

**APPENDIX C**  
**Sample Position Descriptions and**  
**Statements of Work**

To: Director, Operational Medicine  
From: Health Promotion Coordinator

**Subj: PERSONNEL REQUIREMENTS FOR DEMONSTRATION PROJECT**

**1. The following personnel are required in order to effectively implement the Health Promotion strategic goals as well as the Health Promotion Demonstration Project:**

**1.1 Civil Service positions:**

Health Educator: Registered nurse GS 10-11

This position will expand current patient education to proactive health education; assist in the development and implementation of clinical pathways for high utilization and high risk diseases. Patient education is currently staffed with one junior Nurse Corps officer.

Administrative Assistant: GS 5-6

This position will provide direct support to the Department Head performing a variety of clerical, administrative, organizational, and supervisory duties which support the Department Head and Health Educators in conducting Health Promotion Programs.

**2.1 Contract positions:**

(Funded by Demonstration Site)

**HEALTH EDUCATORS/ PPIP**

1. Primary Care Clinic, NHB (20 hours per week)
2. Family Practice Clinic, NHB (20 hours per week)
3. BMC Bangor (20 hours per week)
4. BMC Everett (40 hours per week)

These individuals will be registered nurses with current Washington State licensure. They will be responsible for the clinical implementation and management of the Put Prevention Into Practice Program (PIPP) in their assigned primary care clinic. Elements of this program include counseling, (tobacco, fitness, nutrition, stress, and other wellness topics) documenting prevention visits in the patient's health record and/or CHCS, developing and presenting professional training to staff, and ordering and maintaining appropriate health education resources. The health educator will coordinate efforts with the PPIP Coordinator.

**HEALTH EDUCATOR/NUTRITION**

1. Branch Medical Clinic Everett (8 hours per week)

This individual will be a registered dietitian with current Washington State licensure. He/she will be responsible for proactive nutrition education and counseling for patients served by Branch Medical Clinic Everett and personnel from Naval Station Everett.

**WORKSITE HEALTH EDUCATORS:**

1. Naval Station Everett (40 hours per week)
2. Bremerton local area (Subbase Bangor and PSNS) (40 hours per week)
3. Naval Hospital Bremerton and Branch Medical Clinics (20 - 40 hours per week)

These individuals will be health educators who have experience developing and implementing comprehensive health related behavior change programs which include elements such as fitness, tobacco, alcohol or nutrition. They will assist in the development, implementation, evaluation and documentation of a comprehensive worksite health promotion program for active duty Navy personnel and their families and DoD civilians. The Health Educator will conduct Health Risk Appraisals, or use existing data to implement a comprehensive wellness program which includes awareness, education and intervention strategies targeting high risk beneficiaries in the target population.

**CONTRACT HEALTH EDUCATOR/PPIP  
NAVAL HOSPITAL BREMERTON**

**I. DUTIES AND RESPONSIBILITIES:**

**JOB SUMMARY:** Responsible for effectively integrating the “Putting Prevention Into Practice” (PPIP) Program in the overall ambulatory care delivery system in accordance with Naval Hospital Bremerton implementation plan and timeline. Elements of this program include health education counseling, documenting prevention visits in the patient’s health record and/or CHCS, scheduling prevention appointments for the patient, and coordinating efforts with the PPIP coordinator. The Health Educator/PPIP provides risk factor counseling and preventive services, and develops and monitors tools and metrics to evaluate the effectiveness of programs and the health of the enrolled population.

1. The Contract Health Educator/PPIP shall be responsible for the clinical implementation and management of the Put Prevention Into Practice Program (PPIP). Elements of this program include health education counseling, documenting prevention visits in the patient’s health record and/or CHCS, scheduling prevention appointments for the patient, and coordinating efforts with the PPIP coordinator.
2. The Contract Health Educator shall provide training and/or direction as applicable to supporting Government employees (ie. hospital corpsmen, students, etc.) The Contract Health Educator shall perform limited administrative duties which include maintaining statistical records of workload, participating in education programs, and participating in clinical staff Performance Improvement and Process Action Teams, as required by the Commanding Officer.
3. The Contract Health Educator shall participate in meetings to review and evaluate the PPIP Program, identify opportunities to improve the program, and recommend corrective action when problems exist.
4. The Contract Health Educator shall participate in the provision of monthly inservice training to non-health practitioner members of the clinical and administrative staff on subjects germane to PPIP. The Contract Health Educator shall assist in the development, implementation, aevaluation and documentation of health promotion and wellness programs, including workshops, seminars, and assessment programs.
5. The Contract Health Educator shall actively participate in Naval Hospital Bremerton Organizational Performance Improvement Plan.
6. Actual clinical duties performance will be a function of the overall demand for PPIP services. Productivity is expected to be comparable with that of other individuals performing similar services. The Contract Health Educator shall perform the following duties:
  - 1.6.1 Continually review current literature for preparation, development, and availability of training aids, flyers and brochures on a monthly basis and as required.
  - 1.6.2 Provide input into purchase orders, delivery and receipt of educational/promotional materials and supplies to resource centers on a monthly basis and as requested.

1.6.3 Assist other department and hospital staff members by teaching a variety of health promotion and wellness classes such as tobacco Cessation, weight control, self-care, etc.

1.6.4 Coordinate with Medical Treatment Facility (MTF) staff members to assist in any event or activity planned under the PPIP program.

### 3.0 MINIMAL PERSONNEL QUALIFICATION

3.1 Licensed Registered Nurse with a minimum of 3 years experience in acute care and outpatient settings, including a supervisory position.

3.2 Experience in patient counseling and patient education for behavior change mandatory. Experience teaching health education classes such as nutrition and tobacco cessation highly desirable.

3.2 Knowledge of principles of preventive health care and awareness of current trends in prevention and epidemiological based resourcing. Experience in Health Promotion desirable.

3.3 Experienced in use of information systems such as Composite Health Care System (CHCS) and the Ambulatory Data System (ADS) is desired.

HEALTH PROMOTION DEPARTMENT  
NAVAL HOSPITAL BREMERTON  
Position Description  
Administrative Assistant

## INTRODUCTION

This position is located in the Health Promotion Department of the Operational Medicine Directorate. The incumbent is the Administrative Assistant to the Department Head performing a variety of clerical, administrative and organizational duties which support the Department Head and Health Educators in conducting Health Education Programs.

## MAJOR DUTIES AND RESPONSIBILITIES

1. In collaboration with the Department Head and the Health Educators, ensures matters relating to the overall administrative operations of the department and education programs are performed in a timely and effective manner.
2. Maintains subject matter files and records that relate to the work of the office and education programs. Ensures that files include all required documents and that all documents are properly signed.
3. Receives telephone calls to the office, determines the nature of request and directs caller to appropriate staff, or personally provides the information desired when routine or procedural matters of the office are involved.
4. Uses a word process to type narrative and tabular material such as correspondence, instructor resources and reports from rough draft to revised typed draft. Types in accordance with the Navy Correspondence Manual and other applicable guidance for review by originators.
5. Enters data into database programs and prints reports based on existing programs . Examples of such reports include health risk appraisals and cholesterol and tobacco intervention programs
6. Schedules appointments using schedule books and CHCS, and uses ADS insurance forms as appropriate. Collaborates in the development of schedules and templates for health educators.
7. Responds to routine and technical requests from departmental staff for information required to complete work requests, telephone service requests, copier service requests, and similar requests. Submits requests in a timely fashion, maintains contact with Operating Management personnel until completion, and responds to current status requests.
8. Maintains departmental budget on established data base. Requests and procures supplies, equipment, printed literature, films and furniture through the Department Supply Petty Officer. Maintains an adequate supply of all office and classroom materials.
9. Ensures all audiovisual equipment and films are in working order, sent for repairs when necessary, and checked out properly in the equipment log if loaned outside the department.
10. Maintains classroom schedule log ensuring no conflicts occur and classes are properly scheduled.

NAVAL HOSPITAL BREMERTON  
HEALTH PROMOTION DEPARTMENT  
NAVAL HOSPITAL BREMERTON  
Position Description  
Worksite Health Educator

The Worksite Health Educator will be responsible for assessing, planning, implementing and evaluating an effective Health Promotion Program in collaboration with designated Naval Command(s) in the Bremerton or Everett area.

1. DUTIES AND RESPONSIBILITIES:

- 1.1 Conduct a population based risk assessment through health risk appraisal and survey.
- 1.2 Establish a worksite health promotion committee.
- 1.3 Develop and conduct a worksite health promotion plan which is based upon the assessed needs and interests of the personnel in the designated command. Nutrition, physical fitness, tobacco, and stress management will be included.
- 1.4. Communicate effectively with leadership within the command for development of health promotion policies and programs.
5. Conduct health education and awareness activities at time and location convenient to the command in accordance with the the Worksite Health Promotion Plan.
6. Manage administrative functions including appropriate data collection.
7. Market the health promotion program to active duty within the command.

2. ADMINISTRATIVE AND TRAINING REQUIREMENTS

- 2.1 The WprksiteHealth Educator shall attend the Command Indoctrination and Orientation (approximately 3 1/2 days) and other on-line computer systems as identified by the PPIP Coordinator. Training will be at no cost to the Government.
- 2.2 The Contract Health Educator shall attend annual renewal of the following Annual Required Training (ART) requirements provided by the Naval Hospital: family advocacy, safety, disaster, infection control, sexual harassment and bloodborne pathogens. Training will be at no cost to the Government.
- 2.3 The Contract Health Educator shall follow guidelines of Department of Defense (DoD) Department of the Navy (DoN) and Bureau of Medicine and Surgery (BUMED) instructions, notices and publications. Specific guidance includes Joint Commission Accreditation of Hospital Organizations (JCAHO) Manual, Manual of the Medical Department (MANMED) and the Naval Hospital Bremerton Instructions and notices.

**STATEMENT OF WORK**  
**Naval Hospital, Camp Lejeune**  
**PIIP Support**  
**Health Educator**

**1.0 BACKGROUND:**

The mission of the Naval Hospital, Camp Lejeune is to provide medical/dental care to eligible beneficiaries, provide personnel support to the medical readiness of the US Navy and Marine Corps and provide medical educational programs .

The Naval Hospital, Camp Lejeune is transitioning to the Department of Defense (DoD) TRICARE program. The hospital has been selected for the Health Affairs initiative, Put Prevention Into Practice (PIIP). The major outcome of this initiative is to improve preventive services in the designated clinics. An essential piece of this project is a 4 page automated flow sheet that will be placed in the health records of active duty personnel and Prime enrollees of the designated clinics. Supporting this effort requires health care professionals functioning as health educators.

**2.0 Description:**

The contractor will provide qualified professionals to support the PIIP effort at the Naval Hospital, Camp Lejeune and its Branch Medical Clinics. The Health Educators shall support this initiative through implementation and management. Elements of the program include health education training, development of educational and training materials, and analysis of the Primary Care Manager's Reports of the Health Enrollment Assessment Review (HEAR).

All contractor personnel will meet and comply with applicable regulations, to include the Privacy Act, Section 133, 1061-87, 3012, 5031 and 8012 Title 10, United States Code and Executive Order 9397 and DoD 5500.7R Joint Ethics Regulation (JER) and the appropriate Navy guidance on Standards of Conduct. No classified data will be processed or stored on any computer system.

All contractor personnel will be US Citizens. Contractor employees will comply with all safety procedures and practices associated with each facility and wear name tags and security badges if required while on duty. All contractor personnel will be required to attend a two-day command orientation training session.

**2.1 Task 1 – Training**

The contractor shall assist in the development, implementation, evaluation and documentation of health promotion programs. The contractor shall develop presentations and course work for classroom lectures. Lesson plans will be of electronic format. Course work will include a strong emphasis on MIS skills and learning due to the highly automated nature of the facility. Training shall be provided to members of the clinical and administrative staff on subjects germane to PIIP. The contractor shall review and analyze the PIIP program, identify opportunities to improve the program, and recommend corrective action when problems exist.

**2.2 Task 2 – Wellness Program**

The contractor shall assist in the development, implementation, evaluation and documentation of a comprehensive wellness fitness training program. The contractor shall develop presentations and course work for classroom lectures. Lesson plans will be of electronic format. Course work will include a strong emphasis on MIS skills and learning due to the highly automated nature of the facility. Training shall be provided to members of the clinical and administrative staff on subjects germane to wellness and exercise. The contractor shall review and analyze wellness programs provided to hospital patients, identify opportunities to improve the programs, and recommend corrective action when problems exist.

**3.0 Period of Performance:**

The period of performance for this effort is contract award through June 15, 1999.

**4.0 Government Furnished Material and Information:**

- a. Office space
- b. Desk, chair and office supplies
- c. Access to (customer) personnel for peer guidance.
- d. Access to necessary classroom facilities and support material.
- e. Microcomputer and appropriate software.

**5.0 Deliverables:**

In fulfillment of this effort, the Contractor shall deliver directly to the customer:

- (1) verbal updates to clinic/office managers as to progress and/or issues/problems
- (2) Monthly progress reports containing:
  - a. A description of the prior month's progress
  - b. A summary of estimated expenses
  - c. A review of problems encountered that may affect the completion of this effort

Acceptance of the deliverables will be the responsibility of the Contracting Officer's Technical Representative.

**6.0 Significant Milestones:**

<u>Milestone</u>	<u>Responsibility</u>	<u>Planned Completion Date</u>
Project Start	Naval Hospital	Date of award
Monthly Report	Contractor	1 <sup>st</sup> working day after the 10 <sup>th</sup> of each month

If it becomes necessary to modify this schedule, only the Contracting Officer possesses the authority to do so.

## **7.0 Administration:**

The below listed technical contact shall serve in the capacity of Contracting Officer's Technical Representative (COTR) and handle daily administrative duties as designated.

Only the Contracting Officer has the authority to represent the Government in cases where the project requires a change in the terms and conditions, delivery schedule, scope of work, and/or price of the products and/or services acquired under this Delivery Order.

A copy of all reports and/or deliverables shall be forwarded to the Contracting Officer.

The individual below will be the client's point of contact (POC) for this task:

Technical Point of Contact:

**STATEMENT OF WORK**  
**Naval Hospital, Camp Lejeune**  
**PIIP Support**  
**Tobacco Cessation Coordinator**

**1.0 BACKGROUND:**

The mission of the Naval Hospital, Camp Lejeune is to provide medical/dental care to eligible beneficiaries, provide personnel support to the medical readiness of the US Navy and Marine Corps and provide medical educational programs.

The Naval Hospital, Camp Lejeune is transitioning to the Department of Defense (DoD) TRICARE program. The hospital has been selected for the Health Affairs initiative, Put Prevention Into Practice (PIIP). The major outcome of this initiative is to improve preventive services in the designated clinics. An essential piece of this project is a 4 page automated flow sheet that will be placed in the health records of active duty personnel and Prime enrollees of the designated clinics. Supporting this effort requires health care professionals functioning as health educators.

**2.0 Description:**

The contractor will provide qualified professionals to support the PIIP effort at the Naval Hospital, Camp Lejeune and its Branch Medical Clinics. The Health Educator shall support this initiative through implementation and management. Elements of the program include health education training to focus on Tobacco Education and Cessation, development of tobacco educational and training materials, and analysis of the Primary Care Manager's Reports of the Health Enrollment Assessment Review (HEAR) to identify tobacco users in the enrolled population.

All contractor personnel will meet and comply with applicable regulations, to include the Privacy Act, Section 133, 1061-87, 3012, 5031 and 8012 Title 10, United States Code and Executive Order 9397 and DoD 5500.7R Joint Ethics Regulation (JER) and the appropriate Navy guidance on Standards of Conduct. No classified data will be processed or stored on any computer system.

All contractor personnel will be US Citizens. Contractor employees will comply with all safety procedures and practices associated with each facility and wear name tags and security badges if required while on duty. All contractor personnel will be required to attend a two-day command orientation training session.

**2.1 Task 1 – Training**

The contractor shall assist in the development, implementation, evaluation and documentation of tobacco and health promotion programs. The contractor shall develop presentations and course work for classroom lectures related to tobacco cessation. Lesson plans will be of electronic format. Course work will include a strong emphasis on MIS skills and learning due to the highly automated nature of the facility. Training shall be provided to members of the clinical and administrative staff on subjects germane to Tobacco Education and Cessation. The contractor

shall review and analyze the tobacco program, identify opportunities to improve the program, and recommend corrective action when problems exist.

## **2.2 Task 2 – Wellness Program**

The contractor shall assist in the development, implementation, evaluation and documentation of a comprehensive tobacco education and cessation program. The contractor shall develop presentations and course work for classroom lectures. Lesson plans will be of electronic format. Course work will include a strong emphasis on MIS skills and learning due to the highly automated nature of the facility. Training shall be provided to members of the clinical and administrative staff on subjects germane to tobacco related programs. The contractor shall review and analyze tobacco programs provided to hospital patients, identify opportunities to improve the programs, and recommend corrective action when problems exist.

## **3.0 Period of Performance:**

The period of performance for this effort is contract award through June 15, 1999.

## **4.0 Government Furnished Material and Information:**

- a. Office space
- b. Desk, chair and office supplies
- c. Access to (customer) personnel for peer guidance.
- d. Access to necessary classroom facilities and support material.
- e. Microcomputer and appropriate software.

## **5.0 Deliverables:**

In fulfillment of this effort, the Contractor shall deliver directly to the customer:

(1) verbal updates to clinic/office managers as to progress and/or issues/problems

(2) Monthly progress reports containing:

- a. A description of the prior month's progress
- b. A summary of estimated expenses
- c. A review of problems encountered that may affect the completion of this effort

Acceptance of the deliverables will be the responsibility of the Contracting Officer's Technical Representative.

## **6.0 Significant Milestones:**

<u>Milestone</u>	<u>Responsibility</u>	<u>Planned Completion Date</u>
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Project Start	Naval Hospital	Date of award
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Monthly Report      Contractor      1<sup>st</sup> working day after the 10<sup>th</sup> of each month

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Technical Point of Contact: