishment.
- **Priority III (U3)** - Training that should be funded after Priority I and II requirements and should meet one or both of the following: (a) provides or enhances competencies needed on the job, or (b) leads to improved mission accomplishment.

NOTE: CP53 funding (tuition and/or per diem) may be available for courses listed in the MTP in accordance with (IAW) guidance listed at Annex Y.

NOTE: A single asterisk (*) for a priority means “according to individual job requirement.” A double asterisk (**) indicates a “recurring training requirement.” A triple asterisk (***) means “by exception.”

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Competitive Training. This category includes developmental opportunities for which individuals are competitively selected. It covers Armywide competitive programs such as the Senior Service Colleges, Fellowship Programs (such as the Army Congressional Fellowship Program), and the CES courses conducted at the AMSC, that are centrally funded by the Deputy Chief of Staff, G-1. Competitive professional development opportunities include university study, development assignments, training-with-industry, and short-term training, which are funded by either the Army Commands (ACOMS), the Army Service Component Commands (ASCCs), Direct Reporting Units (DRUs), or the installations. The annual ACTEDS Training Catalog (<http://www.cpol.army.mil/library/train/catalog/>) contains specific information about competitive development opportunities, along with necessary procedural and application requirements.

The following chart is the Master Training Plan for Medical/Surgical Nursing. It addresses the specialized occupational and professional development training required by grade level. Additional training is identified in the Master Training Plan for RNs on page 26.

Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience			
		GS-04 to 09	GS-10	GS-11	GS-12
Advanced Cardiac Life Support (ACLS) Local FT	CP53/X	U1*	U1*	U1*	U1*
Pharmacotherapeutics for Advanced Practice University Based FT/CC/OL	CP53	U3*	U3*	U3*	U2*
Medical/Surgical Nurse Certification Professional Organization FT	CP53	U3	U2	U2	U2
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1	U1	U1
Supervisor Development Course AMSC DL	X	U1*	U1*	U1*	U1*
Certifications Professional Organization FT	CP53	U3*	U3*	U3*	U3*

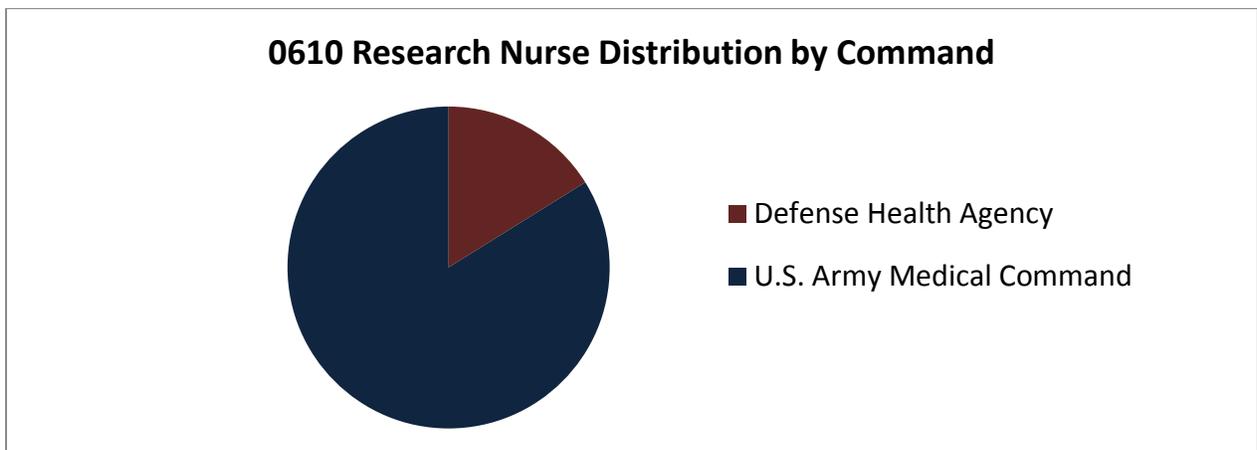
Certification/Licensure. Registered Nurses employed by MEDCOM must possess and maintain a current, active, valid, and unrestricted license from a US jurisdiction before providing healthcare services to patients. All positions require graduation from a nursing program accredited by the US Department of Education. Some positions also may require a minimum of a Bachelor's, Master's, or Doctoral degree in Nursing. Some positions may require national certification. Regardless of position requirements, pursuing certification demonstrates the employee's commitment to lifelong learning and the highest standards of the profession.

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Annex R – Series 0610 - Registered Nurse (Research)

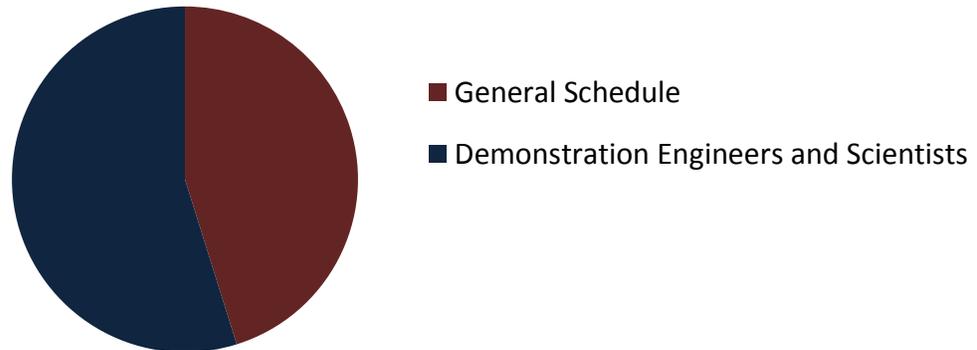
Overview. The Army employs approximately 31 (source: DCPDS, 5 June 2014) employees in the 0610 Registered Nurse (Research) functional specialty. The 0610 series covers a diverse set of nursing functional specialties and due to the sometimes overlapping requirements of the positions, the numbers cited for each of the 0610 functional specialties are approximate.

Registered Nurses (Research) are assigned to CP53 for career development and training. They are employed by the US Army Medical Command and the Defense Health Agency (DHA), as shown below. Registered Nurses (Research) assigned to MEDCOM are located throughout the world and work primarily in the MEDCENs, MEDDACs, Army Public Health Command, and the Institute of Surgical Research.



Research Nurses and Nurse Scientists are primarily compensated through the General Schedule (GS) and Demonstration Engineers and Scientists (pay band-DB) civilian pay plans, as shown below.

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0610 Research Nurse Distribution by Pay Plan

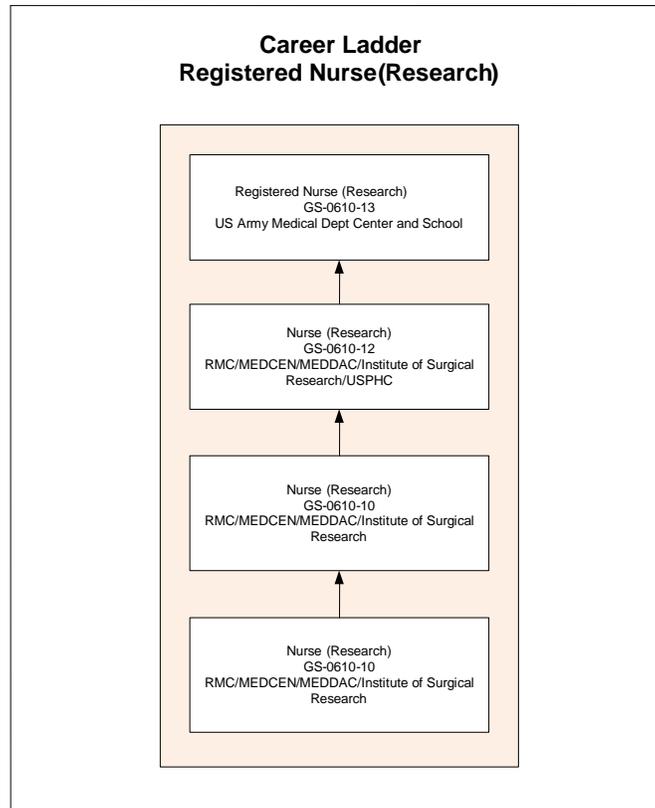
Occupational Series Information. Registered Nurses (Research) participate and coordinate the planning, development, and implementation of clinical research protocols and patient recruitment in accordance with established research parameters. Registered Nurses (Research) play a vital role in helping physicians and investigators identify or better understand potential complications of new or modified treatments. They work closely with medical staff, patients, and family members to collect and analyze data, maintain information databases, and help develop grant proposals. Registered Nurses (Research) can work within many different sub-specialties and specific duties may vary based on area of assignment.

Mission Critical Occupation. The 0610-Registered Nurse (and all sub-specialties) occupational series has been designated a Mission Critical Occupation.

Career Ladder

The career ladder illustrates the typical pattern of progression from entry level to an advanced level in the GS-0610 Registered Nurse (Research) specialty. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the Registered Nurse (Research) specialty should be guided by the qualification standards established by OPM ([Qualification Standards for Series 0610, Nurse](#)). The career ladder shown in this ACTEDS Plan assumes that individuals employed at various grade levels have met the minimum requisite qualifications in this series.

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Draft Functional Competencies

The following competencies apply to Registered Nurses (Research) in the performance of assigned duties. Although employees are responsible for managing their careers, supervisors must ensure that employees under their supervision have or are provided opportunities to obtain the required competencies required to perform their duties through formal and OJT. These competencies were developed as part of the MCO competency development effort and have been vetted by subject-matter-experts and Army G-1.

- **Alternative Care Procedures.** Knowledge of the procedures to refer clients to alternative resources as appropriate and the ability to make such referrals in order to ensure the optimal level of care to patients.
- **Basic Interviewing and Communication Techniques.** Ability to use skill in basic interviewing and communication techniques in order to formulate an accurate assessment of the patient's condition and needs.
- **Consultation with Doctors and Patients.** Ability to seek consultation in complex, multifaceted patient health problems in order to promote integrated continuous care.

- **Critical Evaluation of Research.** Ability to critically evaluate research studies and apply findings to practiced discipline in order to incorporate/disseminate relevant results (Evidence-Based Practice).
- **Diagnosis.** Ability to formulate a nursing diagnosis based on the nursing assessment, in order to develop a plan of care to meet defined patient needs in concert with other healthcare disciplines.
- **Ethics.** Includes:
 - Knowledge of ethical theories and principles in order to protect patient rights and confidentiality.
 - Ability to identify professional liability and malpractice issues relating to access of records, Nurse Practice Acts, and the Nursing Code of Ethics in order to ensure adherence within legal and professional parameters.
- **Healthcare Management.** Ability to apply the principles of healthcare management in order to promote the best outcomes for the health of the patient.
- **Healthcare Practices.** Knowledge of cultural variables in health practices, in order to determine their impact on health and wellness, and the ability to accommodate such variables in developing a plan of care.
- **Legal Principles Applied to Nursing.** Knowledge of legal aspects regarding nursing and the provision of nursing care in order to protect the patient, the nurse, and the employer.
- **Medicine and Dentistry.** Knowledge of the diagnosis and treatment of injuries, diseases, and deformities, including preventive healthcare measures.
- **Nursing.** Including:
 - Ability to use understanding of medical terms and medical occupational areas in order to effectively communicate with other medical personnel and effectively advocate for customers/clients to ensure continuity of care.
 - Ability to complete a thorough nursing assessment and health history to include physiological and psychosocial aspects in order to implement, evaluate, and monitor an effective nursing care program.
 - Knowledge of nursing techniques in personal, therapeutic, preventive, and rehabilitative care in order to develop effective individualized plans of care.
 - Ability to function as a healthcare advocate for individuals, families, and communities in order to provide support to the patient.
 - Ability to use skill in providing instructions to clients, families, and other healthcare providers in order to meet the patient's healthcare needs.
 - Knowledge of human behavior and performance in various contexts, mental processes, or the assessment and treatment of behavioral and affective disorders.
 - Ability to review, interpret, and appropriately refer diagnostic and consultative findings.

- Ability to execute procedures, requirements, regulations, and policies related to specialized expertise.
- **Biology.** Knowledge of the environment, plant and animal living tissue, cells, organisms, and entities, including their functions, interdependencies, and interactions with each other and the environment.
- **Chemistry.** Knowledge of chemicals, including hazardous materials, and their uses, interactions, dangers, production, and disposal.
- **Education.** Includes:
 - Ability to plan, implement, and evaluate the effectiveness of educational programs designed for the educational needs of patients and staff in order to enhance education and wellness.
 - Ability to apply the principles of teaching to patients, patient's sponsors, and patient support groups in order to provide information, evaluate understanding, and enhance adherence.
 - Ability to maintain a current knowledge regarding new nursing principles and technology in order to maintain competence and certification by attending continuing education and professional development programs.
 - Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- **Nursing Research.** Includes:
 - Ability to prepare a business plan and write grants in order to submit, effectively compete for, and receive grant funds.
 - Ability to evaluate the EBP process and assess its impact within the clinical context in which it was implemented.
 - Ability to apply interviewing skills in order to elicit baseline data about the impact of the illness on the quality of life of the patient and family.
- **Investigational Drugs Administration.** Ability to administer investigational drugs and monitor patient according to research protocol in order to detect and prevent subtle and complex problems.
- **Advanced Statistical Analysis.** Describe intermediate to advanced concepts of random variation and commonly used statistical probability distributions. Develop an efficient design for collecting, recording, and storing data collected in the conduct of public health and medical research.

Master Training Plan

Employees enter this occupational series at various levels with varying degrees of preparation, capability, and potential for growth. For this reason, training identified for an employee should be based on what formal training and/or OJT the employee brings to the job in comparison to

that required for advancement as outlined in this ACTEDS Plan. Consideration should be given to documenting prior experience and training. ACTEDS training is divided into two categories: Universal and Competitive.

Universal Training. Universal training requirements provide standardized competencies across the occupational series to all employees who have similar duties and responsibilities. Universal training requirements are prioritized to assist commanders in planning and programming for training funds. Universal training priorities are as follows:

- **Priority I (U1)** - Mandatory training that is typically a condition of employment, must be successfully completed within a specified time period, and meets one or more of the following criteria: (a) employee must have for acceptable performance; (b) training is essential for mission accomplishment; (c) training is mandated by higher authority (law or DoD) or is required for health, certification, or safety reasons.
- **Priority II (U2)** - Training that should be successfully completed within a specified time period, but may be delayed if funding is not available, and should meet one or both of the following criteria: (a) employee should have for maximum proficiency, and/or (b) training improves the quality of mission accomplishment.
- **Priority III (U3)** - Training that should be funded after Priority I and II requirements and should meet one or both of the following: (a) provides or enhances competencies needed on the job, or (b) leads to improved mission accomplishment.

NOTE: CP53 funding (tuition and/or per diem) may be available for courses listed in the MTP in accordance with (IAW) guidance listed at Annex Y.

NOTE: A single asterisk (*) for a priority means “according to individual job requirement.” A double asterisk (**) indicates a “recurring training requirement.” A triple asterisk (***) means “by exception.”

Competitive Training. This category includes developmental opportunities for which individuals are competitively selected. It covers Armywide competitive programs such as the Senior Service Colleges, Fellowship Programs (such as the Army Congressional Fellowship Program), and the CES courses conducted at the AMSC, that are centrally funded by the Deputy Chief of Staff, G-1. Competitive professional development opportunities include university study, development assignments, training-with-industry, and short-term training, which are funded by either the Army Commands (ACOMS), the Army Service Component Commands (ASCCs), Direct Reporting Units (DRUs), or the installations. The annual ACTEDS Training Catalog (<http://www.cpol.army.mil/library/train/catalog/>) contains specific information about competitive development opportunities, along with necessary procedural and application requirements.

CP53 ACTEDS Plan for Nursing Occupations

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The following chart is the Master Training Plan for Registered Nurses (Research). It addresses the specialized occupational and professional development training required by grade level. Additional training is identified in the Master Training Plan for RNs on page 26.

Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience			
		GS-10	GS-11	GS-12	GS-13
Protecting Human Research Participants Professional Organization FT	CP53			U1	U1
Fundamentals of Clinical Research Professional Organization FT	CP53	U1	U1	U1	
Clinical Research Monitoring Professional Organization FT	CP53	U1	U1	U1	U1
Clinical Science Course Professional Organization DL	CP53	U1	U1	U1	U1
CRP Certification, Prep and Review Course Professional Organization FT	CP53	U1	U1	U1	U1
Grant Writing Professional Organization/University FT	CP53	U3	U3	U1	U1
Statistics Professional Organization/University FT	CP53	U1	U1		
Advanced Statistics Professional Organization/University FT	CP53			U1	U1
Writing for Publication Professional Organization/University FT	CP53	U1	U1	U1	U1
Grant Management Professional Organization/University FT	CP53	U1	U1	U1	U1
Qualitative and Quantitative Research Methods Professional Organization/University FT	CP53	U3	U3	U1	U1
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1	U1	U1
Supervisor Development Course AMSC DL	X	U1*	U1*	U1*	U1*
Certifications Professional Organization FT	CP53	U1*	U1*	U1*	U1*

Certification/Licensure. Registered Nurses employed by MEDCOM must possess and maintain a current, active, valid, and unrestricted license from a US jurisdiction before providing

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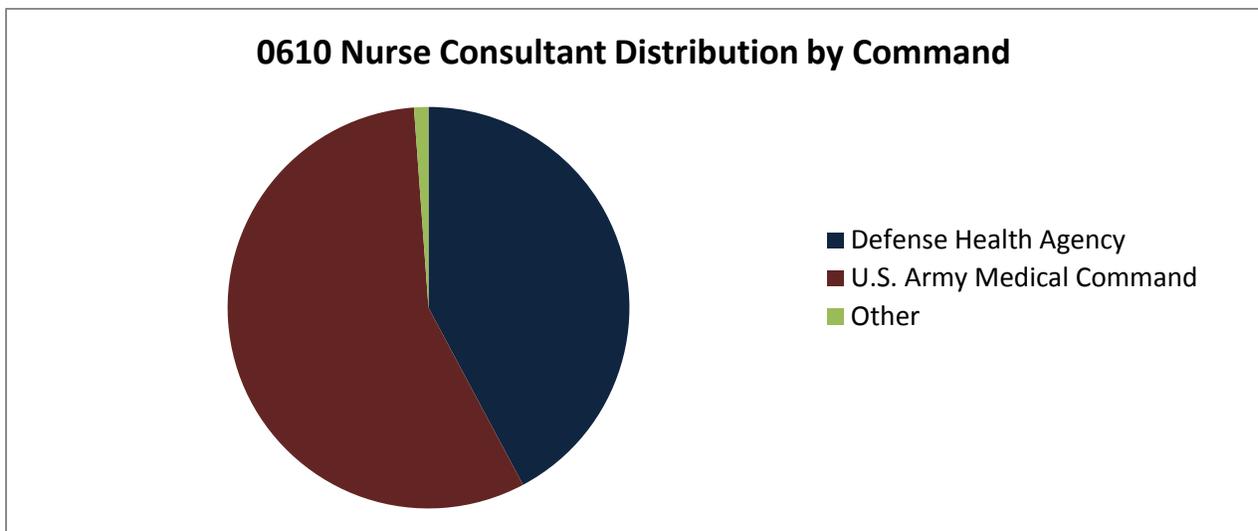
healthcare services to patients. All positions require graduation from a nursing program accredited by the US Department of Education. Some positions also may require a minimum of a Bachelor's, Master's, or Doctoral degree in Nursing. Some positions may require national certification. Regardless of position requirements, pursuing certification demonstrates the employee's commitment to lifelong learning and the highest standards of the profession.

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Annex S – Series 0610 Registered Nurse (Nurse Consultant)

Overview. The Army employs approximately 173 (source: DCPDS, 5 June 2014) employees in the 0610 Registered Nurse (Nurse Consultant) functional specialty. The 0610 series covers a diverse set of nursing functional specialties and due to the sometimes overlapping requirements of the positions, the numbers cited for each of the 0610 functional specialties are approximate.

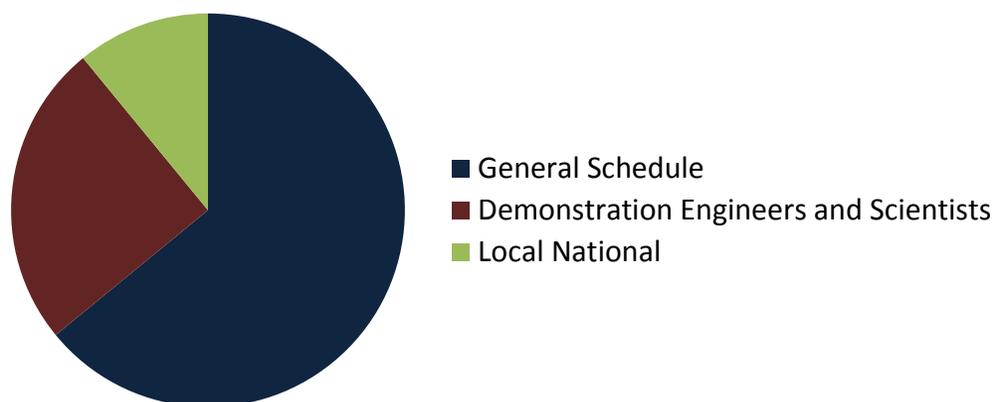
Nurse Consultants are assigned to CP53 for career development and training. They are primarily employed by the US Army Medical Command and the Defense Health Agency (DHA), as shown below. There is one Nurse Consultant employed by the Defense Contract Management Agency. Nurse Consultants assigned to MEDCOM are located throughout the world at MEDCENs and clinics.



Nurse Consultants are primarily compensated through the General Schedule (GS) civilian pay plan, as shown below. Several employees are employed through the Demonstration Engineers and Scientists, and Local National pay plans.

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0610 Nurse Consultant Distribution by Pay Plan



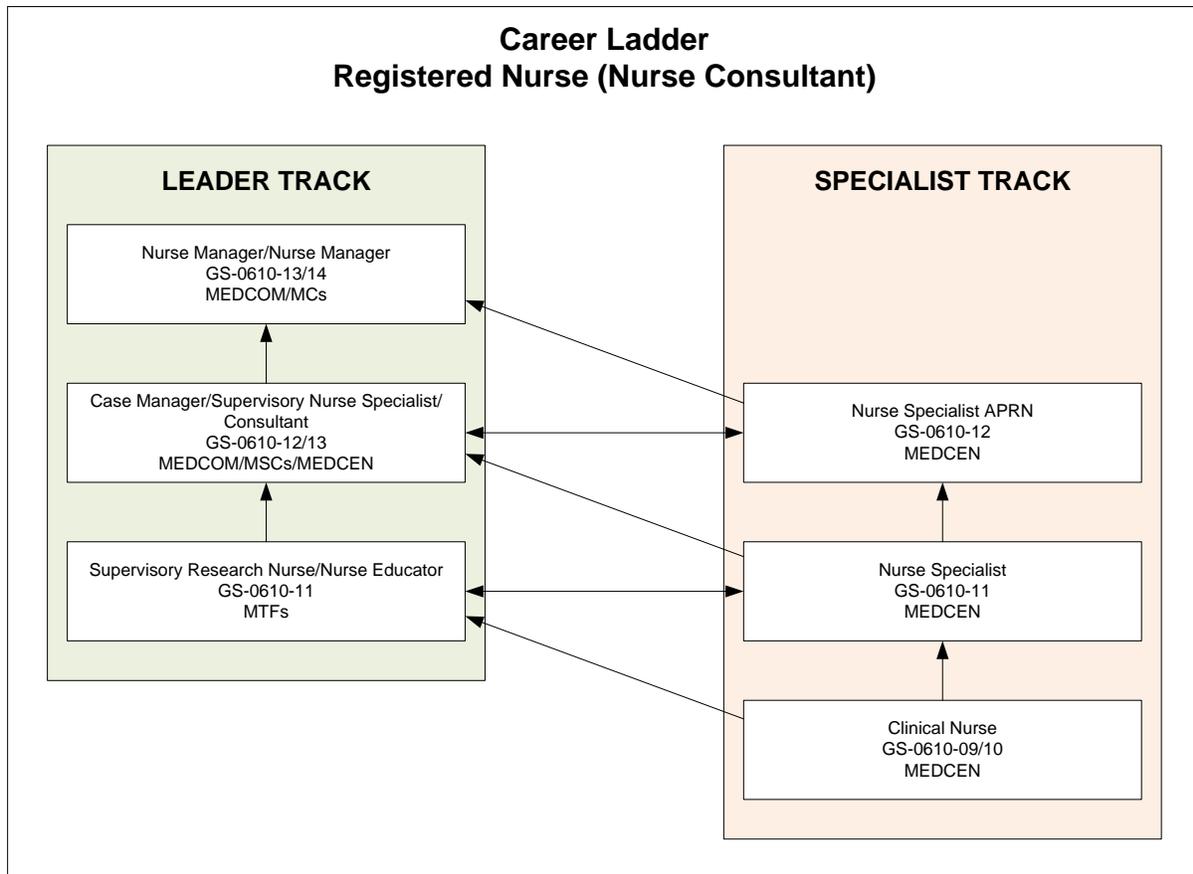
Occupational Series Information. Nurse Consultants practice in a hospital, clinic, or other medical treatment facility. They identify problems or potential risk factors that must be eliminated or reduced in their area of specialty. They collect, collate, and analyze data to identify systemic problems and provide recommendations based on national regulatory healthcare standards to reduce or prevent undesired outcomes and financial losses to the organization. Nurse Consultants function as an integral part of the quality improvement process focused at creating a culture of patient safety. They provide consultative assistance and guide the other staff members. The Nurse Consultant often develops instructional materials using nursing knowledge for educational programs and coordinates training in area of specialty.

Mission Critical Occupation. The 0610-Registered Nurse (and all sub-specialties) occupational series has been designated a Mission Critical Occupation.

Career Ladder

The career ladder illustrates the typical pattern of progression from entry level to an advanced level in the GS-0610 Nurse Consultant specialty. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed as a Nurse Consultant should be guided by the qualification standards established by OPM ([Qualification Standards for Series 0610 Nurse series](#)). The career ladder shown in this ACTEDS Plan assumes that individuals employed at various grade levels have met the minimum requisite qualifications in this series.

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Draft Functional Competencies

The following competencies apply to Nurse Consultants in the performance of assigned duties. Although employees are responsible for managing their careers, supervisors must ensure that employees under their supervision have or are provided opportunities to obtain the required competencies required to perform their duties through formal and OJT. These competencies were developed as part of the MCO competency development effort and have been vetted by subject-matter-experts and Army G-1.

- **Alternative Care Procedures.** Knowledge of the procedures to refer clients to alternative resources as appropriate and the ability to make such referrals in order to ensure the optimal level of care to patients.
- **Basic Interviewing and Communication Techniques.** Ability to use skill in basic interviewing and communication techniques in order to formulate an accurate assessment of the patient's condition and needs.

- **Consultation with Doctors and Patients.** Ability to seek consultation in complex, multifaceted patient health problems in order to promote integrated continuous care.
- **Critical Evaluation of Research.** Ability to critically evaluate research studies and apply findings to practiced discipline in order to incorporate/disseminate relevant results (Evidence-Based Practice).
- **Diagnosis.** Ability to formulate a nursing diagnosis based on the nursing assessment, in order to develop a plan of care to meet defined patient needs in concert with other healthcare disciplines.
- **Ethics.** Includes:
 - Knowledge of ethical theories and principles in order to protect patient rights and confidentiality.
 - Ability to identify professional liability and malpractice issues relating to access of records, Nurse Practice Acts, and the Nursing Code of Ethics in order to ensure adherence within legal and professional parameters.
- **Healthcare Management.** Ability to apply the principles of healthcare management in order to promote the best outcomes for the health of the patient.
- **Healthcare Practices.** Knowledge of cultural variables in health practices, in order to determine their impact on health and wellness, and the ability to accommodate such variables in developing a plan of care.
- **Legal Principles Applied to Nursing.** Knowledge of legal aspects regarding nursing and the provision of nursing care in order to protect the patient, the nurse, and the employer.
- **Medicine and Dentistry.** Knowledge of the diagnosis and treatment of injuries, diseases, and deformities, including preventive healthcare measures.
- **Nursing.** Including:
 - Ability to use understanding of medical terms and medical occupational areas in order to effectively communicate with other medical personnel and effectively advocate for customers/clients to ensure continuity of care.
 - Ability to complete a thorough nursing assessment and health history to include physiological and psychosocial aspects in order to implement, evaluate, and monitor an effective nursing care program.
 - Knowledge of nursing techniques in personal, therapeutic, preventive, and rehabilitative care in order to develop effective individualized plans of care.
 - Ability to function as a healthcare advocate for individuals, families, and communities in order to provide support to the patient.
 - Ability to use skill in providing instructions to clients, families, and other healthcare providers in order to meet the patient's healthcare needs.
 - Knowledge of human behavior and performance in various contexts, mental processes, or the assessment and treatment of behavioral and affective disorders.

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- Ability to review, interpret, and appropriately refer diagnostic and consultative findings.
 - Ability to execute procedures, requirements, regulations, and policies related to specialized expertise.
 - **Biology.** Knowledge of the environment, plant and animal living tissue, cells, organisms, and entities, including their functions, interdependencies, and interactions with each other and the environment.
 - **Chemistry.** Knowledge of chemicals, including hazardous materials, and their uses, interactions, dangers, production, and disposal.
 - **Education.** Includes:
 - Ability to plan, implement, and evaluate the effectiveness of educational programs designed for the educational needs of patients and staff in order to enhance education and wellness.
 - Ability to apply the principles of teaching to patients, patient's sponsors, and patient support groups in order to provide information, evaluate understanding, and enhance adherence.
 - Knowledge regarding new nursing principles and technology in order to maintain competence and certification by attending continuing education and professional development programs.
 - Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
 - **Nurse Consultant.** Includes:
 - Ability to manage multiple patients with competing priorities in order to ensure appropriate level of care is provided.
 - Ability to make administrative decisions regarding the clinical regimen and the management of incidents related to patient care and safety in order to provide effective nursing care and facilitate the unit's daily operations.
 - Ability to assess adequacy of resources required to meet patient care needs for the tour of duty in order to obtain additional resources as needed.
 - Ability to solve technical problems in order to provide continuous patient care.
 - Ability to share information, both formally and informally, and act as a consultant to promote, restore, and maintain health.
 - Ability to apply interviewing skills in order to elicit baseline data about the impact of the illness on the quality of life of the patient and family.
 - Ability to serve as chief communication liaison between assigned primary patient and other healthcare team members in order to provide information regarding changes in the patient's condition and in the nursing care plan.

- Knowledge of quality improvement (performance improvement) practices and/or quality improvement (QI) activities programs in order to ensure compliance and enhance patient care.
- Ability to work with information technology associated with patient care in order to improve patient health outcomes.
- Ability to develop, organize, and/or present educational offerings in order to contribute to the growth and development of others.
- Ability to design, divert, and implement teaching plans for patients in order to meet specific learning needs in relation to the disease process, treatment regimen, and/or research protocol.
- Ability to use and participate in nursing research in order to increase knowledge in nursing and improve patient care.
- Knowledge of the research process, including problem identification, literature review, proposing hypothesis, research data collection, statistical analysis of data and application of findings in order to identify and measure outcome of practice.
- Ability to serve as a Preceptor/Mentor to newly assigned nurses in order to provide relevant information and enhance role development.

Master Training Plan

Employees enter this occupational series at various levels with varying degrees of preparation, capability, and potential for growth. For this reason, training identified for an employee should be based on what formal training and/or OJT the employee brings to the job in comparison to that required for advancement as outlined in this ACTEDS Plan. Consideration should be given to documenting prior experience and training. ACTEDS training is divided into two categories: Universal and Competitive.

Universal Training. Universal training requirements provide standardized competencies across the occupational series to all employees who have similar duties and responsibilities. Universal training requirements are prioritized to assist commanders in planning and programming for training funds. Universal training priorities are as follows:

- **Priority I (U1)** - Mandatory training that is typically a condition of employment, must be successfully completed within a specified time period, and meets one or more of the following criteria: (a) employee must have for acceptable performance; (b) training is essential for mission accomplishment; (c) training is mandated by higher authority (law or DoD) or is required for health, certification, or safety reasons.
- **Priority II (U2)** - Training that should be successfully completed within a specified time period, but may be delayed if funding is not available, and should meet one or both of

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the following criteria: (a) employee should have for maximum proficiency, and/or (b) training improves the quality of mission accomplishment.

- **Priority III (U3)** - Training that should be funded after Priority I and II requirements and should meet one or both of the following: (a) provides or enhances competencies needed on the job, or (b) leads to improved mission accomplishment.

NOTE: CP53 funding (tuition and/or per diem) may be available for courses listed in the MTP in accordance with (IAW) guidance listed at Annex Y.

NOTE: A single asterisk (*) for a priority means “according to individual job requirement.” A double asterisk (**) indicates a “recurring training requirement.” A triple asterisk (***) means “by exception.”

Competitive Training. This category includes developmental opportunities for which individuals are competitively selected. It covers Armywide competitive programs such as the Senior Service Colleges, Fellowship Programs (such as the Army Congressional Fellowship Program), and the CES courses conducted at the AMSC, that are centrally funded by the Deputy Chief of Staff, G-1. Competitive professional development opportunities include university study, development assignments, training-with-industry, and short-term training, which are funded by either the Army Commands (ACOMS), the Army Service Component Commands (ASCCs), Direct Reporting Units (DRUs), or the installations. The annual ACTEDS Training Catalog (<http://www.cpol.army.mil/library/train/catalog/>) contains specific information about competitive development opportunities, along with necessary procedural and application requirements.

The following chart is the Master Training Plan for Series 0610 - Nurse Consultant. It addresses the specialized occupational and professional development training required by grade level. Additional training is identified in the Master Training Plan for RNs on page 26.

Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience		
		GS-10	GS-11/12	GS-13/14
Prevention and Control of Hospital Associated Infections (Basic) Local Installation FT	X	U1	U1	
Communicable Disease Control CDC CC/OL	CP53/X	U1	U1	
Certified Executive Nursing Practice Professional Based Organization DL	CP53			U2
Certified Nurse Manager and Leader Professional Based Organization FC	CP53		U2	U2

CP53 ACTEDS Plan for Nursing Occupations

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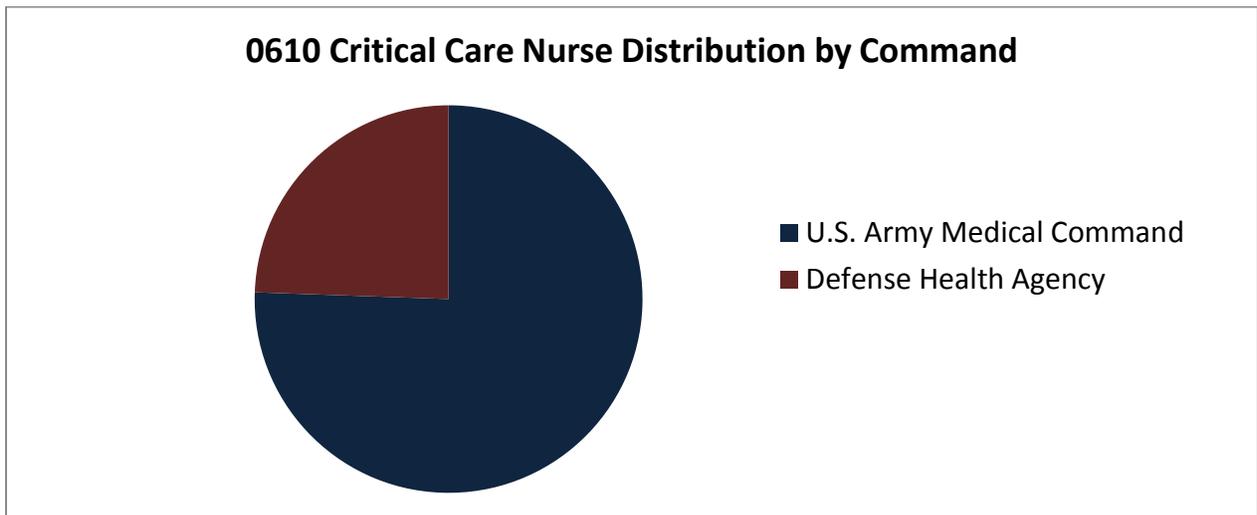
Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience		
		GS-10	GS-11/12	GS-13/14
Patient Safety: Tools for Implementing an Effective Program Professional Based Organization FT	CP53/X		U2	U1
Pediatric Advanced Life Support (PALS) Local FT	CP53/X		U2/U1	U1
Pharmacotherapeutics for Advanced Practice University Based FT	CP53		U2/U1	
Certification Review Course Professional Based Organization FT	CP53		U1	
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1	U1
Supervisor Development Course AMSC DL	X	U1*	U1*	U1*
Certifications Professional Organization FT	CP53			

Certification/Licensure. Registered Nurses employed by MEDCOM must possess and maintain a current, active, valid, and unrestricted license from a US jurisdiction before providing healthcare services to patients. All positions require graduation from a nursing program accredited by the US Department of Education. Some positions also may require a minimum of a Bachelor's, Master's, or Doctoral degree in Nursing. Some positions may require national certification. Regardless of position requirements, pursuing certification demonstrates the employee's commitment to lifelong learning and the highest standards of the profession.

Annex T – Series 0610- Registered Nurse (Critical Care)

Overview. The Army employs approximately 630 (source: DCPDS, 5 June 2014) employees in the 0610 Registered Nurse (Critical Care) functional specialty. The 0610 series covers a diverse set of nursing functional specialties and due to the sometimes overlapping requirements of the positions, the numbers cited for each of the 0610 functional specialties are approximate.

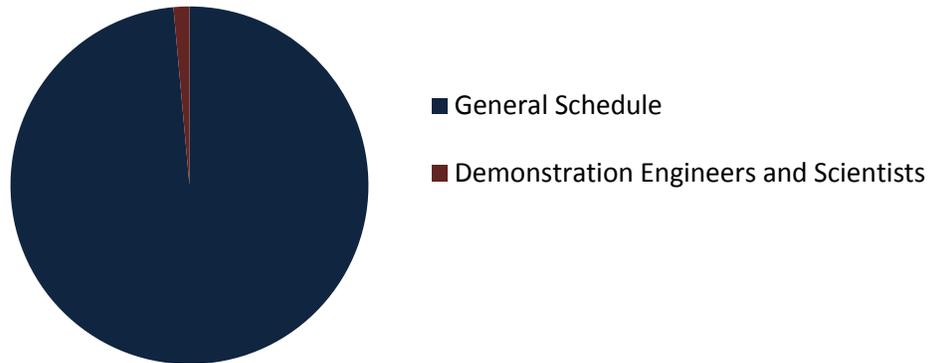
Critical Care Nurses are assigned to CP53 for career development and training. They are employed by the US Army Medical Command and the Defense Health Agency (DHA), as shown below. Critical Care nurses assigned to MEDCOM are located throughout the world and work primarily in the MEDCENS and MEDDACs.



Critical Care Nurses are primarily compensated through the General Schedule (GS) and Demonstration Engineers and Scientists (pay band-DB) civilian pay plans, as shown below.

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0610 Critical Care Nurse Distribution by Pay Plan



Occupational Series Information. Critical Care Nursing is a specialty area in the field of nursing that deals specifically with human responses to life-threatening problems. A critical care nurse is responsible for ensuring that acutely and critically ill patients and their families receive optimal care.

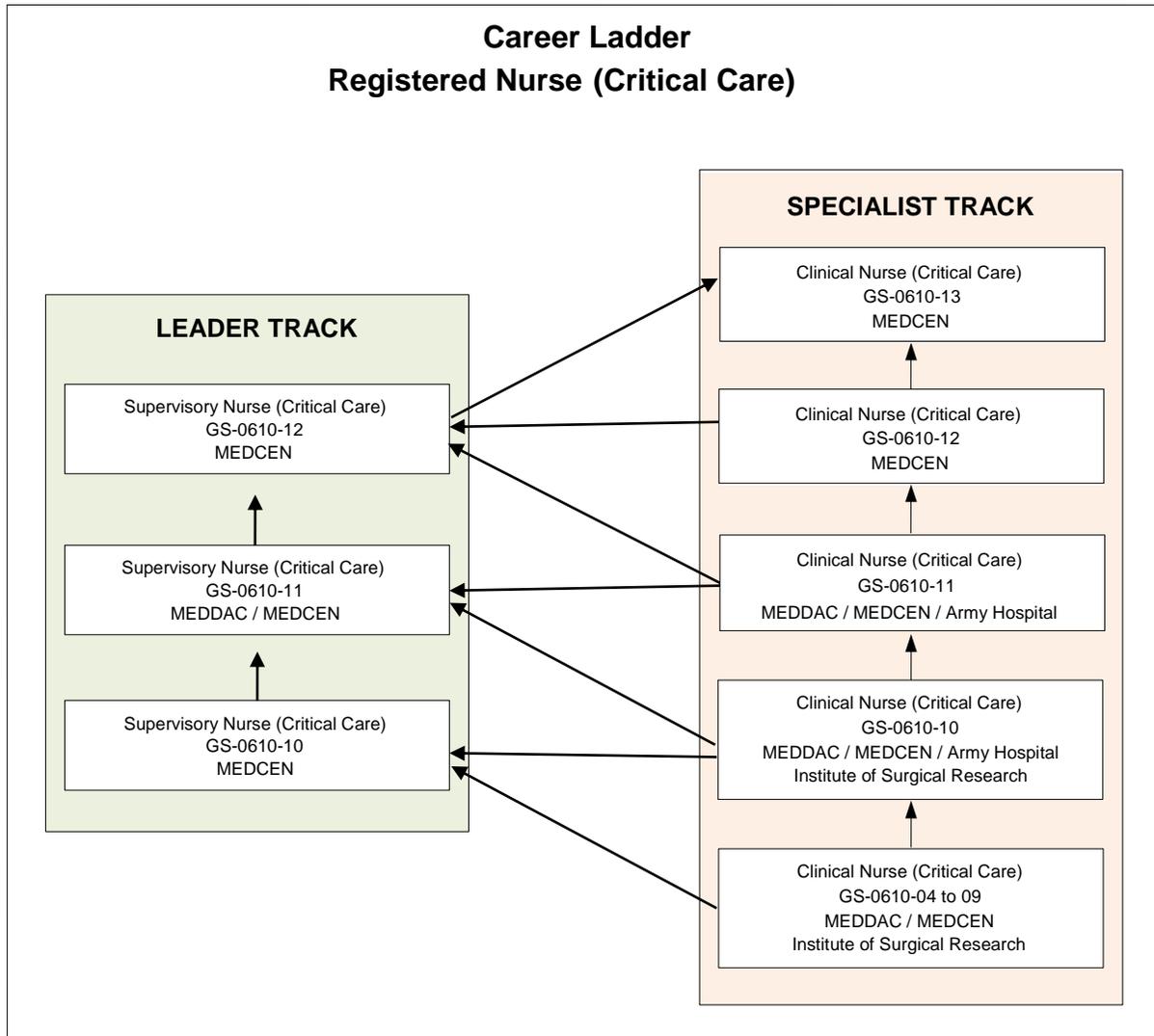
Critical Care Nurses practice in settings where patients require complex assessment, high-intensity therapies and interventions, and continuous nursing vigilance. They rely upon a specialized body of knowledge, skills, and experience to provide care to patients and families and create environments that are healing, humane, and caring. Foremost, the Critical Care Nurse is a patient advocate, respecting and supporting the basic values, rights, and beliefs of the critically ill patient.

Mission Critical Occupation. The 0610-Registered Nurse (and all sub-specialties) occupational series has been designated a Mission Critical Occupation.

Career Ladder

The career ladder illustrates the typical pattern of progression from entry level to an advanced level in the GS-0610 series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the Critical Care Nursing specialty should be guided by the qualification standards established by OPM ([Qualification Standards for Series 0610, Nurse](#)). The career ladder shown in this ACTEDS Plan assumes that

individuals employed at various grade levels have met the minimum requisite qualifications in this series.



Draft Functional Competencies

The following competencies apply to Critical Care Nurses in the performance of assigned duties. Although employees are responsible for managing their careers, supervisors must ensure that employees under their supervision have or are provided opportunities to obtain the required competencies required to perform their duties through formal and OJT. These competencies were developed as part of the MCO competency development effort and have been vetted by subject-matter-experts and Army G-1.

- **Alternative Care Procedures.** Knowledge of the procedures to refer clients to alternative resources as appropriate and the ability to make such referrals in order to ensure the optimal level of care to patients.
- **Basic Interviewing and Communication Techniques.** Ability to use skill in basic interviewing and communication techniques in order to formulate an accurate assessment of the patient's condition and needs.
- **Consultation with Doctors and Patients.** Ability to seek consultation in complex, multifaceted patient health problems in order to promote integrated continuous care.
- **Critical Evaluation of Research.** Ability to critically evaluate research studies and apply findings to practiced discipline in order to incorporate/disseminate relevant results (Evidence-Based Practice).
- **Diagnosis.** Ability to formulate a nursing diagnosis based on the nursing assessment, in order to develop a plan of care to meet defined patient needs in concert with other healthcare disciplines.
- **Ethics.** Includes:
 - Knowledge of ethical theories and principles in order to protect patient rights and confidentiality.
 - Ability to identify professional liability and malpractice issues relating to access of records, Nurse Practice Acts, and the Nursing Code of Ethics in order to ensure adherence within legal and professional parameters.
- **Healthcare Management.** Ability to apply the principles of healthcare management in order to promote the best outcomes for the health of the patient.
- **Healthcare Practices.** Knowledge of cultural variables in health practices, in order to determine their impact on health and wellness, and the ability to accommodate such variables in developing a plan of care.
- **Legal Principles Applied to Nursing.** Knowledge of legal aspects regarding nursing and the provision of nursing care in order to protect the patient, the nurse, and the employer.
- **Medicine and Dentistry.** Knowledge of the diagnosis and treatment of injuries, diseases, and deformities, including preventive healthcare measures.
- **Nursing.** Including:
 - Ability to use understanding of medical terms and medical occupational areas in order to effectively communicate with other medical personnel and effectively advocate for customers/clients to ensure continuity of care.
 - Ability to complete a thorough nursing assessment and health history to include physiological and psychosocial aspects in order to implement, evaluate, and monitor an effective nursing care program.
 - Knowledge of nursing techniques in personal, therapeutic, preventive, and rehabilitative care in order to develop effective individualized plans of care.

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- Ability to function as a healthcare advocate for individuals, families, and communities in order to provide support to the patient.
 - Ability to use skill in providing instructions to clients, families, and other healthcare providers in order to meet the patient's healthcare needs.
 - Knowledge of human behavior and performance in various contexts, mental processes, or the assessment and treatment of behavioral and affective disorders.
 - Ability to review, interpret, and appropriately refer diagnostic and consultative findings.
 - Ability to execute procedures, requirements, regulations, and policies related to specialized expertise.
 - **Biology.** Knowledge of the environment, plant and animal living tissue, cells, organisms, and entities, including their functions, interdependencies, and interactions with each other and the environment.
 - **Chemistry.** Knowledge of chemicals, including hazardous materials, and their uses, interactions, dangers, production, and disposal.
 - **Education.** Includes:
 - Ability to plan, implement, and evaluate the effectiveness of educational programs designed for the educational needs of patients and staff in order to enhance education and wellness.
 - Ability to apply the principles of teaching to patients, patient's sponsors, and patient support groups in order to provide information, evaluate understanding, and enhance adherence.
 - Knowledge regarding new nursing principles and technology in order to maintain competence and certification by attending continuing education and professional development programs.
 - Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
 - **Evidence-Based Practice.** Ability to apply the principles of Evidence-Based Practice in critical care nursing.
 - **Critical Care Nursing.** Includes:
 - Knowledge of the nursing activities in the Army Medical Department (AMEDD) Standards of Nursing Practice in order to ensure compliance in accordance with the latest guidance.
 - Knowledge of nursing activities identified by the American Nursing Association (ANA); Association of Women's Health, Obstetric, and Neonatal Nurses (AWHONN); American Association of Critical-Care Nurses (AACN); and the National Association of Neonatal Nurses (NANN) (available in most medical libraries) in order to ensure compliance.

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- Ability to provide specialized nursing care to complex, critically ill patients having numerous complicating conditions in order to ensure effectiveness of nursing care requirements.
 - Knowledge of the age-specific pathophysiological and physical processes associated with a variety of medical disorders/health problems of the patient in order to provide specialized nursing care.
 - Ability to develop and evaluate optimal nursing care plans based on patient’s physiological and psychological tests and laboratory findings in order to identify problems and plan nursing care and interventions.
 - Ability to continually monitor and assess patient’s condition in order to take corrective action and prevent complications.
 - Ability to monitor the use of therapeutic agents to include chemotherapy drugs (including experimental agents), pain relieving drugs (including narcotics), and antibiotics in order to recognize action, expected side effects, and adverse reactions, and to take corrective action.
 - Ability to use emergency and resuscitative measures in order to operate highly complex technical equipment, e.g., hemodynamic monitoring devices, invasive thermodilutional catheters, etc.
 - Ability to identify nursing problems and provisions of care through the nursing process in order to facilitate prompt solutions and treatment.
 - Ability to coordinate, communicate, and collaborate with other healthcare team members in order to ensure the optimal level of overall care to critical care patients.
 - Ability to perform difficult and demanding advocacy tasks that involve patient’s options and actions of physicians, other healthcare providers, and family members in order to provide support to the patient.
 - Knowledge of the grief process in order to support the families through their loss.
 - Knowledge of infection control standards in order to ensure standards are applied in accordance with unit and department operating instructions.
 - Ability to promote the best outcomes for the health of critically ill patients and families by being knowledgeable of the case management and discharge planning nurse role to ensure a smooth transition to home.
 - Knowledge of legal and ethical Critical Care nursing practice in order to protect the rights of the patient and the healthcare team by practicing in compliance with established ethical concepts and legal guidelines.
 - **Critical Care Nursing.** Includes:
 - Knowledge of organizational structure, policy and procedures, communication, and reporting procedures in order to ensure effective coordination of information.

- Knowledge of marketing strategies and techniques in order to advance the visibility of the Critical Care and/or program designs which enhance education, wellness, and prevention of disease/injury.
- Ability to establish and evaluate effectiveness of performance improvement indicators for nursing program elements in order to identify and measure outcomes of practice.
- Ability to administer a nurse program to include, but not limited to, development of organizational goals, development of program documents, accomplishment of program reviews; identification and resolution of problems; establishment and promotion of collaborative working relationships with external agencies and community resources (public, private, and professional organizations) in order to ensure continuity of operations.

Master Training Plan

Employees enter this occupational series at various levels with varying degrees of preparation, capability, and potential for growth. For this reason, training identified for an employee should be based on what formal training and/or OJT the employee brings to the job in comparison to that required for advancement as outlined in this ACTEDS Plan. Consideration should be given to documenting prior experience and training. ACTEDS training is divided into two categories: Universal and Competitive.

Universal Training. Universal training requirements provide standardized competencies across the occupational series to all employees who have similar duties and responsibilities. Universal training requirements are prioritized to assist commanders in planning and programming for training funds. Universal training priorities are as follows:

- **Priority I (U1)** - Mandatory training that is typically a condition of employment, must be successfully completed within a specified time period, and meets one or more of the following criteria: (a) employee must have for acceptable performance; (b) training is essential for mission accomplishment; (c) training is mandated by higher authority (law or DoD) or is required for health, certification, or safety reasons.
- **Priority II (U2)** - Training that should be successfully completed within a specified time period, but may be delayed if funding is not available, and should meet one or both of the following criteria: (a) employee should have for maximum proficiency, and/or (b) training improves the quality of mission accomplishment.
- **Priority III (U3)** - Training that should be funded after Priority I and II requirements and should meet one or both of the following: (a) provides or enhances competencies needed on the job, or (b) leads to improved mission accomplishment.

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NOTE: CP53 funding (tuition and/or per diem) may be available for courses listed in the MTP in accordance with (IAW) guidance listed at Annex Y.

NOTE: A single asterisk (*) for a priority means “according to individual job requirement.” A double asterisk (**) indicates a “recurring training requirement.” A triple asterisk (***) means “by exception.”

Competitive Training. This category includes developmental opportunities for which individuals are competitively selected. It covers Armywide competitive programs such as the Senior Service Colleges, Fellowship Programs (such as the Army Congressional Fellowship Program), and the CES courses conducted at the AMSC, that are centrally funded by the Deputy Chief of Staff, G-1. Competitive professional development opportunities include university study, development assignments, training-with-industry, and short-term training, which are funded by either the Army Commands (ACOMS), the Army Service Component Commands (ASCCs), Direct Reporting Units (DRUs), or the installations. The annual ACTEDS Training Catalog (<http://www.cpol.army.mil/library/train/catalog/>) contains specific information about competitive development opportunities, along with necessary procedural and application requirements.

The following chart is the Master Training Plan for Critical Care Nursing. It addresses the specialized occupational and professional development training required by grade level. Additional training is identified in the Master Training Plan for RNs on page 26.

Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience				
		GS-04 to 09	GS-10	GS-11	GS-12	GS-13
Critical Care Nursing AMEDDC&S Nursing Science (www.cs.amedd.army.mil/AHS) FT	CP53/X	U2	U1			
Pathophysiology (MICU, SICU, NICU) University Based FT	CP53	U1	U1			
Pharmacology (MICU, SICU, NICU) University Based FT	CP53	U1	U1			
Advanced Pathophysiology University Based FT	CP53			U2	U1	
Diagnostic Reasoning and Physical Assessment in Advanced Nursing University Based FT	CP53			U2	U1	
Clinical Nurse Specialist Residency – (MICU, SICU, or NICU) University Based FT	CP53			U2	U1	
Advanced Cardiac Life Support (ACLS) Local FT	CP53	U1	U1	U1	U1*	U1*

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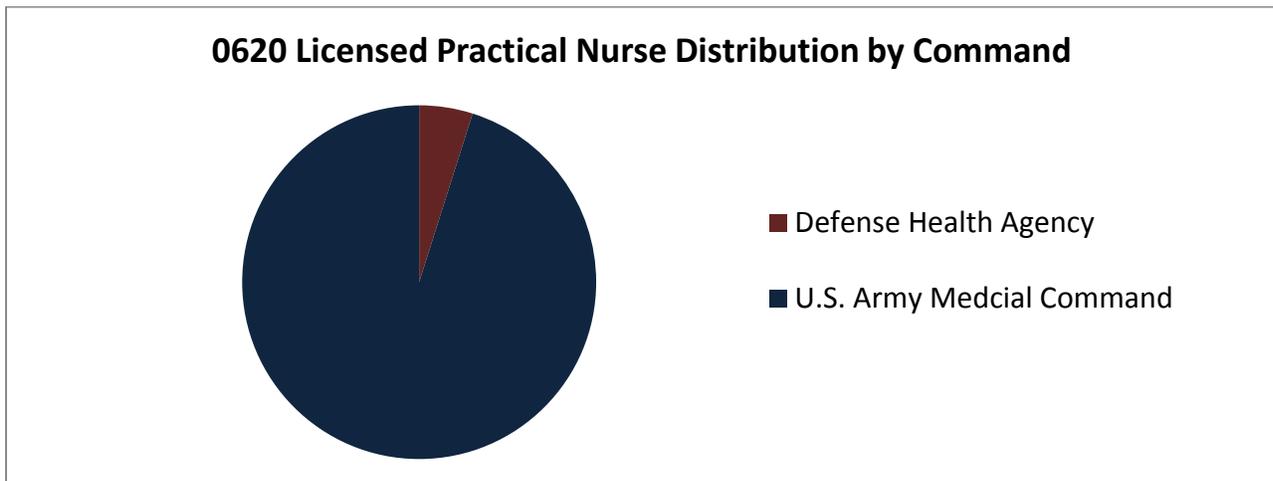
Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience				
		GS-04 to 09	GS-10	GS-11	GS-12	GS-13
Pediatric Advanced Life Support (PALS) Local FT	CP53	U1	U1	U1	U1*	U1*
Outcomes Management Professional Organization FT	CP53			U1	U1	
Certification Review Course Professional Based Organization FT	CP53	U1*	U1*	U1*	U1*	U1*
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1	U1	U1	U1
Supervisor Development Course AMSC DL	X	U3*	U1*	U1*	U1*	U1*
Certifications Professional Organization FT	CP53	U2	U2	U2	U2	U2

Certification/Licensure. Registered Nurses employed by MEDCOM must possess and maintain a current, active, valid, and unrestricted license from a US jurisdiction before providing healthcare services to patients. All positions require graduation from a nursing program accredited by the US Department of Education. Some positions also may require a minimum of a Bachelor's, Master's, or Doctoral degree in Nursing. Some positions may require national certification. Regardless of position requirements, pursuing certification demonstrates the employee's commitment to lifelong learning and the highest standards of the profession.

Annex U – Series 0620- Practical Nurse

Overview. The Army employs over 2,906 (source: DCPDS, 5 June 2014) employees in the 0620 Practical Nurse occupational series. These employees are all assigned to CP53 for career development and training.

Licensed Practical Nurses (LPNs) are assigned to two Army commands as shown below. These employees are most commonly employed by the US Army Medical Command and the Defense Health Agency (DHA). Licensed Practical Nurses work in a variety of settings and in any area of healthcare. They are located throughout the world, but can primarily be found in the MEDCENs and MEDDACs.



Licensed Practical Nurses are primarily compensated through the General Schedule, Demonstration Engineers and Scientists Technicians (pay band-DE), and Local National (LN) civilian pay plans.

Occupational Series Information. An LPN and a Licensed Vocational Nurse (LVN) are two different designations for nurses within this generalist field. Each is the same level of nurse and both provide patient care on a very personal level. Most LPNs work under the supervision of Physicians or Registered Nurses (RNs) and are responsible for providing basic bedside care for people who are sick, injured, convalescent, or disabled.

- At the entry-level (GS-3 to 4), LPNs are usually responsible for providing nursing care for and assistance to patients, measuring and recording vital signs to include reporting abnormal values to the RN, obtaining and labelling specimens, assisting the Physician or RN in patient examinations, preparing and administering prescribed medications;

providing pre-and post-operative patient care; observing, recording, and reporting changes in behavior of mentally ill patients; providing reassurance and encouragement to mentally ill patients; assisting surgeons and RNs in operating room activities, including passing instruments, maintaining sterile conditions, and draping and positioning patients; setting up and operating specialized medical equipment and apparatus.

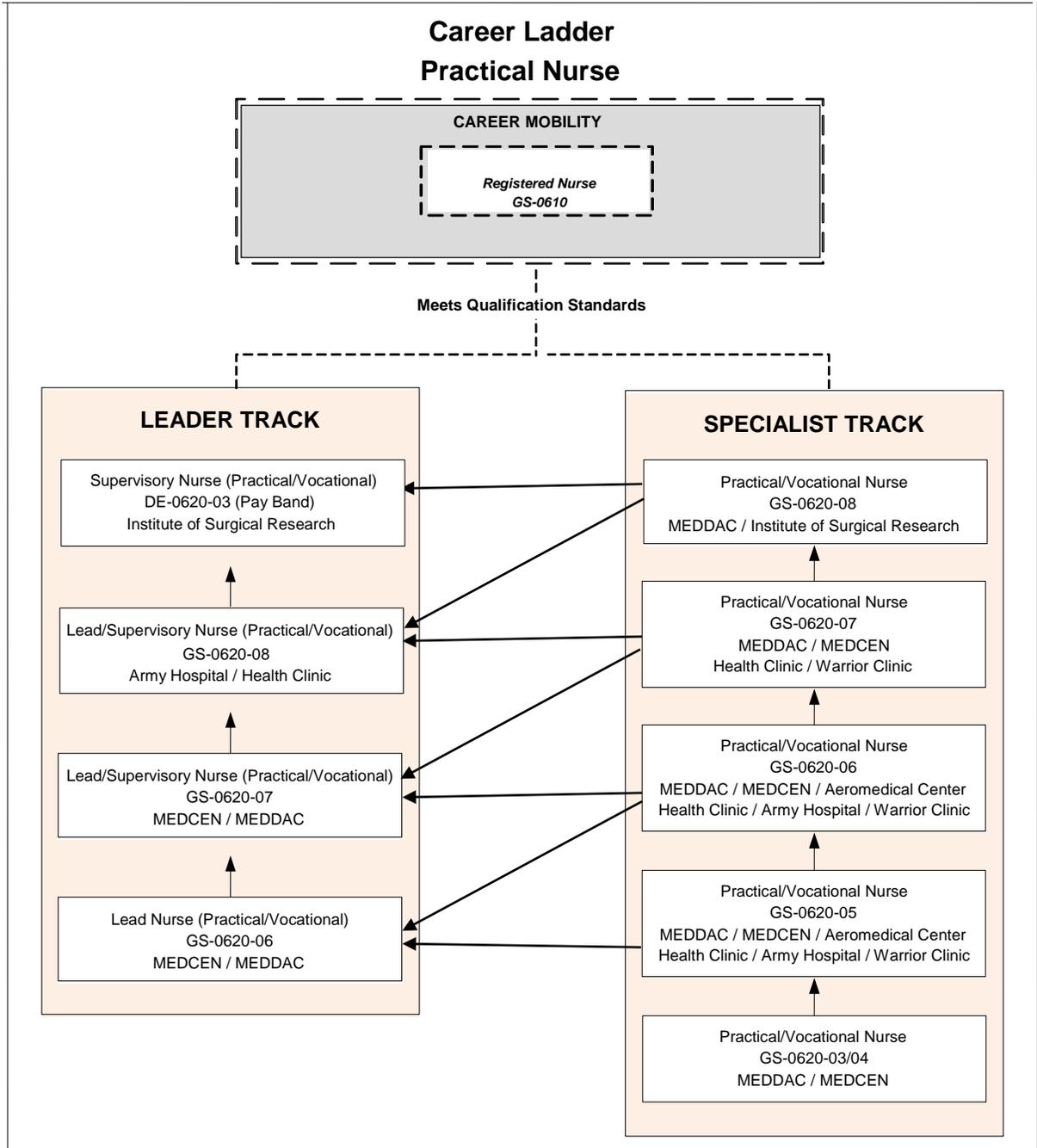
- At the intermediate-level (GS-5 and above), LPNs may provide more specialized nursing care to patients of all ages who often have numerous complicating conditions; assessing critically ill patients; responding to emergency situations, operating highly technical medical equipment, assisting physicians during diagnostic, therapeutic and/or minor surgical procedures by preparing the patient, initiating IVs, preparing necessary supplies and equipment; providing preventive healthcare, and/or pre/post operative care to include wound care and dressing changes; preparing and administering prescribed meds or immunizations ; and advising other experienced and inexperienced personnel in the care of patients to include formal and informal orientation and precepting of student LPNs. Duties are performed under the supervision of an RN.
- At the advanced-level (primarily GS-7 to 8, some GS-6's, and DE-03 payband), currently about 1% of the LPN workforce, LPNs work as Team Leaders or Supervisors of other staff (Civilians or enlisted) or providing specialized nursing care (Neonatal Intensive Care Unit (NICU), Critical Care, Infection Control, Dialysis, Soldier Readiness, Force Health Protection, etc.). Licensed Practical Nurses at this level may conduct in-service training or serve as a preceptor for newly assigned personnel. Duties are performed under the supervision of an RN.

Mission Critical Occupation. The 0620-Practical Nurse occupational series has been designated a Mission Critical Occupation.

Career Ladder

The career ladder illustrates the typical pattern of progression from entry level to an advanced level in the GS-0620 series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the Practical Nurse specialty should be guided by the qualification standards established by OPM ([Qualification Standards for Series 0620, Practical Nurse](#)). The career ladder shown in this ACTEDS Plan assumes that individuals employed at various grade levels have met the minimum requisite qualifications in this series.

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Draft Functional Competencies

The following competencies apply to Practical Nurses in the performance of assigned duties. Although employees are responsible for managing their careers, supervisors must ensure that employees under their supervision have or are provided opportunities to obtain the required competencies required to perform their duties through formal and OJT. These competencies were developed as part of the MCO competency development effort and have been vetted by subject-matter-experts and Army G-1.

- **Medicine and Dentistry.** Knowledge of the diagnosis and treatment of injuries, diseases, and deformities, including preventive healthcare measures.
- **Ethics.** Including:
 - Knowledge of ethical theories and principles in order to protect patient rights and confidentiality.
 - Ability to identify professional liability and malpractice issues relating to access of records, Nurse Practice Acts, and the Nursing Code of Ethics in order to ensure adherence within legal and professional parameters.
- **Practical Care.** Including:
 - Ability to identify deviations from normal growth and development patterns of patients from infants to geriatric and notify appropriate nursing personnel.
 - Ability to initiate an IV, regulate the flow rate, and accurately monitor IVs in order to administer medications or fluids.
 - Ability to participate in patient admission and coordinate discharge activities. Ability to collect data, obtain admission history, and initiate a plan of care upon patient admission to the ward, in collaboration with staff nurse (with Command approval and education). Prepare discharge instructions for review and signature of staff nurse.
 - Ability to interpret and implement an established patient care plan in order to provide quality evidenced-based patient care.
 - Ability to provide instructions to clients, families, and other healthcare providers in order to meet the patient's healthcare needs.
 - Ability to initiate an interdisciplinary plan of care in accordance with knowledge of cultural variables in health practices, to include their accommodation.
 - Ability to calculate and administer prescribed medications at prescribed dosages and observe and document the patient's response to the medication.
 - Ability to serve as assistant to the physician in examinations and treatments utilizing knowledge of instruments and equipment used for various minor procedures performed in clinics or wards (with Command approval and education).

- Ability to assist Staff Nurse and provide input for the planning and directing of the work of medics and Nursing Assistants in order to effectively manage patient care.
- Ability to take stock level inventories, order supplies and equipment, and restock shelves in order to ensure an adequate inventory of supplies.
- Ability to operate specialized medical instruments and equipment, e.g., infusion pumps, intermittent positive pressure breathing machines, monitors, electrocardiograph machines, pulse oximeters, suction devices, audiometric equipment, etc. (with Command approval and education), and recognize equipment malfunctions.
- Ability to practice effective infection control measures, aseptic technique for prevention of infections, transmission-based isolation precautions, instrument processing. Skill in changing sterile dressings and maintaining the sterile condition of medical supply items in order to prevent infection.
- Ability to maintain communication with patient to assist the RN in formulating an accurate assessment of the patient’s condition and needs.
- Ability to ensure the confidentiality of records in accordance with federal and state legal requirements.
- Ability to ensure patient rights and protections, quality and safety, in accordance with federal and state legal requirements.
- Knowledge of new nursing principles and technology and ability to maintain competence by attending continuing education and professional development programs.
- Ability to respond to conditions in accordance with Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) procedures for the medical treatment facility.
- Ability to participate in ongoing research projects through data collection, implementation of evidenced-based interventions, documentation of the application of evidenced-based interventions, utilization of research tools, and being a consumer of nursing research in the provision of evidenced-based care.
- **Evidence-Based Practice.** Ability to apply the principles of Evidence-Based Practice in practical nursing.

Master Training Plan

Employees enter this occupational series at various levels with varying degrees of preparation, capability, and potential for growth. For this reason, training identified for an employee should be based on what formal training and/or OJT the employee brings to the job in comparison to that required for advancement as outlined in this ACTEDS Plan. Consideration should be given

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to documenting prior experience and training. ACTEDS training is divided into two categories: Universal and Competitive.

Universal Training. Universal training requirements provide standardized competencies across the occupational series to all employees who have similar duties and responsibilities. Universal training requirements are prioritized to assist commanders in planning and programming for training funds. Universal training priorities are as follows:

- **Priority I (U1)** - Mandatory training that is typically a condition of employment, must be successfully completed within a specified time period, and meets one or more of the following criteria: (a) employee must have for acceptable performance; (b) training is essential for mission accomplishment; (c) training is mandated by higher authority (law or DoD) or is required for health, certification, or safety reasons.
- **Priority II (U2)** - Training that should be successfully completed within a specified time period, but may be delayed if funding is not available, and should meet one or both of the following criteria: (a) employee should have for maximum proficiency, and/or (b) training improves the quality of mission accomplishment.
- **Priority III (U3)** - Training that should be funded after Priority I and II requirements and should meet one or both of the following: (a) provides or enhances competencies needed on the job, or (b) leads to improved mission accomplishment.

NOTE: CP53 funding (tuition and/or per diem) may be available for courses listed in the MTP in accordance with (IAW) guidance listed at Annex Y.

NOTE: A single asterisk (*) for a priority means “according to individual job requirement.” A double asterisk (**) indicates a “recurring training requirement.” A triple asterisk (***) means “by exception.”

Competitive Training. This category includes developmental opportunities for which individuals are competitively selected. It covers Armywide competitive programs such as the Senior Service Colleges, Fellowship Programs (such as the Army Congressional Fellowship Program), and the CES courses conducted at the AMSC, that are centrally funded by the Deputy Chief of Staff, G-1. Competitive professional development opportunities include university study, development assignments, training-with-industry, and short-term training, which are funded by either the Army Commands (ACOMS), the Army Service Component Commands (ASCCs), Direct Reporting Units (DRUs), or the installations. The annual ACTEDS Training Catalog (<http://www.cpol.army.mil/library/train/catalog/>) contains specific information about competitive development opportunities, along with necessary procedural and application requirements.

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The following chart is the Master Training Plan for Licensed Practical Nursing. It addresses the occupational and professional development training required by grade level.

Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience			
		GS-03/04	GS-05	GS-06	GS-07/08/DE-03
Infection Control Local/SWANK/Professional Organization (www.swankhealth.com) FT	CP53/X	U1*	U1*	U1*	U1*
Bloodborne Pathogens OSHA/Local/SWANK FT/CC/OL	CP53/X	U1*	U1*	U1*	U1*
Basic Life Support American Heart Association FT	CP53/X	U1	U1	U1	U1
Basic Proficiency in Medication Administration –LPN Professional Organization FT	CP53	U1	U1	U1	U1
Pharmacology I/II/III/IV ATRRS/AMEDDC&S (www.ATRRS.army.mil) CC	CP53/X	U1*	U1*	U1*	U1*
Spirometry NIOSH/USAPHC FT/OJT	CP53/X	U2	U2	U2	U2
Neonatal Resuscitation Local FT	X	U3	U1*	U1*	U1*
Medical Error Prevention and Patient Safety Local/CEU/OJT FT	CP53/X	U1*	U1*	U1*	U1*
Writing for Results CHRA FT	CP53	U3	U3	U3	U2
Public Speaking, Briefings, and Presentations Local FT/CC/DL	CP53/X	U3	U3	U3	U2
Listening and Memory Development Graduate School USA FT	CP53	U3	U3	U3	U3
Basic Computer Courses Local FT	X	U1	U1	U1	U1
Health Care Ethics I (MD0066) ATRRS/AMEDDC&S DL	X	U1	U1	U1	U1
Health Care Ethics II (MD0067) ATRRS/AMEDDC&S DL	X	U1	U1	U1	U1
Advanced Cardiac Life Support (ACLS) Local FT	CP53/X	U3	U1*	U1*	U1*
Licensed Practical Nurse (LPN) Intravenous (IV) Therapy College Based FT	CP53	U1	U1**	U1**	U1**

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Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience			
		GS-03/04	GS-05	GS-06	GS-07/08/DE-03
Vascular Access Devices - Care and Maintenance Professional Organization/College Based FT	CP53	U3	U3	U2**	U2**
Critical Care Nursing (6F-F5) AMEDDC&S Nursing Science FT	CP53/X	U3	U3	U2**	U2**
Abuse and Violence Reporting College Based FT	CP53	U1	U1	U1	U1
Death and Dying SWANK/Professional Organization CC/OL	CP53/X	U2	U2	U2	U2
Basic Electronic Fetal Monitoring Professional Organization/College Based FT	CP53	U3	U2**	U1**	U1**
Immunology and Allergy Specialty (300-Y8) ATRRS/AMEDDC&S FT	CP53/X	U3	U3	U2**	U2**
Sedation and Analgesia Monitoring Local Installation FT	X	U3**	U3**	U2**	U2**
Pain Management Local/SWANK FT	CP53/X	U1*	U1*	U1*	U1*
Hospital CBRNE Preparedness Course (081-CBRNE HPC) ATRRS/AMEDDC&S DL	X	U3	U2	U2	U2
Phlebotomy Certification College/Technical School Based FT	CP53	U1	U1	U1	U1
Electrocardiogram (ECG) Monitor/Observer Program College/University Based FT	CP53	U3	U2**	U2**	U2**
Automated External Defibrillator (AED) NSC/ARC/AHA/Professional Organization FT	CP53	U1	U1	U1**	U1**
Red Cross First Aid Trainer Certification American Red Cross FT	CP53	U3	U3	U2**	U2**
Swank HealthCare On-Line Courses SWANK CC/OL	X	U3	U3	U3	U3
Hearing Conservation Technician Local/USAPHC/Professional Organization/College or University Based FT	CP53/X	U3	U2**	U2**	U2**
Nursing Research Professional Organization/College or University Based FT	CP53	U3	U3	U2	U2
Patient Rights Local/SWANK/OJT/University Based CC/OL	CP53/X	U1*	U1*	U1*	U1*
Health Insurance Portability and Accountability Act of 1996 (HIPAA) Local/SWANK FT/OL	CP53/X	U1*	U1*	U1*	U1*

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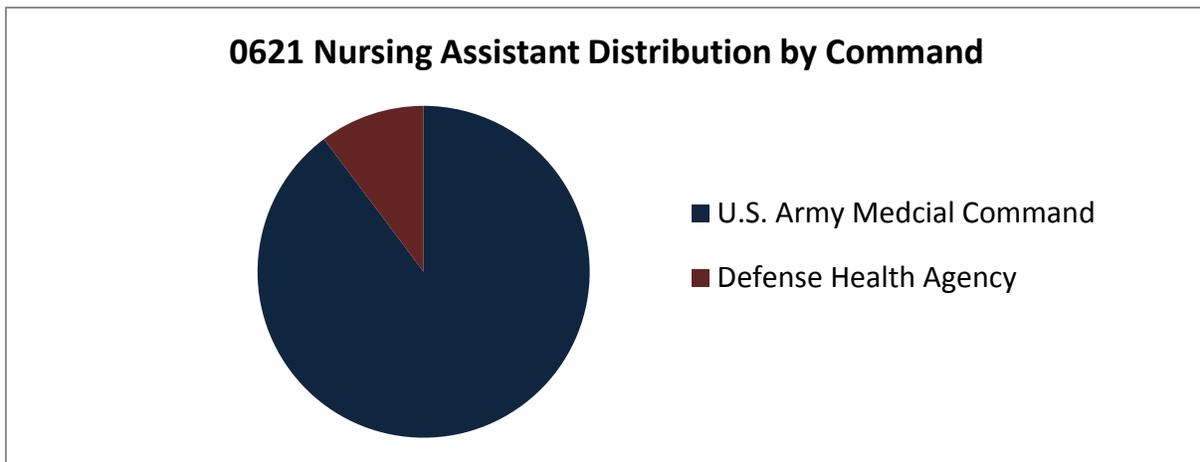
Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience			
		GS-03/04	GS-05	GS-06	GS-07/08/DE-03
Legal and Ethical Aspects of Healthcare College or University Based FT	CP53	U3	U3	U2	U2
Medical Error Prevention and Patient Safety Local/Installation/OJT/University Based FT	CP53/X	U1*	U1*	U1*	U1*
Organization and Functions of the Army Medical Department (MD0004) AMEDDC&S Nursing Science (www.cs.amedd.army.mil/AHS) DL	X	U2	U2	U2	U2
Mosby's Nursing Skills Professional Organization CC/OL	X	U2	U2	U2	U2
Supervisor Development Course (SDC) AMSC DL	X	U3*	U3*	U1*	U1*
HR for Supervisors CHRA FT	X			U1*	U1*
Associate Degree or Bachelor Degree College or University Based FT	CP53				U3
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1	U1	U1
Certifications Professional Organization FT	CP53	U1*	U1*	U1*	U1*

Certification/Licensure. Practical Nurses must possess and maintain a current, active, valid, and unrestricted license from a US jurisdiction before providing healthcare services to patients. Employment in many Army civilian LPN positions could require specific certifications; e.g., Basic Proficiency in Medication Administration; Spirometry, Pharmacology, Phlebotomy or Long-Term Care Certification. Regardless of position requirements, pursuing certification demonstrates the employee's commitment to lifelong learning and the highest standards of the profession.

Annex V – Series 0621- Nursing Assistant

Overview. The Army employs almost 1,005 (source: DCPDS, 5 June 2014) employees in the 0621 Nursing Assistant occupational series. These employees are all assigned to CP53 for career development and training.

Nursing Assistants are assigned to the US Army Medical Command and the Defense Health Agency (DHA). Nursing Assistant positions are located throughout the world, but can primarily be found in the MEDCENs and MEDDACs. Nursing Assistants work in a variety of areas such as hospital clinics or wards, emergency rooms, operating rooms, behavioral health wards/ clinics.



Nursing Assistants are primarily compensated through the General Schedule (GS) and Local National (LN) civilian pay plans.

Occupational Series Information. Nursing Assistants are general health aides in the field of nursing that help patients with daily living and fundamental tasks. Most Nursing Assistants are Certified Nursing Assistants.

- The entry-level for Nursing Assistants is GS-0621-03 or 04 (or Nursing Aide GS-0621-02) or pay band equivalent, and comprises 70% of the Nursing Assistant workforce. However, moving to the specialties of Psychiatric Nursing Assistant or Operating Room Nursing Assistant may allow career progression to the GS-5 or 6 levels. Typical assignments include, but are not limited to: taking patient's vital signs, monitoring intravenous fluids, obtaining routine specimens for laboratory analysis and performing standard tests, and providing personal care to include bathing, shaving, toileting, ambulating, feeding, rubbing backs, making beds, etc. Duties are performed under the supervision of a Licensed Practical Nurse or Registered Nurse.

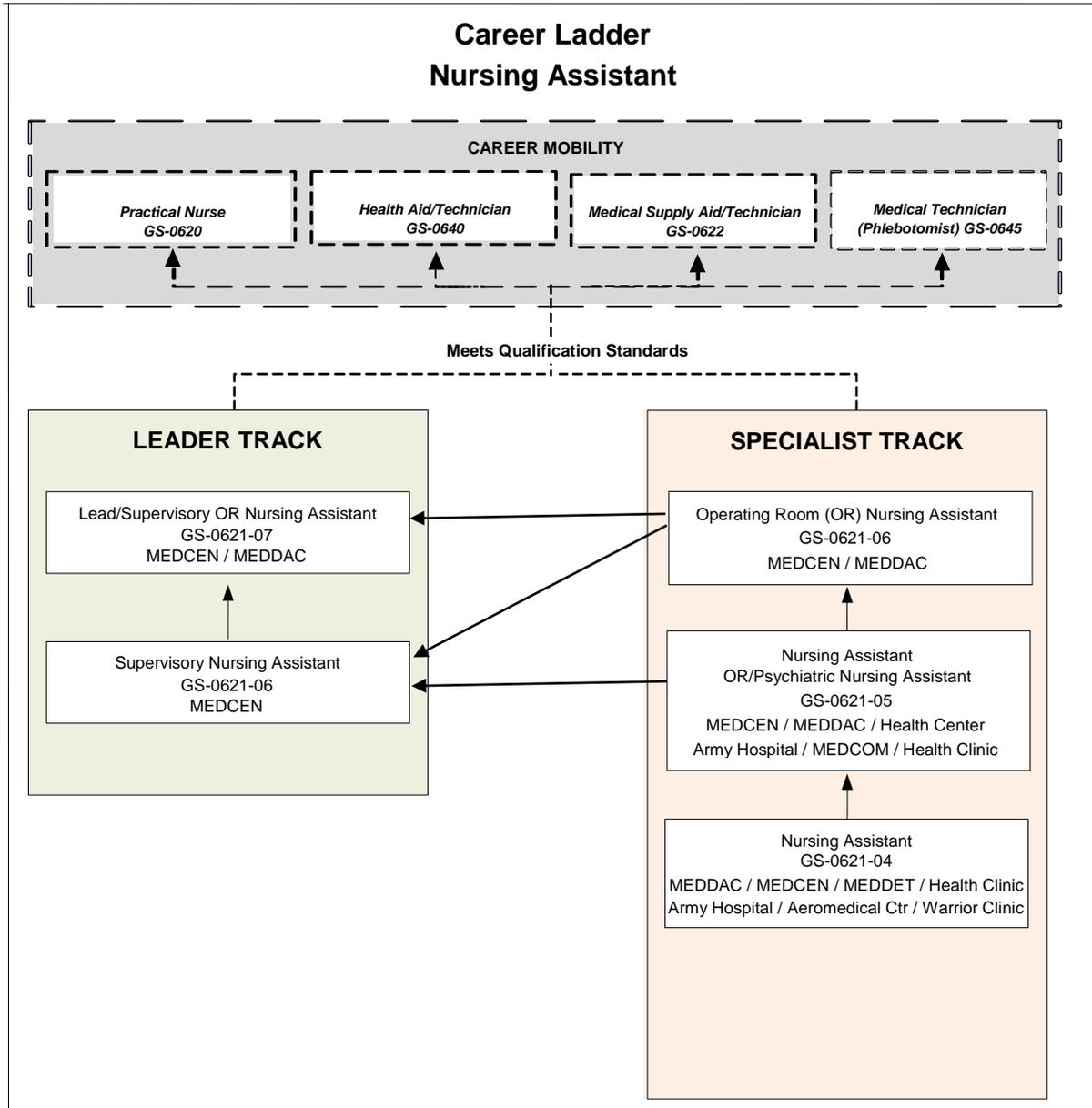
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- The Intermediate/Advanced level is GS-05 or GS-06, or pay band equivalent, which includes 29% of the Nursing Assistant workforce. There are a few GS-7 Nursing Assistants in MEDCOM that are classified as either Lead or Supervisory positions. Assignments at this level include: performing routine procedures per standard operating procedures or physician's instructions, dressing changes, blood pressure screening, catheterizing and suctioning, ear irrigations, electrocardiogram (ECG), recording data on clinical records in accordance with standing operating procedures (SOPs), and charting patient information per screening SOPs; providing input to plan of care; participating in the orientation process of new personnel and Red Cross volunteers; and providing support to personnel by on-the-job training.

Mission Critical Occupation. The 0621-Nursing Assistant occupational series has been designated a Mission Critical Occupation.

Career Ladder

The career ladder illustrates the typical pattern of progression from entry level to an advanced level in the GS-0621 series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed as Nursing Assistants should be guided by the qualification standards established by OPM ([Qualification Standards for Series 0621, Nursing Assistant](#)). The career ladder shown in this ACTEDS Plan assumes that individuals employed at various grade levels have met the minimum requisite qualifications in this series.



Draft Functional Competencies

The following competencies apply to Nursing Assistants in the performance of assigned duties. Although employees are responsible for managing their careers, supervisors must ensure that employees under their supervision have or are provided opportunities to obtain the required

competencies required to perform their duties through formal and OJT. These competencies were developed as part of the MCO competency development effort and have been vetted by subject-matter-experts and Army G-1.

- **Computer Data Entry.** Ability to perform data entry and retrieval within the scope of practice by using electronic communications and systems such as the Composite Health Care System.
- **General Nursing.** Including:
 - Knowledge of legal requirements for confidentiality of patient data (federal and state) in order to ensure confidentiality of records.
 - Knowledge of patient rights and protections guaranteed by state and federal laws and regulations in order to ensure the quality and safety of patient’s medical care.
 - Ability to attend patient care seminars in order to maintain a current knowledge regarding nursing principles and technology in order to ensure understanding and adaptation within the scope of practice of the Nursing Assistant.
 - Knowledge of Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) procedures for the medical treatment facility in order to understand responsibilities and respond effectively.
 - Ability to participate in data collection within the scope of Nursing Assistant duties for ongoing research projects and be aware of nursing research in order to improve patient care.
- **Nursing Assistance.** Including:
 - Ability to identify deviations from normal growth and development patterns of patients from infants to geriatric and notify appropriate nursing personnel.
 - Ability to initiate and perform cardio-pulmonary resuscitation of adults and children and assist in other emergency situations (i.e., seizures, anaphylactic reaction, etc.).
 - Knowledge of the basic elements of the interdisciplinary plan of care in order to interpret specific information in accordance with hospital policy.
 - Ability to provide information to clients and families to reinforce information previously provided by the physician or nurse.
 - Ability to operate specialized medical instruments and equipment (e.g., monitors, electrocardiograph machines, pulse oximeters, audiometric equipment, etc.) with Command approval and proper education and training.
 - Ability to identify equipment malfunction and report equipment malfunction to biomedical maintenance in order to ensure safe operation.
 - Ability to practice effective infection control measures, aseptic techniques for prevention of infections, transmission-based isolation precautions, instrument processing and in maintaining the sterile condition of medical supply items in order to prevent infection.

- Ability to ensure compliance with patient safety goals.
- **Psychiatric Nursing Assistance.** Including:
 - Ability to ensure effective relationships with behavioral health patients, (i.e., reality orientation and small and large group therapy) and maintain patient safety in accordance with therapeutic procedures.
 - Ability to use group dynamics/processes in order to sustain a therapeutic milieu within the patient community.
 - Knowledge of appropriate psychiatric terminology for physical and emotional reactions, nursing care, types of therapeutic procedures, and supporting duties.
 - Ability to observe patient behavior and use basic knowledge of behavioral health illnesses in order to communicate with the patients, families, and treatment team.
- **Operating Room Nursing Assistance.** Including:
 - Ability to prepare the patient and the operating room for complex surgery in order to ensure expeditious pre-op preparation and the safety of the patient.
 - Ability to provide emotional support techniques in order to reassure anxious patients.
 - Knowledge of basic human anatomy and function.
 - Ability to anticipate operational/case needs and pass instruments and surgical materials to the surgeon in order to ensure efficient, uncomplicated surgical process.
 - Ability to use skill in basic interviewing and communication techniques in order to assist the RN in formulating an accurate assessment of the patient's condition and needs.
 - Ability to take stock level inventories and restock shelves in order to ensure adequate/appropriate level of supplies is maintained.

Master Training Plan

Employees enter this occupational series at various levels with varying degrees of preparation, capability, and potential for growth. For this reason, training identified for an employee should be based on what formal training and/or OJT the employee brings to the job in comparison to that required for advancement as outlined in this ACTEDS Plan. Consideration should be given to documenting prior experience and training. ACTEDS training is divided into two categories: Universal and Competitive.

Universal Training. Universal training requirements provide standardized competencies across the occupational series to all employees who have similar duties and responsibilities. Universal training requirements are prioritized to assist commanders in planning and programming for training funds. Universal training priorities are as follows:

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- **Priority I (U1)** - Mandatory training that is typically a condition of employment, must be successfully completed within a specified time period, and meets one or more of the following criteria: (a) employee must have for acceptable performance; (b) training is essential for mission accomplishment; (c) training is mandated by higher authority (law or DoD) or is required for health, certification, or safety reasons.
- **Priority II (U2)** - Training that should be successfully completed within a specified time period, but may be delayed if funding is not available, and should meet one or both of the following criteria: (a) employee should have for maximum proficiency, and/or (b) training improves the quality of mission accomplishment.
- **Priority III (U3)** - Training that should be funded after Priority I and II requirements and should meet one or both of the following: (a) provides or enhances competencies needed on the job, or (b) leads to improved mission accomplishment.

NOTE: CP53 funding (tuition and/or per diem) may be available for courses listed in the MTP in accordance with (IAW) guidance listed at Annex Y.

NOTE: A single asterisk (*) for a priority means “according to individual job requirement.” A double asterisk (**) indicates a “recurring training requirement.” A triple asterisk (***) means “by exception.”

Competitive Training. This category includes developmental opportunities for which individuals are competitively selected. It covers Armywide competitive programs such as the Senior Service Colleges, Fellowship Programs (such as the Army Congressional Fellowship Program), and the CES courses conducted at the AMSC, that are centrally funded by the Deputy Chief of Staff, G-1. Competitive professional development opportunities include university study, development assignments, training-with-industry, and short-term training, which are funded by either the Army Commands (ACOMS), the Army Service Component Commands (ASCCs), Direct Reporting Units (DRUs), or the installations. The annual ACTEDS Training Catalog (<http://www.cpol.army.mil/library/train/catalog/>) contains specific information about competitive development opportunities, along with necessary procedural and application requirements.

The following chart is the Master Training Plan for Nursing Assistants. It addresses the occupational and professional development training required by grade level.

CP53 ACTEDS Plan for Nursing Occupations

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Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience				
		GS-02/03	GS-04	GS-05	GS-06	GS-07
Medical Error Prevention and Patient Safety Local/Installation/OJT/University Based FT	CP53/X	U1*	U1*	U1*	U1*	U1*
Basic Life Support American Heart Association FT	X	U1	U1	U1	U1	U1
Communication with Cognitively Impaired Clients College/University Based FT/OJT	CP53	U3	U3	U2	U2	U2
Organization and Functions of the Army Medical Department (MD0004) AMEDDC&S Nursing Science (www.cs.amedd.army.mil/AHS) DL	X	U1	U2	U2	U2	U3
Safety/Accidents/Fall Prevention University Based/OJT CC/OL	X	U3	U3	U2	U2	U2
Basic Medical Terminology (MD0010) AMEDDC&S CC	X	U2	U2	U2	U2	U2
Bloodborne Pathogens OSHA/Local/SWANK (www.swankhealth.com) FT/CC/OL	CP53/X	U1*	U1*	U1*	U1*	U1*
Infection Control Local/SWANK/Professional Organization/OSHA FT/CC/OL	CP53/X	U1*	U1*	U1*	U1*	U1*
Abuse and Violence Reporting College/University Based FT	CP53	U3	U3	U3	U3	U3
Death and Dying SWANK/Professional Organization/University Based CC/OL	CP53/X	U3	U3	U2	U2	U2
Patient Legal Rights Local/SWANK/OJT/University Based FT	CP53/X	U1*	U1*	U1*	U1*	U1*
Electrocardiogram (ECG) Monitor/Observer Program College/University Based FT	CP53	U3**	U3**	U2**	U2**	U2**
Audiometric (Hearing Assessment) Local/College Based FT	CP53/X	U3**	U3**	U2**	U2**	U2**
Restorative Aide College Based FT	CP53	U3**	U3**	U2**	U2**	U2**
Health Unit Coordinator College Based FT	CP53	U3**	U3**	U2**	U2**	U2**
Psychiatric Assistant/Technician College/University Based FT	CP53	U3**	U3**	U2**	U2**	U2**
Surgical Technology College Based FT	CP53	U3**	U3**	U2**	U2**	U2**
Introduction to CBRNE (081-CBRNE HPC) AMEDDC&S DL	X	U3	U3	U3	U3	U3

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Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience				
		GS-02/03	GS-04	GS-05	GS-06	GS-07
Legal Aspects of Nursing Assistance University Based FT	CP53	U3	U3	U3	U3	U3
Health Insurance Portability and Accountability Act (HIPAA) Training Local Installation/Swank FT/OL	X	U1*	U1*	U1*	U1*	U1*
Health Care Ethics I (MD0066) ATRRS/AMEDDC&S (www.ATRRS.army.mil) DL	X	U3	U3	U3	U3	U3
Spirometry NIOSH/USAPHC FT/OJT	X	U2*	U2*	U2*	U3*	U3*
Introduction to Medical Records and Patient Administration ATRRS/ AMEDDC&S DL	X	U3	U3	U3	U3	U3
Health Care Ethics II ATRRS/AMEDDC&S DL	X	U2	U2	U2	U2	U2
Swank Healthcare On-Line Courses SWANK (www.swankhealth.com) CC/OL	X	U3	U3	U3	U3	U3
Listening and Memory Development Graduate School USA FT	CP53	U3	U3	U3	U3	U3
Basic Computer Courses Local FT	X	U3	U3	U3	U3	U3
Public Speaking, Briefings, and Presentations Local FT/CC/DL	CP53/X	U3	U3	U3	U3	U3
Writing for Results Graduate School USA FT	CP53/X	U3	U3	U3	U3	U3
Anatomy/Physiology I College Based FT	CP53	U3	U3	U3	U3	U3
Anatomy/Physiology II College Based FT	CP53	U3	U3	U3	U3	U3
Basic General Chemistry College Based FT	CP53	U3	U3	U3	U3	U3
Mosby's Nursing Skills Professional Organization CC/OL	X	U3	U3	U3	U3	U3
Nursing Assistant Licensure Community College or Technical School FT	CP53/X	U1	U1	U1	U1	U1
Associate Degree or Bachelor Degree College or University Based FT	CP53/X	U3	U3	U3	U3	U3
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1	U1	U1	

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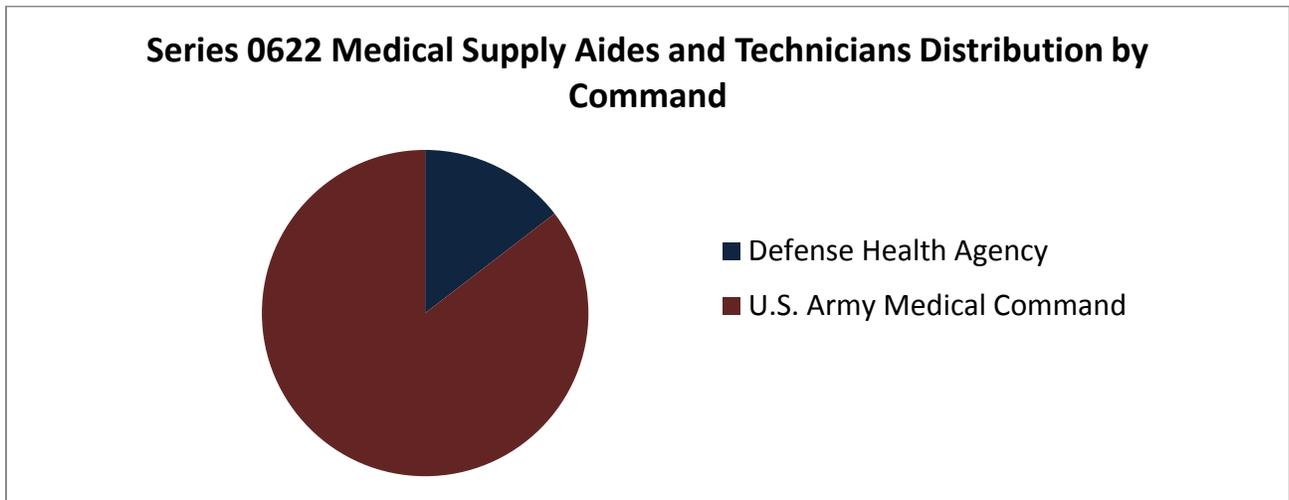
Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience				
		GS-02/03	GS-04	GS-05	GS-06	GS-07
Supervisor Development Course AMSC DL	X	U1*	U1*	U1*	U1*	
Certifications Professional Organization FT	CP53	U3	U3	U3	U3	U3

Certification/Licensure. Nursing Assistants must possess and maintain a current, active, valid, and unrestricted license from a US jurisdiction before providing healthcare services to patients. Employment in many civilian Army Nursing Assistant positions could require specific certifications; e.g., Certified Nursing Assistant and Spirometry Certification. Regardless of position requirements, pursuing certification demonstrates the employee’s commitment to lifelong learning and the highest standards of the profession.

Annex W – Series 0622- Medical Supply Aide and Technician

Overview. The Army employs almost 151 (source: DCPDS, 3 January 2013) employees in the 0622 Medical Supply Aide and Technician occupational series. These employees are all assigned to CP53 for career development and training.

Medical Supply Aides and Technicians are employed by the US Army Medical Command and the Defense Health Agency (DHA) as shown below. Medical Supply Aides and Technicians are located throughout the US and can primarily be found in the MEDCENs and MEDDACs.



Medical Supply Aides and Technicians are compensated through the General Schedule (GS) civilian pay plan.

Occupational Series Information. Medical Supply Aides and Technicians are specialists in the medical field that provide wards, clinics, operating rooms, and other hospital facilities with medical supplies, instruments, sets, and equipment. They are responsible for preparing, sterilizing, installing, processing, cleaning and distributing laboratory or healthcare equipment and supplies.

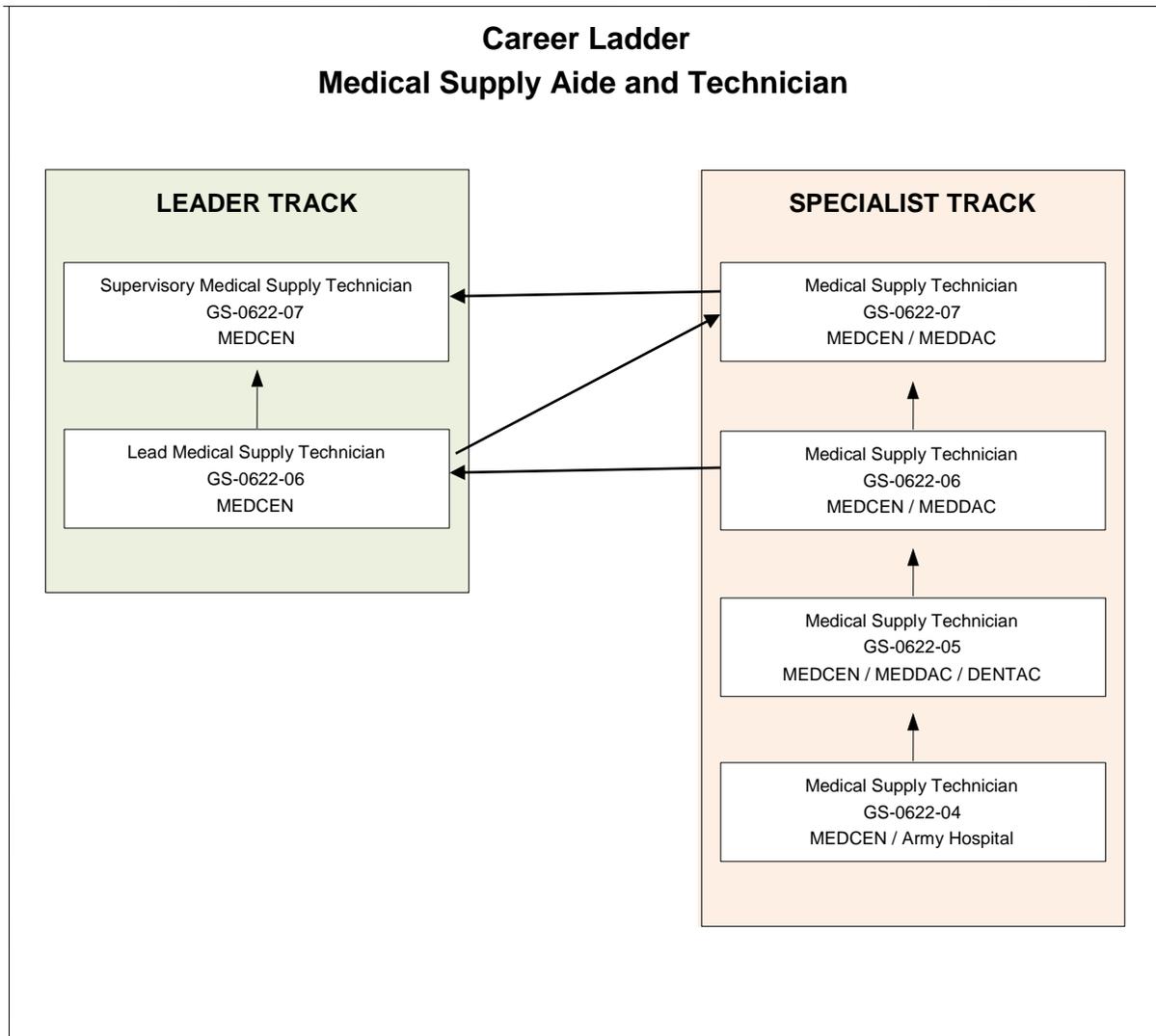
As it is the Medical Supply Technicians' responsibility to ensure acceptable standards of cleanliness and asepsis are maintained within the medical facility, their duties require knowledge of aseptic techniques and sterilization practices; the care, functioning, and uses of supplies, equipment, sets, and instruments; and methods for the preparation, storage, and issue of sterile and non-sterile medical supplies and the maintenance of adequate stock levels.

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Mission Critical Occupation. The 0622-Medical Supply Aide and Technician occupational series is not designated a DoD or HQDA Mission Critical Occupation.

Career Ladder

The career ladder illustrates the typical pattern of progression from entry level to an advanced level in the GS-0622 series. Grades are subject to the scope of responsibilities of the position and may vary by location or assignment. Individuals employed in the Medical Supply Aide and Technician specialty should be guided by the qualification standards established by OPM ([Qualification Standards for Series 0622, Medical Supply Aide and Technician](#)). The career ladder shown in this ACTEDS Plan assumes that individuals employed at various grade levels have met the minimum requisite qualifications in this series.



Draft Functional Competencies

The following competencies apply to Medical Supply Aides and Technicians in the performance of assigned duties. Although employees are responsible for managing their careers, supervisors must ensure that employees under their supervision have or are provided opportunities to obtain the required competencies required to perform their duties through formal and OJT. These competencies were not part of the MCO competency development effort and have not been vetted by subject-matter-experts or Army G-1.

- **Medical Supply.** Knowledge of procedures and ability to perform duties encompassing the complete work cycle required to decontaminate, prepare, sterilize, store, and issue the full range of sterile medical supplies and equipment used in the hospital's wards and clinics.
- **Proper Instrument Selection.** Ability to recognize a wide variety of instruments and supplies and to discriminate among similar-appearing instruments that vary in size, curvature of tips, and nomenclature. Knowledge of the technical names, physical characteristics, maintenance procedures, and assembly, adjustment and processing procedures for a full range of medical and surgical supplies and equipment used in perioperative services.
- **Sterilization Techniques.** Knowledge of advantages and disadvantages of the various sterilizing and decontamination techniques, to include familiarity with Ethylene Oxide (ETO) sterilizers and their associated risks. Ability to select, use, and adjust various washers, sterilizers, aerators, and other equipment. Ability to use the appropriate cleaning agents to clean a wide variety of equipment (stainless steel instruments, titanium instruments, flexible tubing, and electric drills).
- **Human Physiology.** Knowledge of microbiology, human anatomy and physiology, and medical and surgical procedures, with an intensive knowledge of asepsis techniques.
- **Organization Structure.** Knowledge of the functions of wards, clinics, and the operating room suite sufficient to meet recurring, emergency or special individual medical supply and equipment needs.
- **Customer Coordination.** Ability to advise supervisors of availability and economical use of supplies and equipment, appropriate sizes, possible substitutes, and the proper use and trouble-shooting of equipment.
- **Supply System.** Knowledge of the supply system used to monitor the inventory level of instruments, supplies, and equipment. Ability to initiate requisitions at automatic reorder points using a variety of computer programs.

Master Training Plan

Employees enter this occupational series at various levels with varying degrees of preparation, capability, and potential for growth. For this reason, training identified for an employee should be based on what formal training and/or OJT the employee brings to the job in comparison to that required for advancement as outlined in this ACTEDS Plan. Consideration should be given to documenting prior experience and training. ACTEDS training is divided into two categories: Universal and Competitive.

Universal Training. Universal training requirements provide standardized competencies across the occupational series to all employees who have similar duties and responsibilities. Universal training requirements are prioritized to assist commanders in planning and programming for training funds. Universal training priorities are as follows:

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- **Priority I (U1)** - Mandatory training that is typically a condition of employment, must be successfully completed within a specified time period, and meets one or more of the following criteria: (a) employee must have for acceptable performance; (b) training is essential for mission accomplishment; (c) training is mandated by higher authority (law or DoD) or is required for health, certification, or safety reasons.
- **Priority II (U2)** - Training that should be successfully completed within a specified time period, but may be delayed if funding is not available, and should meet one or both of the following criteria: (a) employee should have for maximum proficiency, and/or (b) training improves the quality of mission accomplishment.
- **Priority III (U3)** - Training that should be funded after Priority I and II requirements and should meet one or both of the following: (a) provides or enhances competencies needed on the job, or (b) leads to improved mission accomplishment.

NOTE: CP53 funding (tuition and/or per diem) may be available for courses listed in the MTP in accordance with (IAW) guidance listed at Annex Y.

NOTE: A single asterisk (*) for a priority means “according to individual job requirement.” A double asterisk (**) indicates a “recurring training requirement.” A triple asterisk (***) means “by exception.”

Competitive Training. This category includes developmental opportunities for which individuals are competitively selected. It covers Armywide competitive programs such as the Senior Service Colleges, Fellowship Programs (such as the Army Congressional Fellowship Program), and the CES courses conducted at the AMSC, that are centrally funded by the Deputy Chief of Staff, G-1. Competitive professional development opportunities include university study, development assignments, training-with-industry, and short-term training, which are funded by either the Army Commands (ACOMS), the Army Service Component Commands (ASCCs), Direct Reporting Units (DRUs), or the installations. The annual ACTEDS Training Catalog (<http://www.cpol.army.mil/library/train/catalog/>) contains specific information about competitive development opportunities, along with necessary procedural and application requirements.

The following chart is the Master Training Plan for Series 0622, Medical Supply Aides and Technicians. It addresses the occupational and professional development training required by grade level.

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Course Source Type of Training	Centrally Funded/ No Cost	Intended Audience			
		GS-04	GS-05	GS-06	GS-07
Infection Control Local/SWANK/Professional Organization/OSHA (www.swankhealth.com) FT/CC/OL	CP53/X	U1*	U1*	U1*	U1*
Bloodborne Pathogens OSHA/Local/SWANK FT/CC/OL	CP53/X	U1*	U1*	U1*	U1*
Health Care Ethics I (MD0066) ATRRS/AMEDDC&S (www.ATRRS.army.mil) DL	X	U3	U3	U3	U3
Health Care Ethics II (MD0067) ATRRS/AMEDDC&S DL	X	U3	U3	U3	U3
Health Insurance Portability and Accountability Act (HIPAA) Training Local Installation/Swank FT/OL	CP53/X	U1*	U1*	U1*	U1*
Advanced Sterilization Systems (J8AZR4A271 00BA) ATRRS/AMEDDC&S FT	CP53/X	U2	U2	U1	U1
Swank HealthCare On-Line Courses SWANK CC/OL	CP53/X	U3	U3	U3	U3
CES Courses (FC, BC, IC, AC) AMSC DL/FT	X	U1	U1	U1	U1
Supervisor Development Course AMSC DL	X	U1*	U1*	U1*	U1*
Certifications Professional Organization FT	CP53	U3	U3	U3	U3

Certification/Licensure. There is a selective placement factor among Medical Supply Aides and Technicians in intermediate and advanced positions that requires they possess and maintain a current, active, valid, and unrestricted license from a US jurisdiction. Employment in such Army civilian Medical Supply Technician positions could require specific certifications; e.g., Certified Biomedical Equipment Technician, Certified Radiology Equipment Specialist, or Laboratory Equipment Specialist. Regardless of position requirements, pursuing certification demonstrates the employee's commitment to lifelong learning and the highest standards of the profession.

Annex X – MASTER TRAINING PLAN FOR INTERNS

The Master Intern Training Plan ([MITP](#)) describes the standard requirements for training and developing Department of Army (DA) Interns in CP53 (Medical). Included in this plan is general guidance for a 24-month training program, which includes orientation, general skills training, leadership development, rotational assignments and functional competency training. This program is the baseline for intern training, however, each work center can tailor this program to meet mission requirements by adding to the MITP.

PHASE 1: ORIENTATION

The first training phase introduces the Intern to federal employment, the Army's mission and structure, and safety and security. It provides an introduction to foundation skills, such as Project Management and Interpersonal Skills/Team Building, as well as Army Leadership Development.

PHASE 2: FOUNDATION SKILLS

During the second phase, the recommended foundation skills could include education and training courses related to the employee's occupational series, and any specialized training identified by the Intern's Supervisor. The Intern may also begin a 60- to 90-day (maximum 120-day) rotational assignment during this phase.

PHASE 3: ADVANCED SKILLS

The third phase focuses on building breadth and depth in the Intern's work experience through the introduction of higher level work assignments and a greater focus on leadership development. Rotational assignments must be completed in this phase. Rotations can be both internal and external to the organization. It is recommended that rotations be across levels of the Army Medical Department. This will expose the Intern to other areas of the organization and provide a better understanding of the Intern's organization, Command and the Army enterprise.

PHASE 4: PREPARATION FOR PLACEMENT

The fourth phase prepares the Intern for final placement. The Intern's Supervisor evaluates the remaining training needs of the individual based on his/her background, prior education and training, and performance.

CP53 ACTEDS Plan for Nursing Occupations

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PART A: ORIENTATION							
Training Description	Type	Source	Length	Knowledge, Skill or Ability to be Achieved	Individual Dates	Training Location	Planning Supervisor
1. Employee Orientation	OJT	Assigned work center	40 hrs	Upon completion the Intern/Recent Graduate will be able to:	1st Year 1st Quarter	TBD	Assigned Supervisor or Training Manager
Federal employment, civil service, employee benefits, standards of conduct, security requirements, etc.				Demonstrate an understanding of the provisions, benefits, and responsibilities of Federal employment and the provisions and structure of the Army Career Management System			
Benefits Orientation for New Employees				Identify the key components of the Federal benefits package. Learn appropriate resources to assist in developing and maintaining a financial plan			
Army Career Management Programs				Describe the organization of the Government, Department of Defense, Department of the Army, Army Commands, and the unit of assignment			
2. Organization of DoD and DA	OJT	Assigned work center	40 hrs	Describe the mission, organization, and functions of the DoD organization	1st Year 1st Quarter	TBD	Assigned Supervisor or Training Manager
Overall Organization of DoD and DA	OJT	Assigned work center	Varied	Describe the basic functions of the organization, the functions it encompasses, and the list of services each provides	1st Year 1st Quarter	TBD	Assigned Supervisor or Training Manager
Organization and mission of assigned MEDCOM/RMC/MTF	OJT	Assigned work center	Varied	Demonstrate knowledge of the Army's vision, objectives and goals to accomplish its mission in defense	1st Year 1st Quarter	TBD	Assigned Supervisor or Training Manager
3. Orientation of the CP53 Proponent Office	OJT	Assigned work center	40 hrs	Identify the responsibilities of the Proponent Office	1st Year 1st Quarter		CP53 Program Office

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PART B: GENERAL SKILLS TRAINING									
Training Description	Type	Source	Length	Knowledge, Skill or Ability to be Achieved	Individual Dates	Training Location	Planning Supervisor		
1. Empowering Yourself for Success		EEO	5 hrs	Improvement of Communications Skills	1st Year 1st Quarter	TBD	Assigned Supervisor or Training Manager		
2. Business Writing: How to Write Clearly and Concisely	DL	SkillPort	1.0 hrs	Write attention-getting, logical memos, reports & other documents	1st Year 1st Quarter	TBD	Assigned Supervisor or Training Manager		
3. Basic Presentation Skills	DL	SkillPort	24 hrs	Skills in presenting information to commanders, staffs, or other audiences using one of the four briefing types (information, decision, mission, or staff)	1st Year 1st Quarter	TBD	Assigned Supervisor or Training Manager		
4. Army Records Information Management System (ARIMS)	DL	www.Arims.army.mil	Varies	Helps to ensure that long-term and permanent Army records are kept in compliance with the law, are securely stored, and are retrievable only by authorized personnel. Organize and present a concise briefing	1st Year 2nd Quarter	TBD	Assigned Supervisor or Training Manager		
5. Military Correspondence	DL	Soldier Support Institute	Varies	Fundamentals of military correspondence	Complete prior to internship graduation	Via Internet	Assigned Supervisor or Training Manager		
6. Freedom of Information and Privacy Act	DL	SkillPort	6 hrs	Explain and understand the responsibilities of the privacy and freedom of information acts	Complete prior to internship graduation	Via Internet	Assigned Supervisor or Training Manager		
7. The Health Insurance Portability and Accountability Act (HIPAA) Training	DL	MHS/LEARN	Varies	The HIPAA Security Rule is designed to provide protection for all individually identifiable health information that is maintained, transmitted or received in electronic form—not just the information in standard transactions	Complete prior to internship graduation	TBD	Assigned Supervisor or Training Manager		
8. SharePoint Training	DL	Knowledge Management	Varies	Learn assorted SharePoint skills to work on projects, conduct meetings, share information etc	Complete prior to internship graduation	TBD	Assigned Supervisor or Training Manager		
9. Army Civilian Mandatory Training	DL/Res	Army Civilian Training & Leader Development	Varies	Mandatory training consists of senior leader selected general training requirements considered essential to individual or unit readiness for all Soldiers and Army Civilians	Complete prior to internship graduation	TBD	Assigned Supervisor or Training Manager		
10. HQ/MEDCOM Signature Courses	Res	TBD	Varies	MEDCOM staff functions and activities		TBD	Assigned Supervisor or Training Manager		

PART C: LEADER DEVELOPMENT TRAINING						
Training Description	Type	Source	Length	Knowledge, Skill or Ability to be Achieved	Individual Dates	Training Location
1. Civilian Education System (CES) Foundation Course	DL	Army Management Staff College	57 hrs	Get an understanding of the Army in daily behaviors, operate as an effective Army team member and manage Department of the Army administrative and career progression elements	1st Year 2nd Quarter	Via Internet Assigned Supervisor or Training Manager
2. Action Officer Development Course	DL	Army Management Staff College	39 hrs	To prepare participants for roles, duties and responsibilities as action officer. Learn requirements for staff work.	Complete prior to internship graduation	Via Internet Assigned Supervisor or Training Manager
3. Supervisor Development Course (SDC)	DL	Army Management Staff College	Self-paced not to exceed 6 months	The SDC is available to all Army employees as a self-development tool. Topics include: Workforce Planning, On boarding, Performance Management, Training and Development, Leading Change, etc.	Professional Development	Via Internet Assigned Supervisor or Training Manager
4. Basic Course (BC)	DL & Resident	Army Management Staff College	Self-paced not to exceed 6 months and 2 week residence	The BC is available to all Army employees as a self-development tool. Topics include: Workforce Planning, On boarding, Performance Management, Training and Development, Leading Change, etc. Resident for GS-1 to GS-10	Professional Development	Via Internet and AMSC Assigned Supervisor or Training Manager
PART D: POTENTIAL ROTATIONAL ASSIGNMENTS						
Training Description	Type	Source	Length	Knowledge, Skill or Ability to be Achieved	Individual Dates	Training Location
1. HQ MEDCOM Staff Sections	OJT	Assigned work center	TBD	Develop solutions to complex problems by applying multidisciplinary methods. Perform work pertaining to and requiring a knowledge of their respective fields	Complete prior to internship graduation	TBD Assigned Supervisor or Training Manager
2. BMC/RDC/RVC/MSC/MEDCEN/MEDDAC/OTSG	OJT	Assigned work center	TBD	Develop solutions to complex problems by applying multidisciplinary methods. Perform work pertaining to and requiring a knowledge of their respective fields	Complete prior to internship graduation	TBD Assigned Supervisor or Training Manager

Annex Y- CP53 POLICY ON TRAINING

General. Training opportunities are designed to provide a progressive competency growth in developing CP53 personnel, both professionally and technically. Programs identified in this document align with the DOD and Army Human Capital Strategic Plans and are substantiated in our ACTEDS Plans (as available).

CP53 funded training is open to all CP53 employees , regardless of grade, assigned to permanent positions, unless otherwise stated. In addition, employees must have 3 years of Civilian Service. All opportunities are competitive and selections will be determined by the CP53 FCR.

NOTE: Updated CP53 funding information is available on the CP53 landing page on Army Career Tracker (ACT) at <https://actnow.army.mil>.

Identification of Requirements. Requirements for all ACTEDS resources will be submitted annually to the CP53 Proponent Office, when requested, by suspense action. Requirements will be routed through the chain of command to the RMCs for review, consolidation, and prioritization. Requirements will be submitted to MEDCOM G-3 for forwarding to the CP53 Proponent Office and subsequent submission to HQDA G-3/5/7 TRV.

Funding Competitive Selection Considerations. Selection of employees for training will be made without regard to political preference, race, color, religion, national origin, sex, marital status, disability, age, or sexual orientation. Applicants will be rated against the following factors:

- Prior participation and/or advanced degrees
- Program cost/length
- Proximity of training to home workstation
- ACOM, ASCC, DRU, or installation endorsement
- Supervisor's Assessment of Need for Training
- Post Training Utilization Plan
- Functional (CP Manager) assessment of need
- Performance appraisals and awards
- Employee's motivation for attendance
- Relevance of training program to mission of the Army Medical Department

Requirements for Approval of Funding. All training requested must be identified in employee's Individual Development Plan (IDP). IDP must be completed in ACT at <https://actnow.army.mil>. In addition, justification for training must indicate how the training supports the Command's

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Balanced Score Card Objectives. Applicant will use GoArmyEd at <https://www.goarmyed.com/> to apply for training.

In general, applicants should be sure to have the following requirements for CP53 funding approval:

- All applicants must provide proof of completion of the appropriate CES courses for their positions. Certificates from non-CES leadership development programs will not be acceptable unless accompanied by certification of equivalency from CES.
- IDP must be completed in ACT at <https://actnow.army.mil>.
- Applicant must be registered as a student in GoArmyEd at <https://www.goarmyed.com>.
- SF 182 must be completed in GoArmyEd.
- Ensure training requested is listed on IDP and approved by supervisor.
- Applicant must have at least 3 years Civil Service.
- Applicant must be a permanent employee.

Commands will not be reimbursed for salaries and personal benefits for training participants or costs incurred through temporary backfill of the vacated position.

ACTEDS funding is provided in accordance with (IAW) ACTEDS Funding Strategy and funds are always subject to availability set forth by Headquarters (HQDA) G-3/5/7 (TRV).

For application or program information, contact the CP53 Medical Proponency Office point of contact listed at the end of this section.

Short-Term Training (STT)

Training of 120 calendar days or less. Programs include training and courses conducted at Army, other DOD activities, and Federal agencies, symposiums, workshops, and seminars providing professional training for medical personnel, leadership and management development programs, and other training opportunities and courses identified. Attendance at seminars and workshops must have a demonstrated training purpose and must be documented.

The applicant must be accepted for the training, or be otherwise eligible to attend the course, prior to submission of the application. The applicant must include the description of the training, the training outline, and what benefits (competencies) will be received from the training.

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Forms Required. Supervisory and Command Endorsements, CES completion as detailed above, and a copy of the employee's IDP. In addition, the following forms are required: *Application for ACTEDS Training Opportunities*; *Nominee's Statement of Interest*; SF 181, *Ethnicity and Race Identification* – this form is optional, not required; and *Agreement to Continue in Service* (for nongovernment training in excess of 80 hours or any government/nongovernment training in excess of 120 days). These forms are available at http://cpol.army.mil/library/train/catalog/form_ndx.html.

Less than full-time training. Less than full-time training may be supported when the training is particularly meritorious and timely with significant benefit to the individual and the organization. This opportunity for training is intended to broaden employees' experience, knowledge, and perspective in management and operational techniques. This training is primarily university training that will not result in a degree.

Forms Required. Supervisory and Command Endorsements, CES completion as detailed above, and a copy of the employee's IDP. In addition, the following forms are required: *Application for ACTEDS Training Opportunities*; *Nominee's Statement of Interest*; SF 181, *Ethnicity and Race Identification* - this form is optional, not required; and *Agreement to Continue in Service* (for training in excess of 80 hours or any government/nongovernment training in excess of 120 days). These forms are available at http://cpol.army.mil/library/train/catalog/form_ndx.html.

University Training

Academic Degree Training (ADT). Academic Degree Training is training or education with the stated objective of obtaining an academic degree from a college, university, or other accredited institution.

ADT for undergraduate and graduate degrees may be funded by HQDA or by individual Commands. All requests require Assistant Secretary of the Army [Manpower and Reserve Affairs) (ASA M&RA)] approval, regardless of the funding source. Listed below are the criteria to participate in ADT. Specific application instructions are available in the ACTEDS Catalog located at http://cpol.army.mil/library/train/catalog/pkt_adt.html.

- The ADT program is open to all civilian employees (not in probation status) assigned to a CP53 permanent position, unless otherwise stated.
- Must be part of a planned, systematic, and coordinated program of professional development endorsed by Army that supports organizational objectives.
- Academic degree to be pursued must be related to the performance of the employee's official duties.
- All requests require supervisory approval and must be routed through Command channels.
- Employees must sign an Agreement to Continue in Service for three times the length of the training--to begin upon successful completion of the program.
- Course of study must be from an accredited institution.
- Participants must satisfactorily complete all courses of study. Undergraduate students must maintain a "C" average or better; graduate students must maintain a "B" average or better for all courses completed. Failure to do so may result in repayment to the government of all costs associated with the training/course/program; i.e., tuition, books, equipment, tools, fees, etc.
- Submission of application packages for university training does not guarantee approval for the program. The availability of ADT funds will determine how many application packages are accepted and approved.
- Funding for specific courses is on a case-by-case basis. ACTEDS funds cover tuition and books both for full-time and part-time study. Funding is not authorized for per diem or travel.
- Applicants must plan for at least a three-semester lead-time due to the lengthy approval process of the application package and the training requests.
- Funding, under an approved "Degree Program" cannot exceed 3 years.

Graduate level. This opportunity has been extended to those wishing to continue with graduate studies.

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- Funding will be provided for tuition and books for both full-time and part-time study.
- Funding is not authorized for per diem or travel.
- Supervisory approval is required prior to any program start.
- Applicants must have met admissions criteria as determined by the university.
- Funding will be programmed within a 2-year period from start to completion.

Baylor University Master of Health Administration and Master of Business Administration

Program. The Baylor Program was created to ensure a steady pipeline of civilians who are properly training and have the appropriate skill sets to become Healthcare Administrators. This rigorous graduate level program is centrally funded by MEDCOM and is open to current MEDCOM employees. This program targets employees at the intermediate or journeyman GS-11 or 12 levels. Waivers will be granted to highly qualified candidates. The 2-year program consists of a 12-month didactic phase at Fort Sam Houston, Texas. Army-Baylor students complete 60 hours of graduate coursework toward a Master of Health Administration (MHA) degree awarded by the Baylor University Graduate School, or alternatively, 71 hours to be applied to a joint MHA/Master of Business Administration (MBA) degree from the Baylor University Graduate School and Baylor University School of Business. The resident phase is 1 year (subject to modification based on mission or student requirements). Minimum prerequisites/requirements include:

Baccalaureate degree from an accredited college or university.

- Composite Verbal and Quantitative Graduate Record Examination (GRE) score of 1050 or a score of 525 on the Graduate Management Admission Test (GMAT) within the past 5 years.
- Cumulative 2.9 undergraduate grade point average (GPA) on a 4.0 scale or a GPA of 3.0 on a 4.0 scale, based on the last 60 hours of undergraduate work.
- Candidates must have less than 15 years of Federal service.
- Applicants must have met admissions criteria as determined by the university.
- Employees will be required to sign a mobility agreement and incur a 3-year obligation for continued Federal service.
- The annual deadline for applications is 31 October. Selection board will select students in November-December time frame. Program begins in June of each year.
- Candidates must submit last three performance appraisals, a 500-word essay on the topic "Why I Want to be a Healthcare Administrator," and an endorsement from the employee's current Commander. Supervisory approval is required prior to any program start.

- Funding will be programmed within a 2-year period from start to completion. Funding will be provided for tuition and books. Permanent change of station moves will be allowed. Funding is not authorized for per diem or travel.

Fayetteville State University Master of Social Work Program (this program has been placed on strategic hold until further notice). This 38-month graduate level program was developed to ensure a steady inventory of trained civilian GS-0185 Social Workers. The target group is MEDCOM civilian employees working in GS-5 through 9 grade level positions. This is a MEDCOM-funded program and permanent change of station (PCS) is authorized. Minimum prerequisites/requirements include:

- Baccalaureate degree in a liberal arts field from an accredited college or university with an overall undergraduate GPA of 3.0 on a 4.0 scale. Candidates must submit a copy of all undergraduate transcripts that were used toward degree completion.
- Composite verbal and quantitative Graduate Record Examination (GRE) score that is in the 53 percentile of the maximum score, and the examination must be within 5 years of program start date. GRE will not be waived.
- Candidates must submit a three- to five-page personal statement, resume, recent SF-50 reflecting current permanent position within MEDCOM, and three signed letters of recommendation from professionals who can attest to the applicant's capabilities for performing in a graduate level program and becoming a social worker. One of the references must be from the applicant's supervisor.
- Board recommended selectees and their supervisors will be interviewed by the program director, or designee, as part of the selection process.
- Civilian employees will incur a 3-year, 2-month service obligation for continued Federal service.
- Employees with a Bachelor of Social Work (BSW) degree (acquired within the last 5 years) will be considered advanced students, and their Phase 1 training will be reduced to 9 months.
- Salary will be funded at employees' applicable grade.
- Phase 1 is a 14-month didactic phase that culminates with students taking their licensing examination to practice as Master Social Work practitioners and the receipt of the Master's degree. In Phase 2, employees are placed in a permanent GS-0185-9 position for 24 months of structured supervision within MEDCOM, where needed. Employees will receive prescribed professional development training locally, and centrally funded training offered by MEDCOM. Employees have the potential to be promoted to GS-0185-11 after they have met their independent licensure supervision requirements and have passed the Licensed Clinical Social Worker (LCSW) exam.

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Completion of Training. CP53 individuals awarded ACTEDS funds must provide completed copies of the SF 182, grade reports, or other evidence of successful completion of training for each funded course. Individuals will be responsible for maintaining records of all funds received for ACTEDS training.

Other Requirements. Students must ensure training is approved/signed by an HQDA G-3 Budget Analyst prior to attending training. Failure to follow identified procedures may result in the employee incurring liability for all training costs. Employees must ensure there is sufficient lead time for the processing of training documents prior to the proposed training start date.

Point of Contact. The Career Program Representative is available at usarmy.ibsa.medcom-ameddcs.mbx.cp53-medical@mail.mil, DSN 471-9294/9293/9291, 210-9294/9293/9291, or fax 210-221-9927.

Civilian Education System (CES)

CES is composed of seven leader development courses: Foundation Course (FC), Basic Course (BC), Intermediate Course (IC), Advanced Course (AC), Action Officer Development Course (AODC), Supervisor Development Course (SDC), and the Manager Development Course (MDC). Qualified Army civilians also may be eligible to attend Senior Service College (SSC). Detailed descriptions of these courses can be found in Chapter 1 of the ACTEDS Training Catalog (www.cpol.army.mil/library/train/catalog).

CES applications are processed through the Civilian Human Resources Training Application System (CHRTAS). CHRTAS is an automated management system that allows you to develop and record completed training and apply for Civilian Human Resources and CES courses. Your CES leader development experience starts at <https://www.atrrs.army.mil/channels/chrtas>.

Begin by preparing/updating your profile, which contains critical information needed to process your application. Once this is complete, you can search for courses and apply for training. Applications will be electronically routed through your supervisor for concurrence, then to the appropriate Quota Manager for approval.

Additional information on CES and available courses may be found on the AMSC web site at <http://www.amsc.belvoir.army.mil/academic/ces/>.

Refer to this web site for information about course dates, locations, and prerequisites.

More Information.

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- ADT Checklist. Employees requesting HQDA ACTEDS funds to obtain an academic degree (training or education with the stated objective of getting an academic degree) must provide the information found in the "ADT Checklist" at Appendix 1.
- Course Checklist. Employees requesting ACTEDS funds for short-term training opportunities (120 days or less) and nonacademic degree programs must provide the information found in the "Course Checklist" at Appendix 2.

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Appendix 1 - Academic Degree Training (ADT) Checklist

NOTE: CP53 is not currently funding ADT. Employees may request Command funding for their ADT.

NOTE: Use this checklist as a guide for completing and assembling the nomination package. The applicant is responsible for obtaining and assembling all documents. Make a checkmark by each item that is attached and assemble documents in the order listed. Incomplete packages will be returned to the career program office for action.

Employees who work for an Army Staff Principal, HQDA, the Army Staff, or a Program Executive Office must obtain endorsement from the Administrative Assistant to the Secretary of the Army (AASA).

All Academic Degree Training request applications, regardless of funding source, must provide the following information:

- Academic Degree Training Application Form - For HQDA Centrally Funded
- Academic Degree Training Application Form - For Command Funded
- Academic Degree Training Applicant Statement (500 words or less) - Online
- Letter of Acceptance from Accredited institution
- Continued Service Agreement - Online
- Resume (includes list of government-sponsored training and individual courses funded by ACTEDS)
- Academic Degree Plan Form - Online
- Validation of Requirement/Utilization Plan from the Employee's Supervisor (NTE 500 words) - Online
- Ethnicity and Race Identification Form (SF 181) NOTE: Completion/submission of the SF-181 is strictly voluntary. It will be used for statistical purposes only, not for purposes of determining eligibility for participation in any training opportunity.
- Career Program Functional Review Form - Online
- Request for Central Resource Support Form - Online
- Other Career Program unique documents

If Command funded, in addition to the above, include:

- Endorsement from the Commander or designated representative of the appropriate Army Command (FORSCOM, TRADOC, AMC), Service Component Command, or Direct Reporting Unit.
- Other Command unique documents.

Appendix 2 - Course Checklist

(Print this checklist for your use in completing your application package. Do not send this form with your package.) This Training Checklist will help ensure you obtain funding and reimbursement as quickly as possible.

- Go into Army Career Tracker <https://actnow.army.mil> and ensure the course is listed on your Individual Development Plan (IDP) and that your first-line supervisor is listed and correct.
- Register as a student in GoArmyEd <https://www.goarmyed.com> and complete your profile.
- Create a training application. The system will route through your supervisor and the CP53 Office to DA G-3/5/7 TRV for approval.
- Once the training application is approved, complete the process by creating your SF182 in GoArmyEd.
- If travel is required, once your GoArmyEd SF182 has been approved, create Defense Travel System (DTS) orders using CP53-Medical FY14 Training and Travel Guidance. *(Please read this part carefully because if you don't create the order correctly, the Line of Accounting (LOA) will not be added and you will have to cancel your training.)*
- DA G-3/5/7 TRV needs your SSN in order to add the LOA to your DTS order. Send your SSN in an *encrypted* email to the CP53 organizational mailbox usarmy.jbsa.medcom-ameddcs.mbx.cp53-medical@mail.mil.
- Once the LOA is added to your DTS order, you can complete your travel reservations in DTS. Scan and attach your approved SF182 to your DTS order under "Substantiating Records." Ensure you follow local and command guidance in DTS if you need to add further documentation.
- Attend training.
- Once training is completed and you return to home station, file your voucher within 5 business days and send a copy of your completed voucher to the CP53 organizational email usarmy.jbsa.medcom-ameddcs.mbx.cp53-medical@mail.mil.

For University programs (part-time or full-time).

- ___ Letter of acceptance from the university – (must be attached).
- ___ Academic Plan - Online.

Annex Z – GLOSSARY

Academic Degree Training (ADT): Training or education with the stated objective of obtaining a degree from a college or university that is accredited by a regional, national, or international accrediting body recognized by the U.S. Department of Education, and listed in its Database of Accredited Post-Secondary Institutions and Programs. The academic degree must be related to the performance of the employee's official duties; part of a planned, systematic and coordinated program of professional development; endorsed by the Army; and support organizational goals with results that are measurable in terms of individual and organizational performance. (AR 350-1). The Assistant Secretary of the Army (M&RA) has sole authority for approving ADT, regardless of the funding source. (Memorandum, HQDA G-3/5/7, 17 Sep 09, Subject: Academic Degree Training (ADT))

Accreditation: A disciplined approach to ensuring standardization across the Army in assuring that training institutions meet accepted standards, and are in accordance with higher headquarters guidance. It is the result of an evaluative process that certifies an institution meets the required percentage of TRADOC Accreditation standards with a focus on quality current and relevant training and education that meets the needs of the Army. (AR 350-1). It is also the voluntary process of evaluating institutions or programs to guarantee acceptable levels of quality, including recognition by the U.S. Secretary of Education. (DRAFT DoDI 1400.25-V410)

Army Career Tracker (ACT): The Army's leader development tool that integrates training, education and experiential learning into one personalized and easy-to-use interface. ACT provides users with a more efficient and effective way to monitor their career development while allowing leaders to track and advise subordinates on personalized leadership development. (ADCS G-3/5/7, Training and Leader Development)

Career Ladder: A graphic depiction of the levels of grade progression within the Career Program. The Career Ladders describe the grade levels, by position titles and organizational level within each function and across functions where applicable.

Career Map (Career Path): Information that provides employees general professional guidance on career progression. (AG-1(CP))

Career Program (CP): Occupational series aligned into consolidated groupings based on common technical functions, associated command missions, position knowledge, skills, and

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abilities. (Army Policy Memorandum: SAMR-CQ, Subject: Civilian Career Program Management Guidance, 21 April 2011)

Career Program Proponency Office (CPPO): Staff office to support and assist the FCR with career management responsibilities. Personnel proponents also are responsible for developing, monitoring, and assessing equal opportunity and affirmative actions of their respective occupational series. (SAMR-CQ Memo, SUBJECT: Civilian Career Program Management Guidance, 21 April 2011)

Certification: A formal written confirmation by a proponent organization or certifying agency that an individual or team can perform assigned critical tasks to a prescribed standard. The team or individual must demonstrate its ability to perform the critical tasks to the prescribed standard before certification is issued. It also is the recognition or credential given to individuals who have met predetermined qualifications set by an agency of government, industry, or a profession. (DRAFT DoDI 1400.25-V410 and AR 350-1)

Civilian Education System (CES): The Civilian Education System (CES) is the foundation of the Army's leader development program for all Army Civilians, providing progressive and sequential education course opportunities that employees can take throughout their career. It is centrally funded by HQDA G-37/Training Directorate for most permanent Army Civilians, including but not limited to general schedule (GS), Nonappropriated fund (NAF), local national (LN), and wage grade (WG) employees. CES leadership courses, or designated equivalent courses, are required for all Army Civilians. Employees should include attendance at the CES course for which they are eligible in their Individual Development Plans (IDP). More information on CES courses, as well as instructions on how to enroll can be found on the Civilian Training and Leader Development website at <http://www.t3ac.army.mil/Pages/Homepage.aspx>

Civilian Expeditionary Workforce (CEW): A subset of the DoD Civilian workforce that is organized, trained, cleared, and ready in a manner that facilitates the use of their capabilities either in a temporary reassignment and/or duty status or to stay in place overseas to support the DoD mission. The CEW is composed of the existing category of Emergency-Essential (E-E) positions and new categories of positions, Noncombat Essential (NCE), Capability-Based Volunteers (CBVs), and former Army employee volunteers. (Army Policy Memorandum: SAMR-CQ, Subject: Civilian Career Program Management Guidance, 21 April 2011)

Civilian Workforce Transformation (CWT): Established by the ASA (M&RA), CWT is chartered to look at existing Civilian workforce programs and offer recommendations and modifications to realize the Army's vision of a Civilian workforce management program able to attract and retain top talent and prepare the Civilian workforce to succeed in leadership positions throughout the Army. All of CWT's efforts are focused on ensuring the Civilian cohort

is a trained and ready professional workforce with increased capabilities to execute the Army's current and future missions. (<http://www.asamra.army.mil/cwt/about.cfm>)

Competency: An (observable) measurable pattern of knowledge, skills, abilities, and other characteristics that individuals need in order to successfully perform their work. (DoDI 1400.25, Volume 250)

Competency Gap: The difference between the projected or actual availability of mission-critical competencies and the projected or actual demand for such competencies. Identification of current or future gaps typically addresses the size, composition, and competency proficiency levels of the workforce.

(<http://www.opm.gov/policy-data-oversight/human-capital-management/reference-materials/#url=Glossary>)

Competency-Based Management System (CMS): A system that is administratively managed by the AG-1(CP), and is the central repository of position and employee competencies. CMS supports Army career management workforce planning and Defense Enterprise Civilian Competency Management Framework implementation, in accordance with NDAA 2010 requirements. The CMS tool is assessable at: <https://cms.cpol.army.mil>. (AG-1(CP))

Competitive Professional Development (CPD): Competitive, functionally tailored, significant developmental opportunities that occur in academic (university) programs, Training-With-Industry (TWI), Short-Term Training, and/or planned developmental assignments that have been documented in the respective ACTEDS plans. (Army Policy Memorandum: SAMR-CQ, Subject: Civilian Career Program Management Guidance, 21 April 2011)

Component Functional Community Manager (CFCM) and Component Functional Community Manager Representative (CFCMR): Senior functional leader, responsible for supporting the execution of DoDI 1400.25, Volume 250 in his or her respective DoD Component career field by working with the Office of the Secretary of Defense (OSD) and command leadership, manpower representatives, senior function leaders at the OSD level, and HR consultants. (DoDI 1400.25-V250, November 18, 2008)

Continued Service Agreement: A contract between the employee and Army/DoD Component, signed prior to the commencement of training, education, and professional development activities, requiring the employee to either continue Federal service as determined by the DoD Component or repay training expenses incurred. (DRAFT DoDI 1400.25-V410). In accordance with Title 5 U.S.C, Section 4108, 5 C.F.R, Section 410.309(c), and AR 690-400, Chapter 410, before assignment to training, Civilian employees, regardless of grade and category (e.g., APF, NAF, Wage Grade, LN), selected for nongovernment training in excess of 80 hours, or long-term

training or developmental programs in excess of 120 calendar days (Government or Nongovernment) must sign an agreement to continue to serve in the Department of Defense (DoD) for a period equal to at least three times the length of the training course or program. The obligation period may be longer based on associated training costs. See page 4-5 of the Standard Form 182, Authorization Agreement and Certification of Training. (DCS, G-3/5/7/TRV)

Core Competencies: Technical areas of knowledge, skills, and abilities, and well as other characteristics (nontechnical, e.g., interpersonal skills) that cross ***all specialties*** that are required by the majority of the positions in an occupational series or career program for the successful execution of critical tasks associated with the duties and responsibilities of positions. (AG-1(CP))

Formal Training (FT): Classroom training with an instructor that usually includes visuals (e.g., viewgraphs), training manuals, student workbooks, and quizzes. (G-3/5/7)

Functional Competencies: Technical ***specialty*** areas of knowledge, skills, abilities, and other characteristics (nontechnical, e.g., interpersonal skills) that are required by the majority of the positions in an occupational series or career program for the successful execution of critical tasks associated with the duties and responsibilities of positions. (AG-1(CP))

Intern: An employee who has met all entrance requirements for an entry-level position into an established career program. The employee accepts an obligation to complete a highly structured training program and occupies a position with known potential for noncompetitive promotion to a target grade. The intern may be centrally or locally funded. (AR 690-950)

Individual Development Plan (IDP): A documented plan developed with supervisor and employee collaboration that identifies individual development needs and outlines specific short- and long-term goals and associated training or development needs. The intent of an IDP is to promote career development and continued personal growth. (Source: Army Policy Memorandum: SAMR-CQ, Subject: Civilian Career Program Management Guidance, 21 April 2011)

Job Analysis: The process of identifying and defining, at an appropriate level of detail, what the basic duties and responsibilities of a job require in terms of both job tasks and employee competencies needed to perform those duties and responsibilities. The competencies derived from the job analysis must be relevant or demonstrate a linkage to the tasks or duties of the job. There are various well-developed, systematic approaches to job analysis. (DoDI 1400.25-V250, November 18, 2008)

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Key Assignments/Positions: Positions that represent windows of opportunities to complete diverse assignments across multiple echelons. The sequence of positions is not as important as mastering critical skills and gaining experience before the next stage of career development. (DRAFT DoDI 1400.25-V410)

Leader Development: The deliberate, continuous, sequential and progressive process, grounded in Army values that grows Soldiers and Civilians into competent and confident leaders capable of decisive action. Leader development is achieved through the life-long synthesis of the knowledge, skills, abilities and experiences gained through the development of institutional, operational and self-development. (Army Leader Development Program, DA PAM 350-58)

Leadership Competency Model: A model that describes the sets of skills and abilities required for individuals to guide the workforce. In the Federal sector, OPM's 1998 Leadership Competency Model (comprised of 27 competencies grouped by five broad dimensions) is the accepted model. It reflects the qualifications necessary to succeed in the Government-wide Senior Executive Service and is also used by agencies in selecting managers and supervisors. (ADCS G-3/5/7)

Mission Critical Occupation (MCO): Occupational series designated by DoD and DA as essential to current and future military and organizational mission accomplishment. Civilian Career Program Management Guidance, 21 April 2011 ASA M&RA)

Requirements-based Training: Training and development defined within one of these competency-based categories - (1) Performance Enhancement - To close competency gaps to improve job performance, (2) Meet New Position Requirements - Driven by new or changes in mission that require the development of new competencies required by the job, (3) Career Progression - Match Army's requirements with employee career goals, to develop competencies to facilitate career progression, and/or, (4) Mandatory/Foundational - Meet professional/technical requirements/ credentialing of positions and/or Army's standards/guidance. (AG-1(CP))

Rotational Assignment: An opportunity to perform varied practical and career-enhancing experiences within or outside of an employee's current functional area. (AG-1(CP))

Senior Enterprise Talent Management (SETM): The program prepares participants for positions of greater responsibility through advanced senior-level educational and developmental experiences. Included in the SETM program are opportunities in the Enterprise Placement Program, Developmental Experiences, Senior Service College, and the Defense Senior Leader Development Program.

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http://myarmybenefits.us.army.mil/Home/News_Front/Senior_Enterprise_Talent_Management_program_opens_for_Army_civilians.html

Training Law/Policy (Sec. 302): Describes the head of each agency shall, (a) foster employee self-development by creating a work environment in which self-development is encouraged, by assuring that opportunities for training and self-study materials are reasonably available where the employee is stationed, and by recognizing self-initiated improvement in performance; (b) provide training for employees without regard to race, creed, color, national origin, sex, or other factors unrelated to the need for training; (c) establish and make full use of agency facilities for training employees; (d) extend agency training programs to employees of other agencies (including agencies and portions of agencies excepted by section 4102(a) of Title 5, United States Code) and assign his employees to interagency training whenever this will result in better training, improved service, or savings to the Government; (e) establish interagency training facilities in areas of substantive competence as arranged by the Office of Personnel Management; and, (f) use nongovernment training resources as appropriate. (Sec. 302 amended by EO 12107, Sec. 302, Dec. 28, 1978, 44 FR 1055, 3 CFR, 1978 Comp., p. 264) (Source: <http://www.opm.gov/hrd/lead/policy/eo11348.asp>.)

Annex AA – ACRONYMS

AACN	American Association of Critical-Care Nurses
AASA	Administrative Assistant to the Secretary of the Army
ACFP	Army Congressional Fellowship Program
ACLS	Advanced Cardiac Life Support
ACM	Accredited Case Manager
ACNM	American College of Nurse-Midwives
ACOM	Army Command
ACT	Army Career Tracker
ACTEDS	Army Civilian Training, Education, and Development System
ADT	Academic Degree Training
AED	Automated External Defibrillator
ALSO	Advanced Life Support in Obstetrics
AMC	US Army Materiel Command
AMEDD	Army Medical Department
AMEDDC&S	US Army Medical Department Center and School
AMSC	Army Management Staff College
ANA	American Nursing Association
AODC	Action Officer Development Course
APU	Ambulatory Procedure Unit
APRN	Advanced Practice Registered Nurse
AR	Army Regulation
ASA(M&RA)	Assistant Secretary to the Army for Manpower and Reserve Affairs
ASCC	Army Service Component Command
ATLS	Advanced Trauma Life Support
ATRRS	Army Training Requirements and Resources System
AWHONN	Association of Women’s Health, Obstetric, and Neonatal Nurses
BC	Basic Course
BCLS	Basic Cardiac Life Support
BOA	Board of Advisors
BSW	Bachelor of Social Work
CATN	Course in Advanced Trauma Nursing
CBRNE	Chemical, Biological, Radiological, Nuclear, and Explosive
CBV	Capability-Based Volunteers
CCM	Certified Case Manager
CCPD	Continuous Cycle Peritoneal Dialysis
CDC	Centers for Disease Control
CEN	Certified Emergency Nurse

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CES	Civilian Education System
CEW	Civilian Expeditionary Workforce
CFCM	Component Functional Career Manager
CFCMR	Component Functional Career Manager Representative
CFR	Code of Federal Regulations
CFRN	Certified Flight Registered Nurse
CHN	Community Health Nurse
CHRTAS	Civilian Human Resource Training Application System
CMAC	Case Management Administrator
CMSA	Case Management Society of America
CNA	Certified Nursing Assistant
CNE	Certified Nurse Educator
CNM	Certified Nurse-Midwife
CO2	Carbon Dioxide
CP	Career Program
CPAC	Civilian Personnel Advisory Center
CPD	Competitive Professional Development
CPPB	Career Program Planning Board
CPPO	Career Program Proponency Office
CPR	Cardiopulmonary Resuscitation
CPT	Cognitive Processing Therapy
CRRT	Continuous Renal Replacement Therapy
CSLMO	Civilian Senior Leader Management Office
CWT	Civilian Workforce Transformation
DA	Department of the Army
DANTES	Defense Activity for Non-Traditional Education Support
DCPDS	Defense Civilian Personnel Data System
DHA	Defense Health Agency
DL	Distance Learning
DoD	Department of Defense
DoDI	Department of Defense Instruction
DRU	Direct Reporting Unit
EBP	Evidence-Based Practice
E-E	Emergency-Essential
ECG	Electrocardiogram
EMDR	Eye Movement Desensitization and Reprocessing
ENPC	Emergency Nursing Pediatrics Course
ER	Emergency Room
ESRD	End-Stage Renal Disease
ETO	Ethylene Oxide

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FC	Foundation Course
FC	Functional Chief
FCR	Functional Chief Representative
FORSCOM	Forces Command
FT	Formal Training
GMAT	Graduate Management Admission Test
GPA	Grade Point Average
GRE	Graduate Record Examination
GS	General Schedule
HIPAA	Health Insurance Portability and Accountability Act
HQDA	Headquarters, Department of the Army
IAW	In accordance with
IC	Intermediate Course
ICN	International Council of Nurses
ICU	Intensive Care Unit
IDP	Individual Development Plan
IMCOM	Installation Management Command
IPD	Intermittent Peritoneal Dialysis
IPH	United States Army Institute of Public Health
ISR	Institute of Surgical Research
IV	Intravenous
JCAHO	Joint Commission for Accreditation of Healthcare Organizations
JFK	John Fitzgerald Kennedy
JTF CapMed	Joint Task Force National Capital Region Medical Command
KTP	Potassium Titanyl Phosphate
LCSW	Licensed Clinical Social Worker
LPN	Licensed Practical Nurse
LVN	Licensed Vocational Nurse
MBA	Master of Business Administration
MCO	Mission Critical Occupation
MDC	Manager Development Course
MEDCEN	Medical Center
MEDCOM	US Army Medical Command
MEDDAC	Medical Department Activity
MHA	Master of Health Administration
MICU	Medical Intensive Care Unit
MTP	Master Training Plan
NAF	Nonappropriated Fund
NANN	National Association of Neonatal Nurses
NCE	Noncombat Essential

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NCLEX	National Council Licensure Examination
NCOIC	Noncommissioned Officer in Charge
NDU	National Defense University
NICU	Neonatal Intensive Care Unit
NLN	National League for Nursing
NP	Nurse Practitioner
OB/GYN	Obstetrics/Gynecology
OHN	Occupational Health Nurse
OIC	Officer-in-Charge
OJT	On-the-Job Training
OL	Online
OPM	Office of Personnel Management
OR	Operating Room
OSHA	Occupational Safety and Health Administration
PACU	Post-Anesthesia Care Unit
PALS	Pediatric Advanced Life Support
PCS	Permanent Change of Station
PD	Peritoneal Dialysis
PE	Prolonged Exposure
PICO	Patient/Problem, Intervention, Comparison, Outcome
PICU	Pediatric Intensive Care Unit
POCT	Point-of-Care Testing
PTS&R	Post-Traumatic Stress and Resiliency
QI	Quality Improvement
RMC	Regional Medical Command
RN	Registered Nurse
RN-PMH	Registered Nurse- Psychiatric-Mental Health
SANE	Sexual Assault Nurse Examiner
SARSF	Secretary of the Army Research and Study Fellowship
SDC	Supervisor Development Course
SICU	Surgical Intensive Care Unit
SSC	Senior Service College
SES	Senior Executive Service
SETM	Senior Enterprise Talent Management
SF	Standard Form
SMC	Senior Managers Course
SME	Subject-Matter-Expert
SOP	Standing Operating Procedure
STD	Sexually Transmitted Disease
STT	Short-Term Training

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TNCC	Trauma Nursing Core Course
TRADOC	United States Army Training and Doctrine Command
TWI	Training-With-Industry
URAC	Utilization Review Accreditation Commission
US	United States
USC	United States Code
USAHC	US Army Health Clinic
USAPHC	US Army Public Health Command
VTT	Video Teletraining
WRNMMC	Walter Reed National Military Medical Center
WTU	Warrior Transition Unit