

DEPARTMENT OF THE ARMY
U.S. ARMY MEDICAL DEPARTMENT ACTIVITY
Fort Huachuca, Arizona 85613-7079

MEDDAC MEMORANDUM
No. 623-1

2 January 2008

Personnel Evaluation
HEALTH CENTER FACILITY ORIENTATION

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1. **HISTORY:** This issue publishes a revision of this publication.
2. **PURPOSE:** This memorandum establishes policies and procedures for initial orientation of personnel upon their assignment to this command.
3. **SCOPE:** The specific policies and procedures contained herein are applicable only to U.S. Army Medical Department Activity (MEDDAC), Arizona personnel assigned for duty and volunteers at Fort Huachuca.
4. **REFERENCE:** AR 40-68, Clinical Quality Management
5. **General:** An orientation for newly assigned personnel will be conducted monthly at a time and location announced via e-mail and/or other communications media as required. The orientation will be designed to familiarize new arrivals with the mission and overall organization, and functions of the MEDDAC. The new arrival and annual training (AT) attendees should obtain from orientation:
 - 5.1 A general concept of the MEDDAC's mission and how it is being accomplished.
 - 5.2 An introduction to key staff members and their supporting roles.
 - 5.3 Specific instructions to satisfy certain annual training requirements.
 - 5.4 Medical Emergency Management Plan/Emergency Codes.

*This memo supersedes MEDDAC Memo 623-1, 17 February 2005.

6. Responsibilities:

6.1 Mobilization, Education, Training and Security (METS) Division is responsible for planning, coordinating, scheduling and conducting the newcomer's as follows:

6.1.1 Commander or Representative: Welcome and discuss the environment and unique challenges to Arizona and Fort Huachuca. Present an overview of USA MEDDAC and its mission and vision, beneficiary population served, organizational structure, MEDDAC's role in healthcare delivery in the community, and information flow within the organization.

6.1.5 Security: Discusses operational physical security, crime prevention, identification badges, challenge procedure for unidentified individuals within the work area, authorized parking areas, personal security and key control

6.1.6 Equal Opportunity: An Equal Opportunity Leader briefly describes how equal opportunity problems are managed.

6.1.7 Patient Advocate: Discusses patient rights and patient responsibilities. Explains how to properly handle a complaint.

6.1.8 Safety Officer: Discusses the role of the fire and safety officer, fire and HAZMAT safety, accident reporting procedures and overall safety.

6.1.9 METS: Presents an overview of the Medical Emergency Management Plan (MEMP) and required educational courses through AMEDD Personnel Education and Quality System. Provides a certificate of attendance for all personnel attending newcomer's orientation and maintains attendance records at METS.

6.1.10 HR: Presents an overview of the Competency Assessment File (CAF).

6.1.11 Infection Control: The Infection Control Nurse discusses the prevention of healthcare acquired infections, the handling of sharps materials, hand washing, tuberculosis protocol and proper procedure for disposal of bio-hazard waste.

6.1.12 Patient Safety Manger: Discusses patient safety and National Patient Safety Goals focusing on how we meet the goals here at RWBAHC.

6.1.13 Risk Management Coordinator: Discusses risk management process including the reporting responsibilities in using DA Form 4106, Incident Report, and the peer review process at RWBAHC.

6.1.14 Public Affairs Officer: Discusses role of the Public Affairs Officer.

6.1.15 Quality Management Coordinator: Provides a brief overview of the Quality Management functions, and the responsible staff involved; ongoing Performance Improvement activities and staff involvement at RWBAHC; FOCUS-PDCA methodology; and ongoing activity to maintain our Joint Commission Readiness.

6.1.16 IMD: Discuss HIPAA issues.

6.1.17 Sexual Assault Coordinator: Discuss Reporting Sexual Assault.

6.2. Medical Company Commander and Warrior Transition Unit Company Commander, Fort Huachuca Arizona: The Medical Company commander and the Warrior Transition Unit Company Commander are responsible for ensuring that all newly assigned military personnel perform the following:

6.2.1 In-processing (Raymond W. Bliss Army Health Center and Post)

6.2.2 Familiarization with the Health Center and Medical Company Commander's policies and procedures.

6.3 Each Department, section chief and NCOIC is responsible for:

6.3.1 Orienting newly assigned individuals to their responsibilities and duties along with section mission, organization and function and section-specific safety policies and procedures. Before newly assigned RWBAHC personnel provide care, treatment and clinical services, they will receive, at a minimum, section-specific orientation on the following items: HIPAA policies and practices, infection control practices and standards, fire safety, and security standards. Unit leaders will also ensure completion of position-specific Competency Based Orientation (CBO) Assessment upon assignment to the section/clinic.

6.3.2 Clarifying commander's policies with subordinates.

6.3.3 Ensuring that newly assigned individuals attend newcomer's orientation within 45 days of in-processing. If military deployment or other select mission requirements necessitate extension of this time frame, an annotation to this effect will be made in the individual's CAF.

6.3.4 Responsible for recording section orientation in the CAF and placing the newcomer's orientation certificate in the CAF.

The proponent of this memorandum is Chief, Mobilization, Education, Training, and Security (METS) Division, USA Medical Department Activity (USA MEDDAC) Fort Huachuca. Users are invited to send comments to Commander, USA MEDDAC, ATTN: MCXJ-METS, Fort Huachuca, AZ 85613.

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