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FM COMDT COGARD WASHINGTON DC//CG-11//
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SUBJ: ROLES AND RESPONSIBILITIES FOR SENIOR HEALTH SERVICES OFFICER (SHSO)

A. COAST GUARD MEDICAL MANUAL, COMDTINST M6000.1 (SERIES)

B. HEALTH, SAFETY, AND WORK-LIFE SERVICE CENTER ORGANIZATIONAL MANUAL, HSWLSCINST M5401.1

C. HEALTH, SAFETY, AND WORK-LIFE SERVICE CENTER REGIONAL PRACTICE SUPPORT GUIDE, HSWLSCINST M6010.1

1. THE FOLLOWING IS A REVISION OF THE DUTIES AND RESPONSIBILITIES OF THE SENIOR HEALTH SERVICES OFFICER (SHSO) PROMULGATED IN REF (A).

2. THE SENIOR HEALTH SERVICES OFFICER (SHSO) IS A SENIOR HEALTH CARE PROVIDER CHARGED WITH COORDINATING THE DAY-TO-DAY OPERATIONS OF A LOCAL MEDICAL/DENTAL PRACTICE SITE. THE SHSO HAS OVERALL ACCOUNTABILITY TO LOCAL COMMAND, REGIONAL PRACTICE LEADERSHIP, HEALTH, SAFETY, AND WORK-LIFE SERVICE CENTER (HSWL SC) AND COMMANDANT (CG-11) TO EXECUTE HIGH QUALITY HEALTH CARE DELIVERY SERVICES. THE SHSO IS DESIGNATED BY HSWL SC WITH COMMANDANT (CG-112) INPUT.

3. DUTIES ARE AS FOLLOWS:

A. ACTS AS AN ADVISOR TO THE LOCAL BASE/UNIT COMMANDING OFFICER REGARDING ALL HEALTH RELATED MATTERS.

B. UNDER THE BASE/UNIT EXECUTIVE OFFICER, CARRIES OUT THE PLAN OF THE DAY AS IT PERTAINS TO THE LOCAL PRACTICE SITE. FOR MOST MATTERS, THIS RESPONSIBILITY IS DELEGATED TO THE HEALTH SERVICES ADMINISTRATOR (NEW DESIGNATION FOR CLINIC ADMINISTRATOR).

C. THE SHSOS PRIMARY FOCUS IS OVERSIGHT OF CLINICAL CARE. THIS OFFICER IS ALSO CHARGED WITH OVERSEEING THE HEALTH SERVICES ADMINISTRATOR(HSA) TO ENSURE FULL ADMINISTRATIVE SUPPORT FOR CLINICAL FUNCTIONS AND COMPLIANCE WITH REF (A) AND (B). SHSO WILL GIVE INPUT TO THE HSWL REGIONAL PRACTICE MANAGER FOR HEALTH SERVICES ADMINISTRATOR (HSA) EVALUATION.

D. ENSURE THAT HEALTH CARE DELIVERY IS PROVIDED IN A TIMELY MANNER TO UNITS FOR WHICH A CLINIC IS DESIGNATED AS THEIR PRIMARY CARE MANAGER (PCM).

E. ENSURE THE TIMELY COMPLETION OF MEDICAL BOARDS.

F. EVALUATE ALLOCATION OF RESOURCES (PERSONNEL, FUNDS, SPACE, AND EQUIPMENT) AT THE LOCAL PRACTICE SITE. REVIEW AND SUBMIT YEARLY LOCAL PRACTICES BUSINESS PLAN.

G. IN ALIGNMENT WITH LOCAL BASE ORGANIZATIONAL STRUCTURE, SERVE AS THE LOCAL DIVISION OR DEPARTMENT HEAD. REPRESENTS THE LOCAL PRACTICE SITE AT APPROPRIATE HIGH LEVEL BASE/UNIT COMMAND MEETINGS WHERE CLINICAL EXPERTISE IS REQUIRED. DELEGATE ATTENDANCE AT ROUTINE BASE/UNIT DEPARTMENT LEVEL MEETINGS AND OTHER DUTIES TO HEALTH SERVICES ADMINISTRATOR AS APPROPRIATE.

H. ENSURE THAT PERFORMANCE EVALUATIONS FOR ALL HEALTH SERVICES PERSONNEL ARE PREPARED AND SUBMITTED IN ACCORDANCE WITH CURRENT DIRECTIVES.

I. REVIEW ALL REQUIRED LOCAL PRACTICE SITE REPORTS

J. ENSURE, COLLABORATIVELY WITH THE HEALTH SERVICES ADMINISTRATOR,

THAT THE LOCAL PRACTICE SITE TRAINING PROGRAM, INCLUDING ROTATION OF PERSONNEL ASSIGNMENTS FOR TRAINING AND FAMILIARIZATION, PREPARES STAFF TO EXCEL IN BOTH ASHORE AND AFLOAT ASSIGNMENTS AND PROVIDES A PATIENT CENTERED MEDICAL HOME.

K. OVERSEE PRACTICE POLICIES, PROCEDURES AND PROTOCOLS FOR COMPLIANCE WITH THIS MANUAL, HSWL SC INSTRUCTIONS, STANDARD OPERATING PROCEDURE (SOP), HIPAA AND OTHER PERTINENT DIRECTIVES.

L. PARTICIPATE IN HEALTH CARE INITIATIVES WITH LOCAL/REGIONAL DOD DELIVERY SYSTEMS, UNDER HSWL SC GUIDANCE.

M. ENSURE STRICT COMPLIANCE TO CURRENT INFECTION CONTROL PROCEDURES AND STANDARDS.

N. SERVE AS CHAIR OF THE PATIENT ADVISORY COMMITTEE.

O. PERFORM OTHER DUTIES AS DIRECTED BY THE HSWL SC COMMANDING OFFICER.

4. REVISION OF REF (B) AND (C) WILL FOLLOW TO ALIGN WITH THIS LANGUAGE.

5. RADM MARK TEDESCO, DIRECTOR OF HEALTH, SAFETY, WORK-LIFE, SENDS.

6. INTERNET RELEASE IS AUTHORIZED.

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