



CIVILIAN PERSONNEL CAREER MANAGEMENT

January
2002

ARMY CIVILIAN TRAINING, EDUCATION, AND
DEVELOPMENT SYSTEM (ACTEDS) PLAN

ADDENDUM C
TO THE REGISTERED NURSE ACTEDS PLAN

**COMMUNITY HEALTH
NURSE**

ACTEDS PLAN

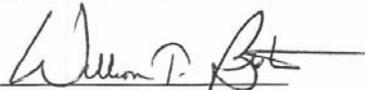
CORNERSTONE OF CONCERNED HEALTH CARE

F O R E W O R D

This Department of the Army Civilian Training, Education, and Development System (ACTEDS) Plan for the civilian Community Health nurse provides careerists and management with a guide to assist in career enhancement and progression. Training and development plans are essential in developing and enhancing an individual's knowledge, skills, and abilities; hence, promoting optimal performance, effectiveness, and efficiency. This plan, if followed, will provide all civilian Community Health nurses the opportunities to become leaders of tomorrow in their field.

Community Health nurses and their supervisors are encouraged to review this ACTEDS plan and tailor it to their needs. Although individuals ultimately control their own careers, all levels of commands share in the responsibility of implementing guidance contained in this plan. This will help to ensure a continuing source of highly qualified civilian Community Health nurses for the Department of the Army.

APPROVED BY:



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ADDENDUM C

ARMY CIVILIAN TRAINING, EDUCATION, AND DEVELOPMENT SYSTEM PLAN

**COMMUNITY HEALTH NURSE
OCCUPATIONAL SERIES GS-610
(Career Field 53)**

Introduction. This addendum to the civilian Registered Nurse (RN) ACTEDS Plan describes the Community Health nurse (CHN) portion of the plan, and must be used in conjunction with the basic RN ACTEDS Plan. This addendum includes the training, education, and developmental opportunities that enhance the employee's capability to advance within the CHN community. General information of interest to all Army civilian RNs in all nursing specialties is found in the basic RN ACTEDS Plan of which this Addendum is a part.

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ADDENDUM C

ARMY CIVILIAN TRAINING, EDUCATION, AND DEVELOPMENT SYSTEM PLAN

COMMUNITY HEALTH NURSE OCCUPATIONAL SERIES GS-610 (Career Field 53)

1. OBJECTIVES.

a. To assist employees and supervisors in determining specific education and experiences needed for the CHN specialty.

b. To enable CHNs to plan and schedule clinical and leader development activities appropriate for their chosen career progression.

c. To identify broad-based training needs throughout the CHN's employment.

d. To provide CHNs a comprehensive list of the competencies applicable to Community Health (CH) nursing practices.

e. To aid in the recruitment and retention of quality RNs identifying the numerous training and career advancement opportunities offered by Department of the Army (DA) in the CHN community.

2. STRUCTURE. This plan applies to all Army civilian RN employees working in the field of CH nursing, regardless of the level at which they were hired, and the organization or agency to which they are assigned or attached.

3. KEY POSITIONS AND CONSULTANTS.

a. Key Positions. Key Positions are staff positions in which the incumbent establishes and/or interprets policy, plans, and strategy. The basic RN ACTEDS Plan lists Key Positions where any CHN can be assigned. There is no one Key Position in CH nursing; rather positions are established according to the responsibilities assigned at each installation or agency.

b. Consultants. Civilian CHN consultants could facilitate, collaborate, direct, and evaluate CH program elements in areas, such as: Information Management, Health Promotion and Wellness,

Managed Care, Epidemiology, the Joint Commission on Accreditation of Healthcare Organizations (JCAHO), Public Health, and program evaluation. An ideal position for a CHN consultant is at the U.S. Army Center for Health Promotion and Preventive Medicine (USACHPPM), or at the U.S. Army Medical Command (MEDCOM).

4. RESPONSIBILITIES. Responsibilities for the Functional Chief (FC), the Functional Chief Representative (FCR), the installation, the Medical Treatment Facility (MTF), the supervisor, and the employee are listed in the basic RN ACTEDS plan.

5. CAREER PATH. (Appendix A) The career path for the CHN represents progression in CH nursing normally beginning at the entry level and continuing through the advanced level. Descriptive levels are as follows:

a. Entry Level. At the entry level (normally at the GS-09 level), the new CHN generally requires on-the-job training (OJT) experience and technical training. Emphasis is placed on involvement with and training in: (a) CH nursing fundamentals; (b) concepts of health hazard anticipation, recognition, prevention, evaluation, and control (abatement); (c) fundamentals of federal law, DA regulations, and directives in promoting wellness; (d) computer training to assist in managing community health programs; and (e) professional group activities.

Typical CH nursing assignments at the entry level include, but are not limited to, individual, family, and community assessments, contact follow-up for communicable disease exposures, disease program management, individual group counseling, training, and teaching, etc., under the supervision of a senior CHN.

b. Intermediate Level. Intermediate level/staff nurse positions (GS-10/11/12) represent full journeyman performance. The primary focus is on increasing the technical knowledge and skills of the CHN. Secondly, emphasis is placed on management and human relation skills. Work assignments will be selected to add to the depth and breadth of their technical and leadership competence. Some of the work assignments include: (a) managing a CH program at an installation where the CHN is the sole asset; (b) serving as the technical expert or point of contact for program direction; (c) conducting epidemiological investigations and determining if a specific disease cluster

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exists at a specific community area; (d) demonstrating reduction/modification of healthcare costs; and (e) serving as a functional and/or technical focal point for a variety of preventive medicine information systems, such as Preventive Health Care Systems, Health Enrollment Assessment Review, Health Risk Appraisal, etc.

The intermediate level CHNs' self-development activities are accelerated and focused to ensure that CHNs continue to add to their variety of experiences. They will continue to receive specialized training for progressively responsible assignments, including leadership training for personnel selected to fill supervisory positions. Graduate study, speaking and writing activities, and active participation in professional group activities are encouraged. Employees at this level are

encouraged to take the certification examination from the American Nurses Credentialing Center, Washington, DC. Personnel must also be responsible for formal precepting and informal OJT of staff.

At the GS-12 supervisory level, emphasis is primarily placed on developing managerial and administrative abilities, and secondarily, broadening the employee's technical knowledge and skills.

c. **Advanced Level.** At the GS-13/14 levels, all advanced level CHNs are recognized as subject-matter-experts (SMEs). At this level, emphasis is placed on strategic planning and administrative/managerial responsibilities. They make decisions or recommendations that significantly affect the content, interpretation, or development of Army policies or programs concerning critical matters or major issues within the CH nursing community. They also are responsible for training subordinates, peers, and students. They are assigned positions/studies where limited guidance exists as to the method of evaluation for the potential experience identified or where possible, new experiences need to be identified. Training will be on topics that are emerging issues in the specialized aspects of CH nursing as well as seminars and conferences where these topics are likely to be discussed. At this level, the employee must have a mastery of one or more specialty fields evidenced by application of new developments and theories to critical and novel problems, and extension and modification of approaches and methods to solve a variety of problems with unconventional solutions.

6. COMPETENCIES. (Appendix B) Commanders and supervisors are responsible for identifying resources and offering opportunities to meet career objectives of their employees. They must ensure that employees under their supervision possess, or are provided opportunities to obtain, the required competencies commonly referred to as knowledge, skills, and abilities (KSAs), found at Appendix B. Equivalency credit for competencies gained may be granted for formal courses or OJT received from sources other than from the courses listed at Appendix D of this Addendum. The required equivalency credit form is at Appendix G of the basic RN ACTEDS Plan.

7. MASTER TRAINING PLAN (MTP). (Appendix C)

a. **Universal Training.** Employees enter CH nursing with varying degrees of experience, capability, and potential for growth. For this reason, training identified in the MTP Matrix at Appendix C should be based on what formal training and/or OJT the individual brings to the job in comparison with that required for advancement as outlined in this Addendum. Broadband training, shown in the MTP, is identified as those courses and OJT that cover a spectrum of grade levels. This training may be

completed at any level within the band, but should be completed prior to accession out of the band. Consideration should be given to any documented prior experience and training.

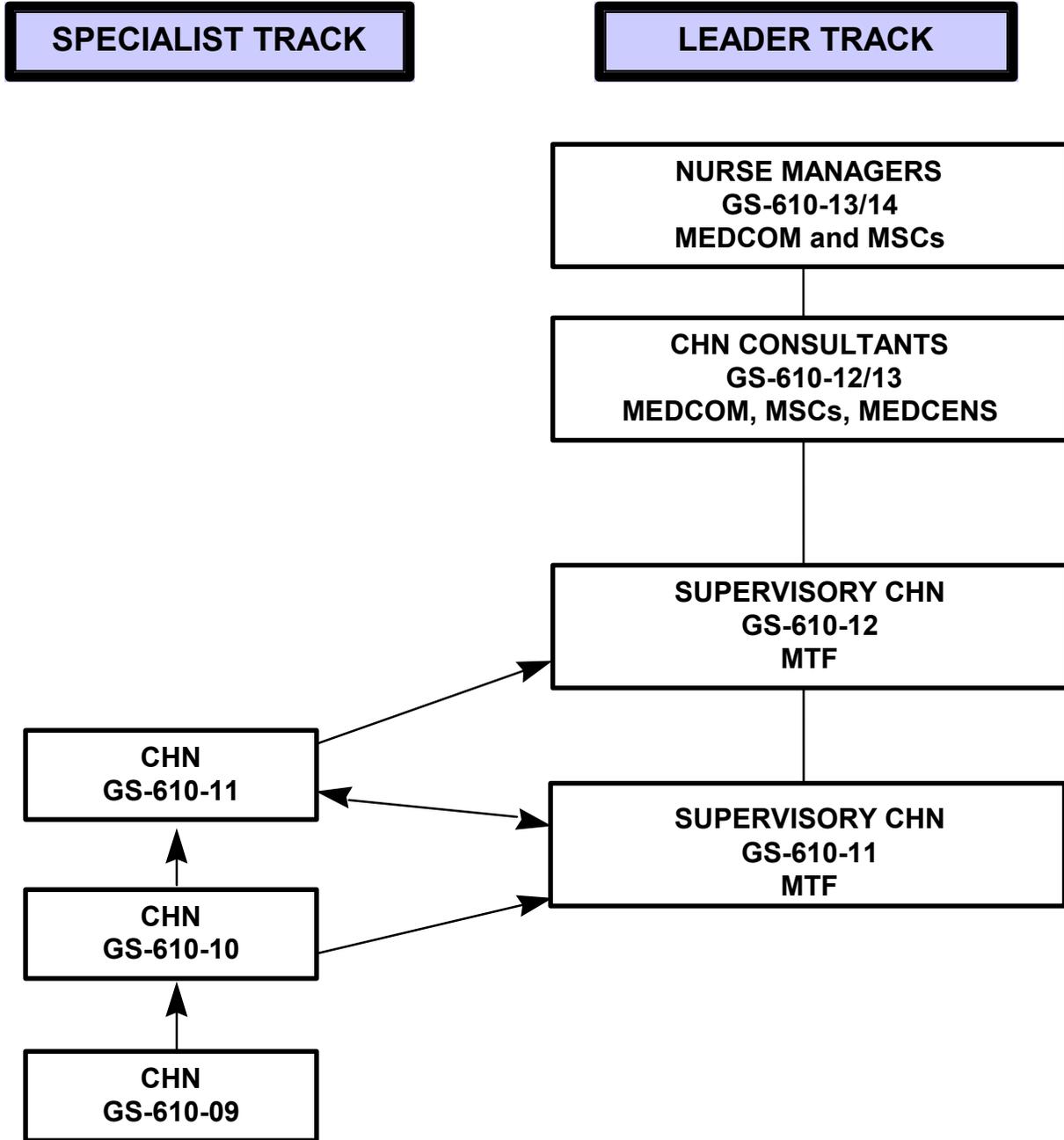
b. Self-development. In addition to the mandated training outlined in the MTP, CHNs at all levels are encouraged to undertake individual projects such as technical papers, presentations, and membership in professional organizations. Additional self-development activities are defined in the basic RN ACTEDS Plan.

c. Competitive Training. Competitive training includes Army-wide competitive programs (such as senior service colleges and the Sustaining Base Leadership and Management Program) that are centrally funded by DA. It also includes fellowship programs, developmental assignments, and training-with-industry which may be funded by the installations, Major Commands (MACOMs), or other designated agencies. Competitive training opportunities are defined in the basic RN ACTEDS Plan.

8. AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY. Training and development opportunities for participants covered by this plan will be provided without regard to race, color, sex, religion, national origin, non-disqualifying disabilities, or age.

APPENDIX A

COMMUNITY HEALTH NURSE
CAREER PATH CHART



APPENDIX B

COMPETENCIES FOR COMMUNITY HEALTH NURSE

1. **Nursing** - Knowledge and 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.
2. **Nursing** - 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.
3. **Nursing** - 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.
4. **Nursing** - Knowledge of CHN care plans that prevent illness and promote health (i.e., immunization programs, disability management, case management, lifestyle counseling and coaching, etc.) 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.
5. **Nursing** - 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.
6. **Nursing** - 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.
7. **Nursing** - 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.
8. **Nursing** - Knowledge of ergonomic evaluations and work design in order to conduct comprehensive work site evaluations.
9. **Nursing** - Knowledge of health care systems and the relationship of CH to each in order to determinate appropriate care plans.

10. **Nursing** - Knowledge and ability to properly conduct accident/epidemiological investigation in order to perform an accurate assessment of data.
11. **Nursing** - 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 determine the family's relationship to the community to assess degrees of support system or isolation in order to conduct home visits and evaluate family dynamics.
12. **Nursing** - Ability to relate health data to the problems of families and individuals who are part of the aggregate of concern in order to determine alternative solutions.
13. **Nursing** - Ability to formulate a statement of needs and priorities for community health care, 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.
14. **Nursing** - Knowledge and ability to conduct work site health promotion and wellness analysis from the client and management perspective in order to garner cooperation from both areas.
15. **Nursing** - Ability to evaluate and interpret toxicological data in order to determine the extent of actual or potential health hazards.
16. **Nursing** - Ability to manage a caseload by responding to individual, family, and community priorities in order to ensure appropriate level of care is provided.
17. **Nursing** - 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.
18. **Management** - Knowledge of and 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.
19. **Management** - 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.

20. **Management** - Knowledge and 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.

21. **Management** - Knowledge and 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.

22. **Management** - Knowledge and ability to prepare, administer, and evaluate the effectiveness and efficiency of the CH budget in order to ensure optimal stewardship of resources.

23. **Preventive Medicine** - 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.

24. **Organization** - Knowledge of the community health setting as it is affected by organizational and environmental factors in order to ensure effective coordination of information.

25. **Education** - Knowledge of training and educational requirements for CHN (including subspecialties such as case management, school health, discharge planning, occupational health, etc.) in order to maintain competence in CH practice through educational programs, reading current literature, obtaining and maintaining certification, collaboration with colleagues, networking, etc.

26. **Education and Communication** - Ability to prepare lesson plans, deliver presentations, and evaluate effectiveness of interventions for diverse audiences (clients, families, peers, management, etc.) in order to provide information, evaluate understanding and enhance adherence.

27. **Communication** - Knowledge and skill in recordkeeping and documentation as they relate to CH issues in order to provide consistency and quality in documentation.

28. **Communication and Informatics** - Skill in developing CH educational material and training programs, to include a variety of media, computer graphics, overheads, etc., in order to promote awareness of health risks (i.e., cholesterol assessment, tuberculosis, communicable disease transmission, etc.)

29. **Epidemiology** - Ability and skill 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.

30. **Epidemiology** - 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.

31. **Epidemiology** - Knowledge and ability to collect, review, interpret, and maintain data from surveillance and evaluation activities in order to conduct epidemiological investigations.

32. **Research** - Knowledge and ability to conduct research studies concerning community health, managed care, wellness, health promotion, and disease surveillance in order to critically evaluate existing practice, identify research opportunities, and incorporate/disseminate relevant results through practice, education, or consultation.

33. **Research and Informatics** - Ability to research information databases in order to conduct program assessment, planning, implementation, and evaluation.

**APPENDIX C
MASTER TRAINING PLAN MATRIX FOR COMMUNITY HEALTH NURSE**

COURSE / SEMINAR / OJT TITLE	TYPE OF TRAINING	LENGTH HOURS	ENTRY	INTERMEDIATE			ADVANCED		SOURCE	COMPETENCIES (APPENDIX B)	COURSE NUMBER (APPENDIX D)
			GS-09	GS-10	GS-11	GS-12	GS-13	GS-14			
Principles of Military Preventive Medicine Course	FC	9 Weeks	U1	U1	U1	U1			AMEDDC&S	1,2,3,4,5,12,17,18,19,23,25,29,28	1
Tuberculosis Course	FC	Varies	U2	U2	U2	U2			University- Based	1,2,5,7,8,11,13,17,24,25,27	2
Breastfeeding	FC	Varies	U2	U2	U2	U2			National Jewish Medical and Research Center	7,8,13,17	3
Discharge Planning Course	FC/OJT	Varies		U1	U1	U1			University- Based	12,13,14,17,23,26,28	4
Principles of Epidemiology	FC	Varies	U1	U1	U1	U1			CDC/ University- Based	2,11,12,15,16,17,19,24,25,27,33	5
Bloodborne Pathogen Training	FC	Varies	U3	U3	U3	U3			OSHA	13,17	6
Chronic Disease Surveillance Course	FC/OJT	80/Varies	U2	U2	U2	U1			OSHA/CDC/ University- Based	1,2,3,12,13,15,17,23,26,28,33	7
Case Management Certification	FC	Varies			U1	U1			University- Based	7,8,13,17,18,23,26,29	8
Physical Fitness Specialist	FC	Varies	U2	U2	U2	U2			University- Based	2,13,17,20	9
Lifestyle Counselor Course	FC/OJT	24	U2	U2	U2	U2			Private Industry	1,2,3,4,5,13,15,17,23	10
Health Educator Certification Course	FC/OJT	16	U3	U3	U3	U3			Professional Org-Based	1,2,3,4,5,13,17,27,31	11
Health Promotion Director Course	FC/OJT	32/Varies	U2	U2	U2	U2			Private Industry/ University-Based	1,2,3,4,5,13,17	12
Community Health Certification Review Course	FC	8			U1	U1	U1	U1	ANA	1,2,3,4,5,6,9,10,11,12,13,15,16, 17,18,19, 20,21,22,23,26,29,33	13
Radiation Protection Course	FC	40			U1	U1	U1	U1	USACHPPM	2,4,5,6,9,13,17	14
Spirometry Course	FC	32	U2 *	U2 *	U2 *	U2 *	U2 *	U2 *	NIOSH	9,13,17	15

LEGEND: FC = FORMAL COURSE U1 = UNIVERSAL PRIORITY I C = COMPETITIVE * = ACCORDING TO INDIVIDUAL JOB REQUIREMENT
 CC/OL = CORRESPONDENCE COURSE/ON-LINE U2 = UNIVERSAL PRIORITY II SUP = SUPERVISOR ONLY ** = ANNUAL REQUIREMENT
 OJT = ON-THE-JOB TRAINING U3 = UNIVERSAL PRIORITY III DVP = DEVELOPMENT ASSIGNMENT *** = BY EXCEPTION

APPENDIX C
MASTER TRAINING PLAN MATRIX FOR COMMUNITY HEALTH NURSE

COURSE / SEMINAR / OJT TITLE	TYPE OF TRAINING	LENGTH HOURS	ENTRY	INTERMEDIATE				ADVANCED		SOURCE	COMPETENCIES (APPENDIX B)	COURSE NUMBER (APPENDIX D)
			GS-09	GS-10	GS-11	GS-12	GS-13	GS-14				
Industrial Toxicology Course	FC	80	U3	U3	U3	U3	U3	U2	U2	OSHA	2,6,22	16
Basic Applied Ergonomics Course	FC/OJT	40		U2	U2	U2	U2	U2	U2	USACHPPM	4,5,6,12,33	17
Ethics in Advanced Practice	FC	Varies			U2	U2	U2	U2	U2	University- Based	13, 17	18
Developing Program Documents	FC/OJT	40			U3	U3	U3	U3	U3	Local	7, 8	19
ACHE Fellowships	FC	12 Months					C	C	C	Professional Organization	12,20,30	20
Nursing Fellowship of Specialty Organizations	FC	6 Months					C	C	C	Professional Organization	1,2,3,4,5,6,12,13,17,20	21
Preventive Medicine Program Management Course	FC	80			U1	U1	U1	U1	U1	AMEDDC&S	7,8,10	22
Occupational Health Nursing Course	FC	40	U2 *	U2 *	U2 *	U2 *	U2 *	U2 *	U2 *	USACHPPM	2,4,9,12,13,17,22	23
Outcomes Management Course	FC	Varies			U1	U1	U1	U1	U1	University- Based	7	24
Automated Management Systems Course	FC	Varies	U3	U3	U3	U3	U3	U3	U3	University- Based	11,31	25
Quantitative Methods Course	FC	Varies					U2	U2	U2	University- Based	7,8	26
Human Resource Management Course	FC	Varies			U2	U2	U2	U2	U2	University- Based	7,8	27
Managerial Accounting Course	FC	Varies			U2	U2	U2	U2	U2	University- Based	8,10	28
Principles of Finance	FC	Varies			U3	U3	U3	U3	U3	University- Based	7,8,10	29
Adult Learning Course	FC	Varies		U3	U3	U3	U3	U3	U3	University- Based	27,31	30

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COURSE / SEMINAR / OJT TITLE	TYPE OF TRAINING	LENGTH HOURS	ENTRY	INTERMEDIATE			ADVANCED		SOURCE	COMPETENCIES (APPENDIX B)	COURSE NUMBER (APPENDIX D)
			GS-09	GS-10	GS-11	GS-12	GS-13	GS-14			
Research Course	FC / OJT	Varies			U3	U3	U3	U3	University- Based	11,16	31
Fundamentals of Environmental Science Course	FC	Varies	U3	U3	U3	U3	U3	U3	AMEDDC&S	2,6,9,12,13,17	32
Disaster Management and Humanitarian Assistance	FC	3 Weeks			U3	U3	U3	U3	TRIPLER AMC	13,17	33
STD Contact Interviewer Course	FC	80	U2 *	U2 *	U2 *	U2 *	U2 *	U2 *	AMEDDC&S	4,5,13,17	34
Marketing Management Course	FC	36			U3	U3	U3	U3	AMEDDC&S	8	35
Community Health Nursing	FC	Varies	U1	U1	U1	U1	U1	U1	University- Based	1.2.3.4.5.6.13.17,22	36
Basic Industrial Hygiene Techniques	FC	80			U1	U1	U1	U1	AMEDDC&S	2,5,6,9,13,17,22	37
Pathophysiology for Advanced Practice	FC	Varies				U1	U1	U1	University- Based	2,4,5,6,9,13,17,22	38
Pharmacotherapeutics for Advanced Practice	FC	Varies				U1	U1	U1	University- Based	2,4,5,6,13,17	39
Physical Assessment for Adults and Pediatrics	FC	Varies	U3	U3	U3	U3	U3	U3	University- Based	13,17	40
Critical Reading of Research Publications	CC/OL	12				U1	U1	U1	RMC NESDS	32,33	41

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APPENDIX D

MASTER TRAINING PLAN COURSE DESCRIPTIONS

1. Preventive Medicine Course. Designed to provide community health personnel a program of general instruction in basic concepts, practices, and procedures in military preventive medicine. Defines and describes the scope, objectives, priorities, and regulatory base of the Army community health program; and the functions and responsibilities of community health personnel in planning, implementing and evaluating the program. Includes principles of community health nursing, preventive medicine, and epidemiology as practiced in an Army preventive medicine setting. Completion of this course (AMEDDC&S course 6A-F5) is a prerequisite for further training in broad based community health practice, such as the Tuberculosis course at the National Jewish Medical and Research Center, Denver, CO; maternal child courses (lactation consultant, breast feeding, etc.); discharge planning; case management; etc. (Source: AMEDDC&S) (9 Weeks)

2. Tuberculosis Course. Provides state-of-the-art information in the care and management of tuberculosis, a core practice area of traditional Army community health nursing. (Source: National Jewish Medical and Research Center, Denver, CO) (40 Hours)

3. Breast Feeding. Provides the essentials about breast-feeding and offers further learning opportunities for designation as lactation consultant. (Source: University-Based) (Length varies)

4. Discharge Planning. Addresses the collaboration required and the desired goals and objectives for cohesive case management. (Source: University-Based) (Length varies)

5. Principles of Epidemiology. Introduces methodology of epidemiological investigations of both infectious and non-infectious diseases. Presents some of the methods by which properly conducted studies of the distribution and dynamic behavior of disease in the population can contribute to an understanding of etiological factors, the modes of transmission, and the pathogenesis of disease. (Source: CDC/University-Based) (Length varies)

6. Bloodborne Pathogen Training. Provides guidance on program management in accordance with Occupational Safety and Health Administration (OSHA) law mandated in 29 CFR 1910.130. Includes subjects, such as, identifying the scope of the Act, developing

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exposure control plans, identifying infectious materials, methods of compliance, Hepatitis B vaccinations, research laboratories, hazard communication, information/training and record keeping, etc. (Source: OSHA) (Length varies)

7. Chronic Disease Surveillance. Identifies commonly used

techniques in monitoring disease in the workplace. Identifies resource agencies (e.g., CDC, OSHA, NIOSH, etc.) and discusses the fundamental laws governing the interaction of foreign chemicals/agents with biological systems. Focuses on the application of these concepts to the understanding and prevention of mortality and morbidity resulting from exposure to these substances. (Source: OSHA) (80 Hours)

8. Case Management Certification. Addresses the holistic approach to community health care and the utilization of managed care. (Source: Professional Organization-Based) (40 Hours)

9. Physical Fitness Specialist Course. Orients on the dynamics of health from a fitness perspective. (Source: Professional Organization-Based) (40 Hours)

10. Lifestyle Counselor Course. Presents material on how to introduce the novice to techniques and strategies for lifestyle changes and wellness behaviors. (Source: Private Industry) (40 Hours)

11. Health Educator Certification Course. Recognizes advanced preparation and knowledge of health education counseling. (Source: Professional Organization-Based) (8 Hours)

12. Health Promotion Director Course. Provides advanced knowledge and information for persons responsible for developing, directing, and managing health promotion programs. (Source: Private Industry and Professional Organization-Based) (32 Hours)

13. Community Health Certification Review Course. Provides a comprehensive review of the field of Community Health Nursing for practice of community health nursing for nurses with extensive experience. (Source: American Nurses Association) (16 Hours)

14. Radiation Protection Course. Participants receive training and skills required to maintain a medical surveillance component for workers exposed to radiation. Subject matter includes the physics of radiation, shielding, licensing control, transportation, disposal, and general radiation safety. Designed to

provide strategies that would prevent individuals from being overexposed to radiation while performing their duties. (Source: U.S. Army Communications-Electronics Command (CECOM)) (40 Hours)

15. Spirometry Course. A NIOSH-approved spirometry training course that focuses on interpretation of test results, use of lung infection tests, and reviewing the latest changes and updates in testing procedures. Students will learn how to interpret test results, write interpretation statements, recognize patterns associated with various lung diseases, recognize poorly performed tests, review recent changes in spirometry testing procedures, and learn the significance of other lung-functioning tests. (Source: NIOSH/USACHPPM) (32 Hours)

16. Industrial Toxicology Course. Introduces the principles of toxicology as they apply to industrial processes. Topics include review of recent toxicological data related to OSHA standards, biological monitoring, biotransformation, an update on current methods of toxicological testing, and chemical hazards encountered in the industrial environment, with emphasis on new toxicological information in support of hazard recognition. Applications of OSHA's hazard communication standard and recently expanded health standards are also presented. (Source: OSHA) (80 Hours)

17. Basic Applied Ergonomics Course. Emphasizes the application of ergonomic principles to ensure worker health, safety and productivity. All aspects of the work environment including design of tools and equipment and how they are used, design of work schedules, and training workers will be discussed. Topics include work physiology, biomechanics, anthropometry, repetitive motion disorders, video display terminals, manual lifting, back injury problems, design of work stations and equipment, and demonstrations of instrumentation and equipment used in the field of ergonomics. (Source: USACHPPM) (40 Hours)

18. Ethics In Advanced Practice. Provides the advanced CHN practitioner with knowledge of ethical principles for practice. (Source: University-Based) (Length varies)

19. Developing Program Documents. Gives participants information on complying with all requirements to include: written plans, program services, present level goals, evaluation criteria and priority levels are included in the topics discussed. (Source: Local) (40 Hours)

- 20. American College of Healthcare Executives (ACHE) Fellowships.** Fellowships may be awarded to include study and research at institutions of higher learning or in comparable educational or research environments that best support the project. Proposed projects must indicate a high potential value to the Army and benefit the applicant as well. The applicant must be able to complete the project within the proposed time frame. (Source: Professional Organization-Based) (12 Months)
- 21. Nursing Fellowship of Specialty Organizations.** This legislative experience will provide the CHN professional with a practicum in the legal aspects of this federally mandated legislation. (Source: Professional Organization-Based) (6 Months)
- 22. Preventive Medicine Program Management Course.** Provides knowledge and skills necessary to administer a preventive medicine program. (Source: AMEDDC&S) (80 Hours)
- 23. Occupational Health Nursing Course.** Provides an overview of Occupational Health Nursing for the OHN and the CHN. (Source: USACHPPM) (36 Hours)
- 24. Outcomes Management Course.** Offers knowledge and skills to the CHN necessary to monitor/assess care outcomes. (Source: University-Based) (Length varies)
- 25. Automated Management Systems Course.** An overview of automated systems to improve CH program efficiencies. (Source: University-Based) (Length varies)
- 26. Quantitative Methods Course.** Introduction to quantitative methods including linear programming, probability, and advanced business methods. (Source: University-Based) (Length varies)
- 27. Human Resource Management Course.** Provides information and skills in human resources management, e.g., EEO, performance appraisal, position description, etc. (Source: University-Based) (Length varies)
- 28. Managerial Accounting Course.** An overview of information necessary to understand and prepare balance sheets, cash flow, etc. (Source: University-Based) (Length varies)
- 29. Principles of Finance Course.** An introduction to financing principles, short and long term debt, vehicles, etc. (Source: University-Based) (Length varies)

- 30. Adult Learning Course.** Presents the fundamentals on theories of learning, methods of instruction, etc. (Source: University-Based) (Length varies)
- 31. Research Course.** Presents fundamentals of research methods, sampling, power analysis, etc. (Source: University-Based) (Length varies)
- 32. Fundamentals of Environmental Science Course.** Presents an introduction to environmental science and methods. (Source: AMEDDC&S) (80 Hours)
- 33. Disaster Management and Humanitarian Assistance Course.** Presents knowledge of and skills in disaster training, and management techniques. (Source: Center of Excellence, TAMC) (3 Weeks)
- 34. Sexually Transmitted Disease (STD) Contact Interviewer Course.** Presents knowledge of and skills in the nuances of STD interviewing. Prerequisite is Communicable Disease Correspondence Course from AIPD. (Source: AMEDDC&S) (80 Hours)
- 35. Marketing Management Course.** Presents an introduction to marketing theories, methods, and techniques. (Source: University-Based) (Length varies)
- 36. Community Health Nursing.** Presents knowledge of and skills in theory, principles, and the practice of CHN. (Source: University-Based) (Length varies)
- 37. Basic Industrial Hygiene Techniques.** Provides a basic knowledge of industrial hygiene techniques used in the recognition, evaluation, and control of occupational health hazards. Given a health hazard, the attendees will be able to select an appropriate sampling strategy using the required sampling equipment and instrumentation, obtain the necessary sampling data, and interpret the resulting data. (Source: AMEDDC&S) (80 Hours)
- 38. Pathophysiology for Advanced Practice.** Presents an in-depth course of human pathophysiology. (Source: University-Based) (Length varies)
- 39. Pharmacotherapeutics for Advanced Practice.** Presents an advanced course in pharmacology for advanced practitioners. (Source: University-Based) (Length varies)

40. Physical Assessment for Adults and Pediatrics. Presents a comprehensive systems approach to develop the knowledge and skills in the latest techniques for physical assessment. (Source: University-Based) (Length varies)

41. Critical Reading of Research Publications (CRRP). This course is designed as an Independent Study for use by Clinical Interest Groups, Journal Clubs, or small groups who want to become more comfortable in reading and evaluating research. The primary characteristic of this program is that it must be carried out by at least two or more people in order to obtain continuing education credit. The course is available on-line at: <http://armynursecorps.amedd.army.mil/crrp.htm> (Source: RMC NESDS) (12 Hours)

APPENDIX E

GLOSSARY

<u>ACRONYM</u>	<u>DEFINITION</u>
ACHE	- American College of Healthcare Executives
ACTEDS	- Army Civilian Training, Education, and Development System
AMEDDC&S	- Army Medical Department Center and School
ANA	- American Nurses Association
CDC	- Center for Disease Control
CECOM	- U.S. Army Communications-Electronics Command
CH	- Community Health
CHN	- Community Health Nurse
DA	- Department of the Army
FC	- Functional Chief
FRCR	- Functional Chief Representative
JCAHO	- Joint Commission on Accreditation of Healthcare Organizations
KSAs	- Knowledge, Skills, and Abilities
MACOMs	- Major Commands
MEDCENs	- Medical Centers
MEDCOM	- Medical Command
MSCs	- Major Subordinate Commands
MTF	- Medical Treatment Facility
MTP	- Master Training Plan
NESDS	- Nursing Education and Staff Development Service
NIOSH	- National Institute for Occupational Safety and Health
OH	- Occupational Health
OJT	- On-the-Job Training
OSHA	- Occupational Safety and Health Administration/Act of 1970
RMC	- Regional Medical Command
RN	- Registered Nurse
STD	- Sexually Transmitted Disease
SMEs	- Subject-Matter-Experts
TAMC	- Tripler Army Medical Center
USACHPPM	- U.S. Army Center for Health Promotion and Preventive Medicine