

Medical Corps Career Planner

INTRODUCTION

This position is located within the Office of the Navy Medical Corps (MC), Office of the Corps Chiefs, Bureau of Medicine, and Surgery (BUMED). The incumbent is responsible for advising the Corps Chief of the Navy Medical Corps, Headquarters Office Staff, Senior Physician Leaders, and all members on professional Medical Corps career issues. The primary qualifications are board certification in a medical specialty, significant leadership experience within the Military Healthcare System in both healthcare delivery and operational domains, and familiarity with the Navy's career progression plans and training programs.

MAJOR DUTIES AND RESPONSIBILITIES

- Serves as focal point for dissemination of MC career and leadership development information through lectures at Officer Development School, leadership courses, medical treatment facilities (MTF), and outreach efforts with non-Department of Defense entities.
- Provides career consultation and guidance to individuals, groups, and commands regarding career progression and advanced education to meet career goals via e-mail, telephone, webinar, virtual teleconference, or appointment.
- Chairs the Professional Case Review Panel (PCRP) for cases involving legal settlements by Navy Medicine or sentinel events. Solicits ad hoc MC board members with specific expertise and develops reports to the Navy Surgeon General regarding PCRP recommendations. Reviews and approves third party reporting recommendations for concurrence or non-concurrence.
- Works collaboratively with Career Planners from other Corps on various leadership development and career planning matters.
- Coordinates the annual Medical Corps Symposium and Medical Corps Ball with Policy and Plans officer. Raises funding for MC Ball through coordinated efforts including Commemorative Coins sales.
- Serves as senior member/President of the MC Professional Review Board (PRB). Prepares MC PRB Precept directing board operations for signature; manages board recruitment, orientation, and communication; and ensures complete review of all active and inactive accessions/recruiting request packages, recall to active duty requests, and Direct Commission Candidate applications. Reviews all entry grade credit worksheets for accuracy. Maintains close communication with MC Programs Officer at Commander Navy Recruiting Command (CNRC). Collaborates with MC Personnel

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Planner, Officer Community Manager, and CNRC to regarding targets by specialty, monitor recruitment efforts, and direct recruitment efforts in support of clinical specializations and diversity strategic goals.

- Serves as liaison for nomination of MC Officers for various Military Health System (MHS) and Navy Medicine courses, including but not limited to the MHS Capstone Course, Interagency Institute for Federal Health Care Executives Course, Advanced Readiness Officer Course. Prepares annual Navy Medicine Course Catalog Medical Corps Edition and disseminates it through email, and other communication modalities.
- Serves as Champion, MC Career Development Board (CDB) Program. Collaborates with MC CDB Program Manager to prepare and update CDB policy memorandum. Guides and supports CDB Program Manager in conducting regular teleconferences with command CDB Coordinators, updating program forms, maintaining monthly completion rates, and analyzing CDB feedback reports for MC leadership. Provides program information and monthly completion rates to the MC Senior Leadership Team. Advertises and leads selection process for MC CDB Program Manager every 3 years or as needed.
- Serves as primary point of contact for assignment of Escort Officers for the interment of deceased active duty and retired MC officers at Arlington National Cemetery.
- Serves as member, Navy Activity Compensation Panel (ACP) for Physician/Dentist Salary and member of the Defense Health Agency (DHA) ACP. Sets salaries for PDPP employees with BUMED and conducts biannual market pay reviews.
- Regular contributor and editor for the MC Magazine. Assists Staff in planning, notifying authors and collecting articles, and disseminating each edition.
- Serves as an ad hoc voting member of the MC Specialty Leader, the Specialty Leader and Assistant Specialty Leader selection committees, and other selection committees or boards as needed.
- Completes or provides input on formal and informal taskers received by the MC office.
- Act as Deputy Director in the absence of the incumbent.
- Completes other duties as assigned.

FACTOR 1. KNOWLEDGE REQUIRED

Knowledge and ability to utilize the principles, methods, techniques, and systems of staff

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development, personnel, medicine, and health care administration.

Knowledge of complete organizational, functional, operations, and other interrelated missions of Navy Medicine.

Clear understanding of Graduate Medical Education (GME) in both the MHS and civilian market, in relation to the GME Selection Board and General Medical Officer/Operational Medical Officer opportunities.

Familiarity with the Navy Medical Corps Career Plan, Promotion board precepts and convening orders, Navy MC Subspecialty Code Management Guidance, and other pertinent career planning instructions and policies.

Knowledge and skills in computer applications, principles, and techniques.

Skills in oral and written communications to prepare and present recommendations and solutions regarding complex issues based on analysis and evaluation.

Ability to establish and maintain effective relationships, and gain confidence and cooperation of Medical Corps officers to discuss and reach decisions on complex issues.

FACTOR 2. SUPERVISORY CONTROLS

Responsible to the Deputy Director, Navy Medical Corps.

Reports directly to the Deputy Director, Navy Medical Corps.

FACTOR 3. GUIDELINES

Philosophy, objectives, policies, and regulations of the Navy Medical Department and higher authority, including the Chief of Naval Operations, Navy Medicine, and Medical Corps strategic plans.

If policies are not clearly defined, the incumbent is expected to research trends and patterns to develop new methods and criteria and to participate in the development of new policies. The incumbent is also expected to use initiative, resourcefulness, and perception while interpreting guidelines.

FACTOR 4. COMPLEXITY

The complexities of this position lie in the requirement that the incumbent actively work as a part of the MC leadership team to plan, direct, implement, coordinate, and evaluate MC staffing and policy issues across the Medical Corps and the medical department. Issues that cross headquarters organizations and military treatment facility lines will require exceptional

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flexibility, interpersonal skills, and communication ability.

FACTOR 5. SCOPE AND EFFECT

The work involves planning, developing, executing, and teaching analytical concepts and programs, especially as they relate to career planning and progression.

FACTOR 6. PERSONAL CONTACTS

Personal contacts are with all levels of staff personnel at the command, across Navy Medicine, and frequently with other federal and civilian agencies.

FACTOR 7. PURPOSE OF CONTACTS

Contacts with the above personnel are to exchange information, provide or seek services, negotiate plans, arrive at decisions and recommendations, and coordinate programs.

FACTOR 8. PHYSICAL DEMANDS

The work is primarily sedentary. Some walking, standing, bending, and carrying of light office items is required, as well as maintenance of military physical readiness standards. It is expected that the incumbent will maintain clinical privileges within their specialty and will be required to meet those demands as well.

FACTOR 9. WORK ENVIRONMENT

The work involves minimal risks and requires observance of safety precautions typical of an office setting.

CRITERIA FOR THE POSITION

Commissioned Medical Corps officer in the grade of Captain or Captain-select.

Licensed and board certified in any American Board of Medical Specialty recognized specialty.

At least 5 years of experience in medicine, leadership, and health care management.