

## **CAREER PLANNER**

### **MEDICAL CORPS CHIEF'S OFFICE (MOOC1)**

#### **POSITION DESCRIPTION**

##### **INTRODUCTION**

The Navy Medical Corps Chief's Office (M00C1) provides oversight and guidance to Navy physicians currently serving in the Active and Reserve Component, to include practice and performance, manpower, direct healthcare support for the Navy Medicine Enterprise and operating forces, graduate medical education (GME) training, and medical student and physician recruitment. The Navy Medical Corps Chief's Office ensures continuous alignment with Navy Medicine strategic goals. The Medical Corps Career Planner serves as the direct interface between the Navy Medical Corps community and the Bureau of Medicine and Surgery (BUMED), Navy Recruiting Command, and other entities external to Navy Medicine. The Corps Chiefs Office is located at Bureau of Medicine and Surgery, 7700 Arlington Boulevard, Falls Church, VA 22042.

##### **DUTIES**

The Medical Corps Career Planner shall:

- Provide consultation and serves as a central resource, subject matter expert to all matters regarding recruitment, retention, practice and performance of Navy physicians.
- Ensures continuous alignment with Navy Medicine strategic goals.
- Engages directly with Navy Medical Corps officers in all matters of career development and progression.
- Provide consultation and actively participates in all matters regarding Navy GME strategic planning.
- Interfaces with Commander, Navy Recruiting Command as physician-level professional reviewer and primary point of contact for candidates desiring commission in the Navy Medical Corps.
- Chairs the Navy Medical Corps Professional Review Board, and actively participates in the Navy Health Professional Scholarship Program (HPSP) Selection Board.
- Coordinates Corps-specific career planning activities with appropriate BUMED Codes.
- Provide consultation for and serves on Medical Corps risk management case review panels.
- Serve as a senior course facilitator in intermediate and senior leadership courses for Medical Corps officers.
- Develop and facilitate career transition briefs to a broad array of Medical Corps audiences, to include medical students, GME trainees, and junior and senior staff physicians.
- Acts as a senior mentor and liaison to Navy scholarship recipients at local medical schools, and representative to various civic and educational organizations.
- Serves as Navy Medical Corps escort commander for full honors funerals at Arlington National Cemetery.
- Maintains signature authority for Navy Medical Corps monetary funds to support various events, to include the local Navy Medical Corps Birthday Ball.

## **KNOWLEDGE REQUIRED BY POSITION**

- Familiarity with Microsoft Office products, Defense Travel System (DTS), Command Integrated Recruiting Information Management Support (CIRIMS), and use of common office equipment.
- Experience with recruitment, promotion, and retention of medical officers.
- Networking skills, written and oral communication skills, public speaking skills.
- Experience in formulating and implementing organizational change.
- Knowledge of Navy Medical Corps policies and instructions
- Familiarity with higher level/adult education techniques.

## **SUPERVISORY CONTROLS**

The Medical Corps Career Planner is directly responsible to the Deputy Chief of the Medical Corps, BUMED. The Career Planner has no direct supervisory responsibilities.

## **GUIDELINES**

The incumbent will be guided in the performance of duties by instructions, policies and procedures of the Navy Bureau of Medicine and Surgery. Other guidelines may include: (1) DOD and OPNAV Instructions; (2) The Joint Commission Standards; (3) pertinent state and federal laws; (4) TRICARE; and (5) pertinent DHA-Procedural Instructions.

## **COMPLEXITY**

Work requires the incumbent to fully understand all policies and instructions pertinent to the Navy Medical Corps, to include practice, education and training, recruiting, accessions, career progression, and retention. As such, and the inter-relationships of such policies and instructions and their direct and indirect impact on the Navy Medicine Enterprise are crucial in the effective execution of this position.

## **SCOPE AND EFFECT**

As an assignment in the largest and most complex officer Corps in Navy Medicine, the scope of this position is both organizationally global and tactical to the level of the individual officer. The effect of this position is far reaching in terms of the sustainment, changing nature, and future growth of the Navy physician community, as well as the successful career development of individual Navy Medical Corps officers.