

DEPARTMENT OF THE ARMY
BROOKE ARMY MEDICAL CENTER
JBSA Fort Sam Houston, Texas 78234-4504

BAMC MEMORANDUM
No. 040-239

Medical Services
MEMORANDUM FOR MEDICAL STUDENTS

Purpose: This memorandum prescribes policies, responsibilities, and administrative procedures for the performance of Medical Student Clerkship program at Brooke Army Medical Center (BAMC).

Applicability: This memorandum is applicable to all rotating medical students and clerkship student coordinators assigned or attached to BAMC.

References: Required and related publications are listed in Appendix A.

Explanation of Abbreviation and Terms: see Appendix B.

Definitions: see Appendix C.

SUMMARY OF CHANGES: This publication is a new publication.

1. Responsibilities. Clinical clerkship rotations provide training for medical students in a clinical environment for 4-weeks of clinical clerkship. Many military and civilian students rotate at Brooke Army Medical Center each year. The professional staff enjoys teaching and prides themselves on quality training. Military scholarship students may be accepted for active duty military training or in civilian status. Other civilian-affiliated students must be enrolled in an accredited medical school and have an affiliation agreement with BAMC. Supervision of students will be provided by the supervising faculty or senior medical residents (i.e., PGY 2, 3, 4, 5, 6).

2. Clerkship training opportunities are offered to the following:

2.1. Uniformed Services University of the Health Sciences (USUHS).

2.1.1. Army (2LT).

2.1.2. Air Force (2d Lt).

2.1.3. Navy (ENS).

2.1.4. Public Health Services (PHS).

2.2. Health Professions Scholarship Program (HPSP).

2.2.1. Active Duty Tour (ADT) – Army and Air Force.

2.2.2. Non-Active Duty Tour – Civilian Status.

2.2.3. The University of Texas Health Science Center at San Antonio (UTHSCSA).

2.2.4. Civilian – No military affiliation.

2.2.5. HPSP - UTHSCSA students.

3. Application Procedure:

3.1. Submit Brooke Army Medical Center Rotation Request Form for rotation no sooner than nine months in advance of month of rotation. Email Rotation Request Form to usarmy.jbsa.medcom-bamc.lis.saushec-clerkship@mail.mil or fax to (210) 916-0695.

3.2. Student will be notified by email or phone, when rotation is approved.

4. Student Responsibilities:

4.1. All students are required to complete Health Insurance Portability & Accountability Act (HIPAA) training through the MHS Learn Website. Instructions are provided by the Student Coordinator upon confirmation of clinical rotation. Proof of training, in the form of a certificate, must be made available to the Student Coordinator as part of the eligibility determination.

4.2. All students are required to complete Cyber Awareness Challenge training through the MHS Learn Website. Instructions are provided by the Student Coordinator upon confirmation of clinical rotation. Proof of training, in the form of a certificate, must be made available to the Student Coordinator as part of the eligibility determination.

4.3. All civilian students must have a National Agency Check with Inquires (NACI). All ADT students must have, at a minimum, a National Agency Check with Law and Credit (NACLC) or a Single Scope Background Investigation (SSBI).

4.4. Current Basic Life Support (BLS) card [Advanced Cardiac Life Support (ACLS) is not a substitute for BLS.]

4.5. Current Immunization Record.

4.6. Letter of Good Standing from Medical School (HPSP only).

4.7. Active Duty Request Form (Air Force HPSP students only).

4.8. Blank student evaluation form from medical school.

4.9. USUHS Form 1304 (USUHS only).

5. Preceptor Responsibilities:

5.1. Provide training to medical students in a supervised clinical setting.

5.2. Prepare performance evaluations.

5.2.1. All performance evaluations must be discussed with the student, signed by the student and the preceptor. Original forms must be returned to the clerkship coordinator prior to departing rotation.

5.2.2. Army Students-MEDCOM Form 672-R and other forms as requested by the medical school.

5.2.3. Air Force Students. Air Force (AF) Form 494, *Academic/ Clinical Evaluation Report* and other forms as requested by the medical school.

5.2.4. USUHS Students. Evaluation forms will be provided by the Student Coordinators.

5.2.5. Civilian Students. As requested by the medical school.

5.3. Ensure medical record responsibilities are met and explained to each student in order to comply with Army Regulation (AR) 351-3, Professional Education and Training Programs of the Army Medical Department and Army Regulation (AR) 601-141, US Army Health Professions Scholarship Program.

6. Access to the Installation:

6.1. Active Duty and Non-Active Duty Status. Military identification.

6.2. Civilian- No military affiliation. Drivers' license. A visitor's pass will be coordinated with the Student Coordinators.

7. Facility Access: Medical students are issued scrubs and a GME Medical Student badge, by the Student Coordinator, with access to required areas during in-processing. Badges are controlled items and must be worn on outer garment, from the waist up, at all times. Badge must be returned on the last day of rotation and can be returned 24/7 by placing in black box located outside of the Graduate Medical Education door.

8. In-Processing: All students should report to the GME Office, BAMC, at 0645 on Monday morning (if Monday is a Federal Holiday, arrive Tuesday morning). In-processing begins

promptly at 0700. A representative from Occupational Health will assess each student for proper compliance. Two sets of military orders are required for ADT students. If you do not have a Common Access Card (CAC), bring two forms of picture identification.

9. Dress and Personal Appearance: All Active Duty and civilian students will present a neat, clean, professional appearance, appropriate for physician/patient relationships. Failure to comply with this requirement may result in termination of rotation from the Director of Medical Education.

9.1. Air Force Students on Active Duty Tour (ADT):

9.1.1. ABUs.

9.1.2. Service dress for interviews.

9.2. Army Students on Active Duty Tour (ADT):

9.2.1. ACUs.

9.2.2. ASUs for interviews.

9.2.3. For APFT, gray Army PT shirt, black Army PT shorts, yellow reflective belt, running shoes, white socks above the ankle and below the knee with no logos.

9.3. Civilians and Non-ADT Students: Business attire.

9.4. Scrubs: Two sets of scrubs will be issued for each student. Scrubs ARE NOT PERMITTED to be worn or taken out of the facility.

9.5. White Coat: Students may bring a white coat; however, it may or may not be used depending on the rotation department.

10. Lodging:

10.1. ADT Students: Contact the Powless Guest House for availability at (210) 357-2705 or visit their website at

<http://www.ihg.com/armyhotels/hotels/us/en/ft-sam-houston/mfshb/hoteldetail>. The Powless Guest House is within walking distance of the hospital. There are several hotels in the local area. A non-availability statement from Powless Guest House is not required when making reservations at a local hotel. Always ask for the "government rate on military orders" when making reservations and provide the Hotel Tax Exemption form at check in, which is provided by the Student Coordinator.

10.2. Civilian and Non-ADT Students: Student is required to obtain lodging at their own expense.

11. Transportation:

11.1. ADT Students: Medical students rotating at BAMC are authorized a rental vehicle when flying to San Antonio. Medical students driving privately owned vehicles will be reimbursed for round-trip mileage, and not for local travel.

11.2. Civilian and Non-ADT Students: Student is required to provide transportation for their own persons.

11.3. All BAMC staff, to include medical students are required to park in the parking garage on levels 2-6 only. Walkway to hospital is on level 3.

12. Interview Requests: Interviews are scheduled directly with the departments. Request contact information from the Student Coordinator.

13. Evaluations: Medical school and military evaluation forms are provided at in-processing. Medical students are responsible for providing evaluation forms to Preceptors and should follow-up on evaluations if not received prior to departure from BAMC.

14. GME Out-Processing: Report to Student Coordinator at 1400 on the last Thursday of rotation, unless alternate day and/or time is requested. Student Coordinator will assist with the following:

14.1.1. USUHS – Return GME Medical Student Badge & USUHS evaluation form.

14.1.2. HPSP/ADT – Air Force: Sign orders, provide guidance for travel voucher, provide information sheet, collect GME Medical Student Badge, collect school and HPSP evaluations.

14.1.3. HPSP/ADT – Army: Provide Army Human Resources Command (AHRC) Form 3924, provide guidance for travel voucher, provide information sheet, collect GME Medical Student Badge, and collect school and HPSP evaluations.

14.1.4. HPSP/Non-Active Duty Tour - Return GME Medical Student Badge and Volunteer Access Card (VOLAC).

14.1.5. UTHSCSA/Civilian – No military affiliation: Return GME Medical Badge and VOLAC.

15. Student Coordinator contact information is: Telephone: (210) 916-3231/6574; Fax, (210) 916-0695; Email: usarmy.jbsa.medcom-bamc.list.saushec-clershi@mail.mil.

APPENDIX A
References

1. Medical Student Information. (2013, December 9). Retrieved June 25, 2014, from <http://www.bamc.amedd.army.mil/saushec/>
2. Arm Regulation 351-3: Professional Education and Training Programs of the Army Medical Department
3. Army Regulation 601-141: US Army Health Professions Scholarship Program.
4. Army Regulation 40-68: Medical Services Clinical Quality Management Chapter 5, section 5-1 (e) 1
5. Army Regulation 380-67: Security Personnel Security Program
6. MEDCOM Form 672-R
7. Air Force Form 494, Academic/ Clinical Evaluation Report

APPENDIX B
Explanation of Abbreviations
And Definitions

1. Abbreviations.

1.1. BLS- Basic Life Saving

1.2. ACLS- Advanced Cardiac Life Support

1.3. HPSP- Health Professions Scholarship Program

1.4. UTHSCSA- University of Texas Health Science Center San Antonio

1.5. ADT- Active Duty Training

1.6. VOLAC- Volunteer Access Card

1.7. GME- Graduate Medical Education

2. Definitions:

2.1. Student. A person formally engaged in learning and enrolled in an Accredited Educational Institution (ADI). A fully executed memorandum of understanding (training agreement) must be in place if student is arriving non-ADT civilian status or civilian no military affiliation.

2.2. Supervising Faculty: Includes all military and civilian employees assigned to duties within the Department of Defense facility. This does not include Contractor staff members.

2.3. Supervising Residents: Includes PGY 3, 4, 5, and 6.