



Just the Facts... **Recommendations for OH Training**

Employees enter the OH job series at various levels with varying degrees of preparation, capability and potential for growth. For this reason, training identified for an individual should be based on formal training and on-the-job training required for advancement as outlined in the Army Civilian Training and Educational Development System (ACTEDS) plan. Consideration will be given to any documented prior experience and training. The following table lists the training plan matrix for OH. See the OHN ACTEDS for a more complete list of training courses.

Minimal Training Requirements

Course	Type of Training	Time Frame From employment	Required/Recommended
Basic Course in Occupational Medicine Compact Disc Course through USACHPPM	Distance learning	First 3 months	Required for physician, PA, OHN and OH Technician
Fundamentals of Occupational Medicine Courses. AMEDDC&S (6H-F20 Course)	Formal Course	0 to 3 years	Required for physician, PA, OHN and OH Technician
Occupational Safety and Health Act (OSHA) basic compliance course	Formal Course or OJT	0 to 3 years	Recommended for physician, PA, OHN and OH Technician
National Institute for Occupational Safety and Health (NIOSH) Spirometry Course	Formal Course	0 to 3 years	Required for OHN and OH Technician (anyone performing spirometry)
Hearing Conservation Course USACHPPM	Formal Course	0 to 3 years	Required for OHN and OH Technician (anyone performing audiometry)
Occupational Vision Course USACHPPM	Formal Course	0 to 3 years	Required for OHN and OH Technician (anyone performing vision screening)
Basic Industrial Hygiene Course USACHPPM, OSHA or DA	Formal Course	0 to 3 years	Recommended for OHN and OH Technician
Ergonomics Course USACHPPM	Formal Course	3 to 5 years	Required for physician, PA, OHN and OH Technician
Industrial Toxicology	Formal Course	3 to 5 years	Recommended for physician, PA, OHN and OH Technician
Case Management Principles	Formal Course	3 to 5 years	Recommended for physician, PA, and OHN
Epidemiological Principles	Formal Course	3 to 5 years	Recommended for physician, PA and OHN
Civilian Resource Conservation Program (CRCP) Training	Formal Course	1 to 5 years	Required for physician, PA, and OHN

A training program must provide the opportunity for every employee to advance to the highest level of his/her capability. The most effective training and development activity for civilian/military career employees will result from an appraisal/counseling interview which:

- (a) identifies training requirements;
- (b) systematically schedules the training needed to meet the requirements; and
- (c) takes greatest advantage of work situations and operating problems for on-the-job development purposes.

Self-development. In addition to the mandated training outlined in this document and in the ACTEDS Plan, employees at all levels will be encouraged to undertake individual projects such as technical papers and presentations and membership in professional organizations. This will increase their knowledge of occupational health, improve competence in his/her area of interest, and offset any limitations identified in the career planning process. This is an individual voluntary effort initiated and conducted by the employee. Active interest in self-development generally indicates that an employee has a strong desire to achieve planned career goals. An employee will be encouraged to take advantage of:

- (a) available **DA** correspondence courses;
- (b) opportunities for study at nearby colleges or universities;
- (c) planning, reading, and discussion of relevant developments in the various aspects of occupational health nursing; and
- (d) seminars sponsored by professional organizations.

Competitive Opportunities. Long Term Training (LTT) is intended to expand and develop GS 12 through GS 14 careerists with work experiences outside their assigned organizations. Applicants should send requests through their supervisor to the Director, OHN Program, USACHPPM. Salaries and temporary duty expenses of OHN's participating would be paid through their local installation. A typical assignment would last 6 months or less. An example of LTT would be at the Occupational Safety and Health Act (OSHA) Headquarters, OHN Program, Washington, DC.

Sustainment.

OH staff education - Sustainment education ensures that the practice of OH is current and appropriate. It must be provided to anyone providing OH services to installation employees such as OH section staff or ambulatory patient-care staff. OH staff education ranges from in-service education sessions to formal offsite education courses.

Certification

a. Occupational Medicine is a medical specialty for which board certification is available through the American Board of Preventive Medicine or through the American Osteopathic Association. Eligibility to sit for the board exam normally requires obtaining a Masters of Public Health degree (or equivalent) and successfully completing a residency program in occupational medicine.

b. Occupational health nursing is considered a specialty, and offers certification through the American Board for Occupational Health Nurses (ABOHN). Certification is a voluntary mechanism for validating a professional's knowledge in a specialized field. Recertification is required every five years. In addition to the basic curriculum offered in nursing school, the individual must have knowledge in industrial toxicology, program management, Federal law, legal/ethical matters, ergonomics, Workers' Compensation rules, and Occupational Safety and Health Act (OSHA) policy/compliance.

ACTEDS. The **ACTEDS** is a systematic approach for career development of civilian employees within the Department of the Army (DA). Specifically, it will provide Occupational Health Nurses (OHN's) a career path for technical, managerial and professional skills needed to meet present and future **DA** program requirements. The Army's goal is to attract and retain quality civilians to ensure top performance in a smaller force. To do this, the Army must provide progressive and sequential training and development for individuals from entry to targeted key positions. The overall objective is to develop competent, confident leaders.

The purpose of the **ACTEDS** program is four-fold. First, and most importantly, is to implement career development programs that produce consistently high quality civilian employees. Secondly, through its use, fully trained OHNs can be placed in the field. Thirdly, it addresses recruitment and retention issues and lastly, it maps progression to upper level positions. To view the RN and OHN ACTEDS go to www.cpol.army.mil. Once on the home page go to Training and Career development. Click on that index which will bring you to ACTEDS. Click on that, which will bring you to Career Field 53. Click on that and then click on the RN, OHN ACTED icon.