

Health Services Officer

Specialty Track Study Guide



HEALTH SERVICES OFFICER SPECIALTY TRACK STUDY GUIDE

PREFACE

Senior members use this study guide to complete training and attain ratings in the Health Services Officer specialty track.

This study guide outlines the requirements for attaining ratings in the Health Services Officer specialty track of the Senior Member Professional Development Program. Training in the Health Services Officer specialty track is self-paced and intended to take place on-the-job and through self-study. This pamphlet guides senior members through that training and is designed to help them learn to effectively manage the Health Services Program.

Specialty tracks are governed by CAPR 50-17, *Senior Member Professional Development Program*.

The Health Services Officer specialty track and this study guide are entirely new. No previous editions of this pamphlet exist.

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Health Services Officer Specialty Track Study Guide

OVERVIEW

This Pamphlet prepares the member for the responsibilities of a Civil Air Patrol Health Services Officer (HSO). It applies to HSOs at all levels, including squadrons, groups, wings, and regions. The HSO's role in the unit at whatever level is focused on Prevention, Preparedness and Physical Fitness. This role is important in ensuring that CAP missions are accomplished in a healthy and safe manner. The role of the HSO also provides for the use of the chain-of-command to ensure that the commander (at the appropriate level) is advised of issues affecting the welfare of members.

TRAINING OBJECTIVES

This pamphlet is divided into sections related to attaining the technician, senior and master ratings in this specialty. It also includes attachments listing subspecialty requirements for each rating level. In order to fulfill the requirements for a specialty track level, complete each objective in the *general requirements*, as well as the appropriate rating level requirements in the *subspecialty area* of your choice. Subspecialty track requirements are located in the attachments. Progression through the three specialty track ratings must be within the same subspecialty track as the previous level. If a member wishes to cross-over into a new subspecialty area to attain the next higher rating, the knowledge and service requirements for the lower level areas in the new subspecialty must be completed before attaining the higher rating. Additional HSO subspecialty ratings earned will also be tracked and credited to the member's personnel database file through National Headquarters.

PHILOSOPHY

Participation and advancement is encouraged in the senior member Professional Development Program. The duties of the Health Services Officer (HSO) require interaction with many different departments in CAP. The use of leadership, communication and team-building skills are necessary in order for a unit HSO to be effective in his or her duties. The unit HSO is a more valuable asset to their unit and commander if they have a good general knowledge of other job functions in CAP. The Health Services program puts a high value on interfacing and cooperating with other sections, specialties and mission areas in CAP. The knowledge and skills of the HSO can often be used to augment other department functions. Conflicts over areas of responsibility are to be discouraged. All HSO's will work towards the greater goal of a healthier and safer CAP.

REQUIREMENTS

Each rating contains both knowledge requirements and service requirements that must be completed in order to attain the rating.

Knowledge Requirements are objectives describing what each student is expected to know and be able to demonstrate before attaining the rating.

Service Requirements are objectives describing what each student is expected to complete through active participation before attaining the rating.

Recording Ratings and Earning Awards

Requesting Ratings. The request for granting of the technician, senior or master rating should be submitted to the Wing Health Services Program Officer (HSPO) on a CAPF 2a. Copies of all relevant certificates and documentation should be attached. Electronic submission of documents is permissible where arrangements have been made to accept electronic documents. Upon review, the Wing HSPO should approve by signing in the Wing Level Approval Box of the CAPF 2a and notify the member and Group HSPO of acceptance of the request (or any additional documentation needed if not). A copy of the approved CAPF 2a should be maintained by the Wing HSPO, and the original form with documentation forwarded to the Chief of the National Health Services Program. The Wing HSPO is not required to keep a copy of the certificates and other documentation.

RECORDING RATINGS

Specialty track ratings are recorded locally and at HQ CAP. Locally, the CAPF 45b, *Senior Member Professional Development Record*, documents progression through specialty tracks. A member's progress is also listed on the *Professional Development Report* (PDR), which HQ CAP mails to units bi-monthly and is also available at www.cap.gov. After a student satisfies all requirements for a specialty track rating as certified by the wing HSO, the professional development officer annotates the PDR and returns it to HQ CAP, as well as updates the member's CAPF 45b (See CAPR 50-17 for details).

EARNING AWARDS

When the HSO completes all knowledge and service requirements, they attain a new Health Services specialty track rating. In addition, they become eligible for the Leadership Award and the Health Services Specialty Badge. For more information, see CAPR 39-3, *Award of CAP medals, Ribbons and Certificates*, and CAPM 39-1, *CAP Uniform Manual*.

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READING LISTS

Students in the Health Services Officer specialty track need to become familiar with the references listed below. The CAP publications are available on-line or from the CAPMART. Other resources such as Air Force Regulations are available from the Health Services Web site: **XXXXXXXXXX**

Essential Program Readings:

CAPR 160-1, *The CAP Health Services Program*

CAPR 160-2, *Authorized Medical Care at Air Force Hospitals*

CAPM 20-1, *Organization of Civil Air Patrol* (Health Services Officer position description)

Additional Readings:

CAPR 35-2, *Notification Procedures in Case of Death, Injury or Serious Illness*

CAPP 50-2, *CAP Core Values*

CAPR 52-10, *CAP Cadet Protection Policy*

CAPP 52-12, *Required Staff Training*

CAPM 52-16, *Cadet Program Management* (especially Chapters 1, 5)

CAPP 52-18, *Cadet Physical Fitness Program*

CAPP 55, *CAP Drug Demand Reduction Program*

CAPR 60-1, *CAP Flight Management* (crew duty day requirements)

CAPR 60-3, *CAP Emergency Services Training and Operational Missions*

CAPR 60-4 V1, Part I, "CAP Emergency Services Mission Forms (ICS 206, Medical Plan)

CAPR 60-5, *Critical Incident Stress Management*

CAPR 62-2, *CAP Mishap Reporting and Investigation*

CAPR 900-5, *Civil Air Patrol Insurance/Benefits Program*

CAPP 50-2, *CAP Core Values*

CAPP 52-6, *Mentoring*

CAPP 50-6, *CAP Cadet Protection Policy Program for Parents and Leaders*

CAPP 52-12, *Required Staff Training*

CAPP 52-18, *Cadet Physical Fitness Program*

CAPP 55, *CAP Drug Demand Reduction Program*

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OTHER HELPFUL REFERENCES

Air Force References:*

Army Field Manual 21-10, *Field Sanitation*

AFI 40-101, *Health Promotion Programs*

AFI 40-501, *The Air Force Fitness Program*

AFI 40-102, *Tobacco Use in the Air Force*

AFPD 40-1, *Health Promotion*

AFPD 40-5, *Fitness and Weight Management*

AFMAN(I) 44-163, *First Aid Manual*

*Air Force (AF) references are available on-line at:

<http://www.e-publishing.af.mil/pubs/majcom.asp?org=AF>

Then select 40-medical command, 41-Health Services, 44-Medical, 46-Nursing, 47-Dental, or 48-Aerospace Medicine for publications beginning with the above numbers, respectively.

Websites:

Federal Emergency Management Agency

www.FEMA.gov

HELPFUL FORMS

Students in the Health Services Specialty Track may have a need to use or be familiar with one or more of the following forms. They are also available on line at www.cap.gov.

List of Applicable Forms.

CAPF 2A, *Request for and Approval of Personnel Action*

CAPF 15, *Application for Cadet Membership in Civil Air Patrol*

CAPF 17, *Application for Senior Member Activities*

CAPF 26, *Civil Air Patrol Safety Improvement or Hazard Report*

CAPF 31, *Application for CAP Encampment or Special Activity*

**CAPF 60, *Emergency Notification Data*

CAPF 78, *Mishap Report Form*

CAPF 79, *Mishap Investigation Form*

CAPF 80, *Civil Air Patrol Death Benefit/Medical Expense Claim Form*

CAPF 100, *Request for Operational Mission Specialty Qualification Card*

*CAPF 101T-MHSO, *Mission Health Services Officer Specialty Qualification and Training Card*

*CAPF 160, *Application for Health Services Officer Appointment*

*CAPF 161, *Activity Medication Form*

*CAPC 160, *Certificate of Appointment- Health Services Officer*

*Form under development

** Form being revised

Instructions for Students

SELF-STUDY & OJT PROCEDURES

Read
Discuss
Shadow
Perform
Review

Training in the Health Services specialty track may formally begin once Level I of the Senior Member Professional Development Program is completed. You will complete on-the-job training at your own pace and through self-study. If possible, you should be assigned a trainer to help you fulfill the knowledge and service requirements and also serve as your mentor.

Follow the simple procedures listed below and in Figure 1 to ensure your training is successful:

1. **Read** the publications listed on the reading list. Focus on the sections pertaining to the knowledge requirements.
2. **Discuss** the readings with your trainer to ensure your general understanding of them is accurate.
3. **Shadow** the trainer and watch how he or she performs tasks related to the knowledge requirements.
4. **Perform** tasks that are related to the knowledge and service requirements, under the trainer's guidance.
5. **Review** the knowledge and service requirements with your trainer to ensure that you have fulfilled each.

TRAINING VERIFICATION

Once the trainer or unit commander is satisfied that you have met all knowledge requirements, you may take the specialty track test corresponding to the rating you are pursuing.

Tests are open-book and not timed. The passing score is 80% correctable to 100%.

Tests are available only on-line in the E-services section at www.cap.gov. If you do not personally have Internet access, visit your local library or contact a friend who has an Internet connection.

Instructions for Trainers and Commanders

Introduction

It is you, the OJT trainer, who makes the specialty track training program work best. Think of yourself as a mentor, ready to guide your senior member student(s) through the duties of their position, always relating the job to the knowledge requirements corresponding to the rating the student is pursuing. CAPP 52-6, *Mentoring*, provides an excellent overview of how to be an effective mentor.

THE OJT ENVIRONMENT

Familiarize yourself with the five-step self-study and OJT procedures suggested to students on the previous page. Use the demonstration/performance method described below to teach students how to complete job duties.

During the demonstration phase of this technique, allow the student to shadow you as you perform job duties related to the student's knowledge requirements. Point out the task's sequence of events and standards of performance.

During the performance phase, have the student complete job duties related to the knowledge and service requirements of the rating they are pursuing. Provide constructive feedback to let them know what they did correctly and what areas they need to improve upon.

Students pursuing the senior and master ratings will likely hold staff positions of their own. In such instances, explain how the subject matter relates to the student's current position as well as your own.

Student/Trainer Ratio

OJT is best conducted with a low student to trainer ratio (3:1 or better is recommended).

Levels of Training

Familiarize yourself with the knowledge and service requirements throughout this guide. This will help you provide the right training at the right time, versus overwhelming the student with knowledge that may be valuable but is not yet needed by them.

Training Accuracy

Take steps to avoid the easy tendency of always relying on your memory when explaining job procedures to students. By reviewing the applicable CAP publications before beginning an OJT program, you will be sure to teach the current policies and procedures. In the process, you will benefit from refreshing your own knowledge.

Technician Rating General Requirements

INTRODUCTION

The Technician rating is the entry level of the Civil Air Patrol Health Services program. It is designed to encourage, promote, and instruct in the basic professional skills necessary to devise and implement a unit-level program of prevention, preparedness, and physical fitness.

KNOWLEDGE REQUIREMENTS

To achieve the technician rating, the student must develop a basic knowledge of the CAP Health Services Program, be able to respond to basic medical emergencies, and begin to develop an awareness of health and wellness issues in CAP. The student should also develop an awareness of the support that Health Services Officers can provide to CAP missions at the squadron level

- Read and become familiar with CAPR 160-1, *The CAP Health Service Program*. Know the guidelines for giving and documenting medical advice given to your commander. Know the guidelines for giving and reporting medical care provided.
- Read and become familiar with CAPM 160-2, *Authorized Medical Care at Air Force Hospitals*. Know who is eligible for medical care and how the type of mission activity affects the cost of care at military hospitals.
- Read and become familiar with CAPR 60-5, *Critical Incident Stress Management*. Know the basic concepts of what can cause stress responses, the need for critical incident stress management, and how to request a CISM team.
- Become familiar with CAPF 60 and ensure that all members utilize them on activities.
- Read CAPM 52-16, *Cadet Program Manual*, Chapters 1 and 5, as well as CAPP 52-18 *Cadet Physical Fitness Program* and CAPP 55 *CAP Drug Demand Reduction*. Make a list of the specific ways that the Health Services Officer can serve the CAP cadet program. If a member of a cadet unit, meet with the squadron Cadet Programs Officer to learn how these programs are managed at your unit and what contributions you can make as a Health Services Officer.

Health Services Officer Technician Rating General Requirements

SERVICE REQUIREMENTS

- If qualified under CAPR 160-1, (pD8), register yourself as a health services officer or health professional by submitting a CAPF 160, *Application for Health Services Officer Appointment*. Ensure all health professionals in your unit are registered. If serving as a unit HSO, ensure a CAPF 2a has been completed and submitted to the Wing HSO.
- Initiate and maintain contact with the Health Services Officer at the next echelon of command as well as with other area HSOs' to share ideas and resources.
- Complete training and maintain currency in basic first aid. This requirement may be waived by having a higher level of current medical training such as EMT, Nurse, or Physician.
- Complete training in CPR and maintain a current certification.
- Complete training in bloodborne pathogens/diseases and maintain currency by retraining every two years.
- Ensure that a current CAPF 60 is on file for each unit member.
- Ensure that each cadet has in their possession a cadet permission and medical/insurance form as well as a current CAPF 60 on each activity.
- Inspect the unit first aid kit and ensure that it meets CAP standards at least every three months.
- Complete an ICS Form 206, *Medical Plan* with attachments for your meeting location and each unit special activity.
- Serve as the unit health services officer for six months.
- Maintain a unit bulletin board of health, wellness, and fitness information. If a bulletin board is not available, keep a notebook of health information available at meetings and/or send out information via mail or email to members.
- Complete a Technician Subspecialty Track.
- Complete a six-month internship under the direction of a senior HSO in your unit, or the HSO at the next higher level of organization. Complete a formal interview with that individual for your recommendation of level completion.
- Complete all modules of the Technician Health Services Officer Course.
- Complete the on-line exam for each module in the Technician Health Services Officer Course.

Health Services Officer Technician Rating Certification Form

Knowledge Requirements	Date Completed	Supervisor
CAPR 160-1 Knowledge		
CAPR 160-2 Knowledge		
CAPR 60-5 Knowledge		
CAPF 60 Knowledge		
CAPM 52-16 Knowledge		
CAPP 52-16 Knowledge		
CAPP 55 Knowledge		
Service Requirements	Date Completed	Supervisor
Submit CAPF 160 & 2a, register health professionals		
Contact Health Services Officer Supervisor		
Current in Basic First Aid		
Current in CPR		
Current in Bloodborne Pathogens/diseases		
CAPF 60 in each 201 file and each person on activity		
Inspect unit first aid kit		
ICS 206 filled out for unit meeting location, activities		
Serve as Unit Health Services Officer for 6 months		
Maintain Health Bulletin Board/Notebook		
Complete Technician Subspecialty		
Complete Technician Health Service Officer Course		
Complete Technician Health Services Officer Exam		

Senior Rating General Requirements

INTRODUCTION

The Senior rating is the intermediate level of the Civil Air Patrol Health Services Program. This level is designed to build on the health services skills previously learned to enhance and expand the professional capabilities of the Civil Air Patrol Health Services Officer as they relate to Civil Air Patrol's missions in order to enhance the health and safety of Civil Air Patrol members

KNOWLEDGE REQUIREMENTS

To achieve the senior rating, the HSO should act as a primary advisor to the unit commander on health matters and develop, manage, and implement a unit health services program that promotes personal fitness and health, prevention, and preparedness.

- Become familiar with CAPR 62-2, *CAP Mishap Reporting and Investigation*. Know what injuries and illnesses need to be reported, notification procedures, how to prepare and file a CAPF 78.
- Become familiar with CAPR 900-5, *The CAP Insurance Benefits program*. Know the circumstances where CAP members can qualify for FECA coverage. Know what CAP medical benefits are available to CAP members on activities and when they apply.
- Become familiar with the CAP health promotion, wellness and fitness philosophy and goals. Know the recommended guidelines for fitness enhancement. Know some warning signs or illnesses for which a member should have physician input before beginning a fitness program. Be familiar with how CAP facilitates and encourages participation in individual PT programs.
- Know the locations and circumstances where smoking is and is not permitted. Know about sources of tobacco cessation education materials.

Health Services Officer Senior Rating General Requirements

SERVICE REQUIREMENTS

- Give a health or wellness presentation to your unit at least six times yearly.
- Advise the commander in writing on matters affecting health and performance of CAP personnel. For areas outside your expertise, obtain appropriate expert consultation from appropriate CAP or non-CAP sources.
- Serve as an assistant HSO for a CAP activity.
- Show the ability to complete the appropriate forms and properly report illness, injury and bloodborne pathogen exposures and urge affected members to obtain appropriate follow-up medical care.
- Develop and conduct an educational program to encourage a voluntary senior member physical fitness program in your unit.
- Make a list of potential environmental hazards in your geographic area. Develop a plan to deal with each including education, prevention, special equipment/supplies, and treatment.
- Maintain accurate records of each unit member's training and currency in First Aid, CPR, and bloodborne pathogen courses.
- Maintain current qualifications in CPR, bloodborne pathogens and Advanced First Aid or First Responder Training
- Become certified as an instructor for First Aid or CPR and teach at least one class to a CAP audience.
- Become certified as an instructor for Bloodborne pathogens/diseases and teach at least one class to a CAP audience.
- Complete the Required Staff Training Course (based on CAPP 52-12).
- Attend a health services seminar or conference.
- Serve twelve months as a Technician HSO.
- Complete the Senior Level in a Subspecialty Track.
- Complete all modules of the Senior Health Services Officer Course
- Complete all exam modules of the Senior Health Services Officer Course.

Health Services Officer Senior Rating Certification Form

Knowledge Requirements	Date Completed	Supervisor
CAPR 60-2, CAPF 78 Knowledge		
CAPR 900-5 Knowledge		
CAP Health Promotion, Wellness, and Fitness Philosophy Knowledge		
Service Requirements	Date Completed	Supervisor
Six Health and Wellness Presentations		
Serve as an Assistant Activity Health Services Officer		
Properly report illness, accident, BBP Exposures		
Develop Unit Senior Member Fitness Program		
Current in CPR and Bloodborne Pathogens/diseases		
Current Advanced First Aid or First Responder		
CPR or First Aid Instructor		
Teach a CPR or First Aid Course		
Bloodborne Pathogen Instructor		
Teach a Bloodborne Pathogen Course		
Complete CAPP 52-12 Required Staff Training		
Attend one Health Services Seminars or Conference		
Serve 12 months as a Technician HSO		
Complete Senior Subspecialty Track Rating		
Complete Senior Health Services Officer Course		
Complete Senior Health Services Officer Exam		

Master Rating General Requirements

INTRODUCTION

The “Master” level is the highest specialty rating in the CAP Health Services Program. The Master program is designed to prepare the HSO to function at higher command levels.

KNOWLEDGE REQUIREMENTS

The master level HSO should be able to recognize CAP Health Services needs and develop and administer programs to meet those needs, as well as train and nurture other CAP Health Service professionals.

- Be able to describe why it is important to research health issues in CAP.
- Describe the importance of illness and injury prevention and promotion of wellness principles in CAP activities.
- Become familiar with CAPP 52-6, *Mentoring*. “Define mentoring” and describe appropriate and inappropriate behaviors used by mentors.
- Describe at least 5 functions or programs which are important for wing level Health Services Staff to perform.

SERVICE REQUIREMENTS

- Develop a Health and Wellness Briefing and obtain approval from the Wing Health Officer for its distribution.
- Develop a policy for operational fatigue prevention and treatment for all unit activities.
- Work with the Wing or higher level HSO to plan and execute a health services conference.
- Plan and conduct, alone or in conjunction with other HSO’s, a Health Promotion and Prevention Activity at the Wing level.
- Serve as a member of a Wing, Region, or National encampment or special activity medical staff.
- Maintain current ratings in Advanced First Aid or First Responder or higher, as well as CPR and Bloodborne Pathogens.
- Maintain currency as a Bloodborne-Pathogen Instructor and as an instructor in either Basic First Aid or CPR.
- Complete twenty-four months of service as a Senior HSO, including mentoring and assisting at least one other HSO.

Health Services Officer Master Rating General Requirements

SERVICE REQUIREMENTS

- Complete a Master Subspecialty Track.
- Alone or with other HSO's, conduct a Master HSO Project. This project is intended to be flexible according to the HSO's interests and skills. Possible subjects include a research project, a health promotion project, an outcome study, writing a manual, publishing a paper on a CAP health related topic in a professional journal, or constructing a health services web site. The Wing HSO must approve the project in advance. After completing the project, submit the report to the Wing HSO with a copy to the Region and National HSOs.
- Attend Region HSO Staff College or an HSO Staff College approved by the Chief of the CAP National Health Services Program.
- Take the Master HSO Course and complete the exam in Master HSO knowledge.

Health Services Officer Master Rating Certification Form

Knowledge Requirements	Date Completed	Supervisor
Need for CAP health issues research		
Importance of prevention and wellness to CAP		
CAPP 52-6 and Mentoring Knowledge		
Functions of Wing Health Services Staff		
Service Requirements	Date Completed	Supervisor
Produce Approved Health and Wellness Briefing		
Develop Policy for Operational Fatigue Prevention		
Help Plan and Execute a Wing HSO Conference		
Serve as Encampment/Special Activity HSO		
Current in Advanced First Aid or First Responder		
Current in CPR, Bloodborne Pathogens		
Instructor for BBP and CPR or First Aid		
Serve two years as a Senior Health Services Officer		
Mentor another Health Services Officer		
Complete Master Subspecialty Track		
Complete Master HSO Project		
Complete Master HSO Course		
Complete Master HSO Exam		
Attend Region HSO Staff College		

ATTACHMENT 1

GUIDELINES FOR SUBSPECIALTY TRACK DEVELOPMENT

INTRODUCTION

It is recognized that health service professionals have a wide variety of backgrounds, skills and knowledge bases. The general Health Services Officer (HSO) specialty track requirements are intended to be broad enough that a health professional from any discipline can accomplish them with available training materials. The subspecialty tracks are intended to focus on the application of an individual's specialized knowledge, training and interests to CAP missions

PURPOSE

Subspecialty tracks were developed to allow a variety of health care skills to be applied to specific needs in CAP. The intention is to develop additional subspecialty tracks to utilize more specialized skills and training. Health Professionals possessing special skills are encouraged to design subspecialty tracks to utilize their unique talents and training and apply them to CAP missions. Members wishing to create a new subspecialty track may utilize existing subspecialties as templates and apply the following guidelines in development of new subspecialty tracks.

PREVIOUS TRAINING

Some subspecialties may be designed to give credit for existing professional training and advanced degree level training which is applicable to CAP. This will limit who can participate in this particular subspecialty, but will recognize and give credit for those individuals' special training. Other subspecialty tracks can list alternative training to bring in useful skills. Some specialty tracks will be designed for general personnel to participate with no prior health care skills (i.e. Instructor).

APPROVAL PROCESS

Proposed subspecialty tracks should be submitted to the Wing HSO for review and approval, and then sent to the Chief of the CAP National Health Services Program. If the subspecialty track is approved at the National level, it will then be incorporated as an additional appendix to the HSO Specialty Track Guide.

Attachment I - Guidelines for Subspecialty Development

DESIGNING A SUBSPECIALTY	<p>In designing a new subspecialty track it is often helpful to make a listing of skill and knowledge areas the health professional possesses. Then, apply that knowledge and skill set to CAP missions and write up the subspecialty accordingly. Divide those skills into levels appropriate for the technician, senior and master level.</p>
INTRODUCTION	<p>A general description of what type of health professional this subspecialty is designed to utilize and any particular training or degree prerequisites. It should also explain how the particular health professional can apply their skills to CAP missions, or what you want the HSO in this subspecialty to be able to do.</p>
KNOWLEDGE REQUIREMENTS	<p>Prepare a bullet list of knowledge requirements the member should possess in order to accomplish the goal. This may include becoming familiar with a certain regulation or publication. Include some specific areas of required knowledge the mentor can use in debriefing the member in preparation for sign-off on the knowledge section.</p>
SERVICE REQUIREMENTS	<p>The following section should be composed of a bullet list of skills or tasks the member should perform to gain proficiency in the subspecialty area. It may also involve performing tasks which would be of benefit to CAP.</p>
TECHNICIAN LEVEL GOALS	<p>The technician level subspecialty should require possession of certain skills. It should involve orienting the member to the application of those skills to CAP. This level involves performing activities which can be accomplished at the unit level. The requirements should allow the member to attain this rating within 6-12 months.</p>
SENIOR LEVEL GOALS	<p>The senior level subspecialty should have goals related to implementing skills in CAP. It should involve the member in activities outside the squadron. The senior level subspecialty should involve assisting in the training of other health services members.</p>
MASTER LEVEL GOALS	<p>The master level subspecialty should involve participating in projects at the wing level to assist the Wing HSO in developing and implementing health services programs. The subspecialty requirements should promote the development of skills which would help in taking on a Wing level Health services position. The master level subspecialty should involve some goals related to program and policy development.</p>

ATTACHMENT 2

INSTRUCTOR SUBSPECIALTY

INTRODUCTION

The purpose of the instructor subspecialty rating is to develop and maintain a cadre of qualified instructors to teach CAP members critical health-related topics such as first-aid, CPR, and protection from bloodborne pathogens. This track is designed so that an officer without previous health training or degree who has an interest in health services can participate in this subspecialty and fulfill the requirements for each level.

TECHNICIAN LEVEL

The technician level instructor subspecialist should become proficient at basic instruction of CAP personnel and provide a basic resource to the unit for health education.

KNOWLEDGE REQUIREMENTS

- Understand the basic principles of instruction techniques.
- Be able to outline the steps necessary to plan, prepare and conduct a training course.

SERVICE REQUIREMENTS

- Become qualified to teach CPR or First Aid.
- Teach at least one CPR or First Aid Class to a CAP audience.
- Complete the instructor skills module.

Attachment 2 - Instructor Subspecialty – SENIOR LEVEL

SENIOR LEVEL

The senior level subspecialist should be able to teach a variety of core courses in basic emergency care as well as protection from bloodborne pathogens and should gain more experience in instructing.

KNOWLEDGE REQUIREMENTS

- Describe the steps necessary to decontaminate clothing and equipment after a blood/body fluid exposure. List common household disinfectants and how each may be used.
- Demonstrate a basic understanding of injury and illness simulation and moulage (make-up to simulate illness or injury) to facilitate teaching simulations. Describe how to simulate at least four medical illnesses. Demonstrate proficiency in simulating burns, lacerations, open fractures, and impaled objects.
- Explain the concept of triage. Name the four triage categories and examples of types of victims which would be assigned to each category.

SERVICE REQUIREMENTS

- Become qualified to teach Bloodborne Pathogen classes.
- Become qualified to teach both CPR and basic first aid.
- Teach at least one Bloodborne Pathogen/Disease class to a CAP audience.
- Teach at least one Basic First Aid or CPR class to a CAP audience. This requirement is met by teaching the course not used to fill the Technician requirement.
- Complete the “Moulage and Injury Simulation” training module.
- Set up a patient scenario using injury simulations to test first aid skills.

Attachment 2 - Instructor Subspecialty – MASTER LEVEL

MASTER LEVEL

The master level subspecialist should be able to train CAP members to instruct in emergency care skills and to increase the training skills of CAP members.

KNOWLEDGE REQUIREMENTS

- Describe a typical scene such as a single casualty injury, crash site, or multiple casualty/disaster incident and what a first responder may see or encounter at each.
- Explain the concept of “stress inoculation” and how it relates to training scenarios.
- Explain how to plan a training scenario, incorporating at least 3 training goals into the design of the scenario.

SERVICE REQUIREMENTS

- Become certified as an instructor trainer in Basic First Aid or CPR.
- Teach at least one instructor trainer course in Basic First Aid or CPR which includes CAP members.
- Teach at least one instructor trainer course for Bloodborne pathogens which includes CAP members.
- Complete the “Training Scenario Design” training module.
- Plan and set up a crash site or other scenario at a wing-level training mission to train ground team first responders in first aid skills.
- Teach moulage skills and first aid training scenario designs to other CAP members.

Health Services Officer Instructor Subspecialty Certification Form

Technician Requirements	Date Completed	Supervisor
Understands Instruction Techniques		
Understands planning and executing a training course		
Qualified to Teach Basic First Aid <input type="checkbox"/> or CPR <input type="checkbox"/>		
Teach at least one CAP First Aid <input type="checkbox"/> or CPR <input type="checkbox"/> Course		
Complete the Instructor Skills Module		
Senior Requirements	Date Completed	Supervisor
Describe decontamination and use of disinfectants		
Demonstrate knowledge and proficiency in Moulage		
Explain the concept of “triage” and its application		
Qualified to teach Bloodborne Pathogens Course		
Qualified to teach both Basic First Aid and CPR		
Teach one CAP Bloodborne Pathogens course		
Teach one CAP Basic First Aid <input type="checkbox"/> or CPR <input type="checkbox"/> course		
Complete the Moulage Training Module		
Set up a CAP first aid training scenario with moulage		

Health Services Officer Instructor Subspecialty Certification Form

Master Requirements	Date Completed	Supervisor
Describe scenarios for small to large casualty incidents		
Describe “stress inoculation” and how training affected		
Explain how to plan a scenario with goals		
Qualified Instructor Trainer for CPR or Basic First Aid		
Teach a CAP Instructor class in Basic First Aid or CPR		
Teach a CAP Bloodborne Pathogen Instructor Course		
Complete Training Scenario Design Module		
Conduct a wing-level Training Scenario		
Teach moulage and scenario design to a CAP audience		

ATTACHMENT 3

ACTIVITY SUBSPECIALTY

INTRODUCTION

The purpose of the Activity Subspecialty rating is to ensure that CAP members participating in CAP-sanctioned activities and encampments are able to do so under the best health conditions. The Activity Subspecialty officer is able to monitor the health and welfare of members, attend to cadet medication issues, and be sure that the activity staff well informed on preventative measures to increase the health and well-being of members on activities. This track is aimed at health professionals with advanced medical training such as a nurse, physician, public health, occupational medicine or other health care professional with appropriate training.

TECHNICIAN LEVEL

To be able to function as an Activity Health Services Officer at the unit level during local activities and to understand the basics of prevention and care of members while engaged in activities.

KNOWLEDGE REQUIREMENTS

- Describe the equipment needed to monitor heat and cold environmental stresses at an activity. Describe the signs and symptoms of heat and cold stress that may be seen in a CAP activity participant.
- List at least five health-related factors that are important to consider when planning an activity. Explain what pre-activity planning is needed to mitigate the effects of each on activity participants.
- Describe the duties of an Activity Health Services Officer at a local one-to-two day activity.
- Describe the essentials of basic self-care protocols (e.g., hydration, clothing, fatigue, foot care, etc).

SERVICE REQUIREMENTS

- Assemble and inspect the unit first aid kit.
- Complete the Basic Preplanning Training Module.
- Complete the Basic Activity Care Training Module.
- Complete the Heat and Cold Stress Training Module
- Complete the Basic Field Sanitation Training Module.
- Serve as an Activity HSO at a local one-to-two day activity.

Attachment 3 - Activity Subspecialty - SENIOR LEVEL

SENIOR LEVEL

To be able to function as a health officer at a more involved activity lasting two or more days which may include more extensive pre-planning, meal preparation and more time in the field.

KNOWLEDGE REQUIREMENTS

- Describe the requirements for administration of cadet medications. Describe what records must be kept, how they are stored and how long they need to be kept.
- Describe the elements needed to develop a more extensive pre-plan for health services at an activity which may last several days.
- Name at least 5 medical conditions that can be identified from a medical screen of applications which may require special accommodations at an activity to safely accommodate the participant. Describe what accommodations will be needed to be planned for each situation and what should be communicated with the commander.
- Describe which accidents, injuries or illnesses need to be reported and how they are reported. Explain who must be notified and the required notification times. Explain the required notification procedures in case of a death on a CAP activity.

SERVICE REQUIREMENTS

- Complete the Advanced Preplanning Training Module.
- Complete a preplan for a group or wing activity of at least 50 attendees and serve as the health officer for that activity.
- Complete the Encampment Care Training Module
- Complete Prescreening Training Module
- Complete Cadet Medication Training Module
- Complete Advanced Field Sanitation Training Module.
- Read CAPR 62-2 and complete the Illness/Accident Training Module.
- Teach a class in basic self-care and treatment of minor medical conditions.

Attachment 3 - Activity Subspecialty - MASTER LEVEL

MASTER LEVEL

The master level activity subspecialist should be able to function as the health officer at a prolonged activity such as a week long encampment, as well as advise commanders on policies affecting the health of activity participants.

KNOWLEDGE REQUIREMENTS

- Name five functions of the Medical Branch Director under the Incident Command System.
- Become familiar with CAPR 160-2, Explain how the type of activity affects the ability to receive care at an Air Force Hospital and the cost of that care.
- Explain what benefits are available to a CAP member who is injured on a CAP activity versus an Air Force Authorized Mission. Explain how the member applies for those benefits.
- Explain the steps needed to identify and manage the outbreak of an infectious illness at a CAP activity.

SERVICE REQUIREMENTS

- Complete the MED-TAC Instructor Course and teach the MED-TAC Course to a group of Training and Counseling (TAC) Officers to instruct them on basic encampment care protocols.
- Complete the FEMA course, IS-195, *The Basic Incident Command System* (Under Education and Training in the horizontal grey bar at the top of the home page: www.FEMA.com) (<http://training.fema.gov/EMIWeb/IS/is195.asp>)
- Serve as the encampment medical officer or assistant for a week-long Wing basic cadet encampment, to include preparing a preplan, gathering proper supplies and equipment, screening applicants and advising the commander of relevant medical issues, monitor cadet medication administration, supervise medical care, and advise the commander on mitigating environmental hazards.
- Complete the training module, *CAP insurance and benefits*.
- Complete the training module, *Public Health Issues at Large Activities*.

Health Services Officer Activity Subspecialty Certification Form

Technician Requirements	Date Completed	Supervisor
Describe heat/cold symptoms, monitoring equipment		
Describe 5 health issues and how to mitigate each		
Describe HSO duties at a 1-2 day activity		
Describe the essentials of basic self-care		
Assemble and inspect the unit first aid kit		
Complete the Basic Pre-Planning Training Module		
Complete the Basic Activity Care Training Module		
Complete the Heat/Cold Stress Training Module		
Complete Basic Field Sanitation Training Module		
Serve as an Activity HSO for a 1-2 day activity		
Senior Requirements	Date Completed	Supervisor
Describe the requirements for cadet medications		
Describe the pre-plan needed for a multi-day activity		
Discuss pre-screening medical forms, accommodations		
Describe procedures for injury/illness reporting		
Complete the Advanced Pre-plan Training Module		
Complete a large activity pre-plan and serve as HSO		
Complete Encampment Care Training Module		
Complete Pre-Screening Training Module		
Complete Cadet Medication Training Module		
Complete Advanced Field Sanitation Training Module		
Complete Illness/Accident Reporting Training Module		
Teach one Basic Self Care Course		

Health Services Officer Activity Subspecialty Certification Form

Master Requirements	Date Completed	Supervisor
Discuss functions of the Medical Branch Director		
Discuss obtaining care at Air Force Hospitals		
Describe CAP/AF medical benefits and how to apply		
Describe response to an infectious disease outbreak		
Complete Med-TAC Instructor Course		
Teach Med-TAC course to an encampment staff		
Complete FEMA Course IS-195		
Serve as Encampment HSO or assistant		
Complete the CAP Insurance Benefits Module		
Complete the Public Health Issues Module		

ATTACHMENT 4

CRITICAL INCIDENT STRESS MANAGEMENT AND CRISIS INTERVENTION SUBSPECIALTY

INTRODUCTION

This training subspecialty is designed to help the member become proficient in crisis intervention (CI) and critical incident stress management (CISM) to assist in preserving the mental health of our members. This track is designed to be utilized by mental health professionals in CAP. However, any member with an interest in CISM can participate as a Peer Supporter, regardless of any previous health training. CISM trained CAP members are encouraged to participate in community CISM teams to gain additional experience.

ICISF SPECIAL NOTES

Previous training by other than ICISF (International Critical Incident Stress Foundation) sources may be recognized for subspecialty track requirements. However, for standardization purposes, participation in the CAP CISM program does require current certification in approved ICISF training courses. No other CISM program is acceptable for certification or participation in the CAP CISM Program.

ALTERNATIVE CREDENTIALS

Alternative courses and credentials for specialty track certification will be considered on a case-by-case basis by submitting them to the Chief of the National Health Services Program. It is the philosophy of the program to do everything possible to include people of different professional backgrounds in CAP Health Services. Rulings on acceptability of alternative credentials are final and not subject to appeal. The Chief of the CAP National Health Services Program will establish the requirements for submitting alternative credentials. The required procedure for filing alternative credentials is listed below.

- Write a letter to the Chief of the CAP National Health Services Program requesting approval of alternative credentials.
- The Letter should include a heading referencing the standard in the subspecialty track for which the alternative credit is being requested and information on the proposed alternative. Include, where appropriate, hours of training, college credits and any other needed information. Also include a copy of all relevant certificates and transcripts. When possible, curriculum outlines may be helpful if available.

Attachment 4 - CISM/CI Subspecialty

DOCUMENTATION	<p>Appropriate documentation of training and activities is required in all cases except as indicated. Standards for documentation will be set by the Chief of the CAP National Health Services Program. Logs should be kept of CI/CISM activities to include date of activity, nature of incident, duty performed, and hours of duty performed. Copies of logs should be submitted as indicated for needed credit.</p>
INSTRUCTORS	<p>If the member is an instructor for the ICISF Basic Course, there is no need to submit qualifications in basic levels, as long as instructor credentials are maintained. If the member is an American Board of Examiners in Crisis Intervention (ABECI) Certified Crisis Intervener, qualifications in the basic crisis intervention classes do not need to be submitted as long as the Certified Crisis Intervener credentials are current.</p>
ORAL DEBRIEFING	<p>The mentoring as well as the final oral debriefing of the CISM/CI candidate covering the knowledge requirements must be conducted by an individual with the appropriate knowledge and training. For an approved mentor, contact the Wing HSO.</p>
TRAINING SOURCES	<p>International Critical Incident Stress Foundation www.icisf.com</p> <p>American Board of Examiners in Crisis Intervention www.emotionalfirstaid.com</p>

Attachment 4 - CISM/CI Subspecialty – TECH LEVEL

TECHNICIAN LEVEL

The technician CISM subspecialist should have a basic understanding of critical incident stress issues and be able to participate actively in the CAP CISM program.

KNOWLEDGE REQUIREMENTS

- Explain what a critical incident is and why CISM intervention is important.
- Explain the principles of the CISM program.
- Explain the functions and qualifications of each team member on a CAP CISM team.
- Describe the training and recurrency requirements for each level of participation in the CAP CISM program.
- Explain how to assist in the logistics of organizing a critical incident response situation.
- List the requirements to become a CAP CISM team member as per CAPR 60-5.
- Is Crisis intervention of subsystem of Critical Incident Stress Management or is Critical Incident Stress Management a subsystem of Crisis Intervention? Explain.
- What is the role of the peer in a critical incident stress debriefing? In a defusing?

SERVICE REQUIREMENTS

- Take basic CISM Training in an ICISF approved course. Submit a certificate of completion of the course. The course should have been taken in the last 5 years or show proof of higher level training.
- Locate and affiliate with a local crisis intervention/CISM team and participate in local team for at least one debriefing in some relevant capacity. Provide a letter of participation from the team leader attesting to your affiliation and debriefing participation.
- Become qualified by CAP and ICISF standards* as a Peer or Mental Health Professional. Register as a member of a CAP CISM team. If not ICISF qualified to be on a CAP team, serve on a non-CAP team. Standards are as listed in the ICISF handbook or on the ICISF web site. www.icisf.com

Attachment 4 - CISM/CI Subspecialty – SENIOR LEVEL

SENIOR LEVEL

The senior level CISM subspecialist should advance their knowledge and experience in crisis intervention and in the CISM program.

KNOWLEDGE REQUIREMENTS

- Is Crisis Intervention a form of psychotherapy? Discuss the relationship between Crisis Intervention and psychotherapy.
- Is a critical incident stress debriefing a psychotherapeutic or a psychoeducational process? Explain the difference.
- Explain what crisis intervention is and when it is applied
- Are mental health professionals required for critical incident stress debriefings? Explain.
- Do mental health professionals do Crisis Intervention? Explain.
- Are mental health professionals required for Crisis Intervention procedures to be utilized? Explain.

SERVICE REQUIREMENTS

- Complete advanced CISM training in an ICISF approved course.
- Participate in 3 Debriefings within a two year period through the CAP CISM or other non-CAP program. If unable to participate in enough actual debriefings, contact your approved mentor to arrange alternative credit.
- Participate in a critical incident as a Peer or Mental Health Professional. This could include defusings, demobilizations, debriefings, and general crisis intervention. Provide documentation of your participation.
- Be an active member of a CAP or civilian CISM team for a period of 2 years.
- Complete a course in Basic Crisis Intervention. Sources include: American Board of Examiners in Crisis Intervention, through ICISF (www.icisf.com), or through www.emotionalfirstaid.com.

Attachment 4 - CISM/CI Subspecialty – MASTER LEVEL

MASTER LEVEL

The master level CISM subspecialist should be able to serve in the CISM program at a higher level as well as to be able to function as a Crisis Intervener.

KNOWLEDGE REQUIREMENTS

- Explain what leadership role is required in organizing the CAP CISM program at the wing or higher level.
- Is critical incident stress management a form of Crisis Intervention? Explain.
- What is the role of the peer in Crisis Intervention?
- Are both Crisis Intervention and critical incident stress debriefings designed each for separate or similar groups? If so, when? If not, why not?
- Should mental health professionals desist from their primary role while acting in the role of debriefer?
- What is the relationship of Crisis Intervention to psychotherapeutic thought, crisis counseling, short term therapy, group therapy, and to critical incident stress debriefings and defusings?

SERVICE REQUIREMENTS

- Maintain current Basic and Advanced CISM training or instructor qualifications. The most advanced certificate should be no older than 5 years when received by the CAP certifying authority.
- Obtain additional crisis intervention training at the intermediate and advanced levels or certification as a Certified Crisis Intervener by The American Board of Examiners in Crisis Intervention. ICISF crisis intervention courses may count as Basic level crisis intervention training.
- Complete training in an approved ICISF psychotraumatology course.
- Serve as an active member in the CISM program for 2 additional years since the Senior level award.
- Serve as a CISM team leader or higher level supervisor for 2 years in a CAP or non-CAP program.
- Serve as an instructor or assistant instructor in an ICISF CISM and or approved Crisis Intervention training.
- Work at the wing level or higher to enhance the CISM program and to train additional CAP peer team members.

Health Services Officer CISM/CI Subspecialty Certification Form

Technician Requirements	Date Completed	Supervisor
What is a critical incident and why CISM important?		
Principles of the CISM program?		
Functions and qualifications of CISM team members?		
Training/recurrency requirements in CAP CISM?		
Explain logistics of organizing a CISM response?		
Requirements to become a CAP CISM team member?		
Is CI part of CISM or is CISM a subsystem of CI?		
Role of peer in CISM debriefing, defusing?		
Complete Basic CISM Course		
Affiliate with local CI/CISM team		
Participate in one debriefing		
Become qualified as a Peer or Mental Health Provider		
Senior Requirements	Date Completed	Supervisor
Is Crisis Intervention psychotherapy?		
Is a CISM debriefing therapeutic or educational?		
What is Crisis Intervention?		
Mental health professionals required for CISM debrief?		
Do mental health professionals do Crisis Intervention?		
Are mental health professionals required for CI?		
Complete Advanced CISM training		
Participate in 3 debriefings in a 2 year period		
Participate in a critical incident		
Be an active member of a CISM team for 2 years		

Health Services Officer CISM/CI Subspecialty Certification Form

Master Requirements	Date Completed	Supervisor
Explain leadership in CISM program?		
Is CISM a form of Crisis Intervention?		
Role of peer in Crisis Intervention?		
Differences between CI and CISM debriefings?		
Role of mental health professional acting as debriefer?		
Relationship of CI to counseling, therapy, CISM?		
Current Basic and Advanced CISM or instructor		
Current Intermediate Crisis Intervention Training		
Current Advanced Crisis Intervention Training		
Complete Psychotraumatology Course		
Active CISM program for 2 years since Senior		
Serve as CISM team leader or higher for 2 years		
Instructor or assistant in CISM or CI training		
Work at the Wing or higher level with the CISM		