

## **APPENDIX Q**

### **MIDSHIPMAN FIRST CLASS NURSE CORPS HOSPITAL CRUISE GUIDE**

This document provides general guidelines and instructions for Midshipmen First Class Nurse Corps Hospital Summer Cruise. The areas covered herein should be considered a starting point through which you can become familiar with the overall mission of the Naval Hospital community. This will include the duties and responsibilities of the officers and enlisted personnel within normal daily operation.

#### **DAY OF REPORTING**

1. Travel from the airport directly to the BOQ--do not report to the Naval Hospital until after you have checked in at the BOQ. Check at the BOQ Registration desk for any additional information and/or instructions from the Midshipman Training Officer (MTO).
2. Request instructions regarding transportation from the BOQ to the hospital.

#### **DAY 1**

1. Meet the MTO at the quarterdeck of the Naval Hospital. Discuss the training schedule, plans, your goals and objectives.
2. Check in: Notify the Administrative Officer of your arrival by getting your orders stamped at the Naval Hospital Security Office, or as otherwise directed.
3. Check into PSD/PSA to receive your chow pass.

#### **DAY 2**

1. Follow the training schedule as set up and be ready to adjust it as necessary.
2. Schedule and keep the Commanding Officer/Executive Officer courtesy calls.
3. Schedule and keep the Director of Nursing Services courtesy call.
4. Each midshipman will be assigned an officer running mate while on the wards, who will be responsible for overseeing your progress.
5. You will be required to keep a Midshipman Journal/Diary (bring a stenographer's notebook for this). MIDN will write in the journal every day. The journal will be submitted to the MTO for review every Friday morning. It will be returned to the MIDN no later than close of business every Friday.

#### **DAY 2 THROUGH THE LAST DAY**

1. Follow the Training Calendar as set up by the MTO.

2. Obtain information from your MTO or others about your choice of duty stations after school.

#### NEXT TO LAST DAY

1. Out-brief with the Director of Nursing Services and the MTO or as the training schedule dictates. Submit the Midshipman Summer Training Questionnaire and Debrief Sheet found in the Midshipman Admin Summer Training Handbook (NAVEDTRA 37301I ). Surrender your handbook (steno notebook) to the MTO.
2. Choose a clinical area in which to work or observe. It may be one you have already visited or one which you wish to visit.

#### LAST DAY

1. Check out of the BOQ. NSTC will pay for the room. The MIDN must pay for any telephone charges.
2. Check out of the Naval Hospital by getting your orders stamped at the Security Office.
3. Check out from PSD/PSA: Liquidate your travel claim. Turn in your chow pass.
4. Go to the airport in time for your flight. Remember that the taxi fare to and from the airport is a reimbursable expense.

#### OVERALL TRAINING OBJECTIVES

1. To be trained in, and to assume the duties and responsibilities of junior officers. To further the development of officer-like qualities and leadership skills. This will be accomplished through activities as listed in the Training Schedule at the Naval Hospital.
2. To re-emphasize the importance of military courtesies, maintaining smartness and discipline.
3. To be afforded essential wardroom indoctrination and training by berthing and messing in the wardroom to the maximum extent possible. This will be accomplished by berthing in the BOQ, messing in the Officers' Dining Room, Officers' Club, and in the Hospital Dining Room. A visit to an operational ship will be arranged, if possible.
4. To observe the organizational structure and the interaction of different staff members. To observe how nursing interfaces with other departments and how other departments interface with nursing service. To observe how nursing service personnel interact within the directorate.
5. To provide an introduction to the hospital as an integrated whole.

#### FAMILIARIZATION/ORIENTATION

Midshipmen assigned to the Naval Hospital cruise will complete the following items on an observation/participation basis with emphasis on maximum participation whenever possible or

practicable. Signatures should be obtained for each area when enough familiarization and orientation in the specified area have been completed. Signature should be that of the officer covering the familiarization/orientation and include name, rank, and date completed.

The following items should be accomplished as hospital's schedule allows. Discuss with the MTO those items not actually performed.

1. Visit with the Commanding Officer:
  - Meet and exchange courtesies.
  - Observe CO's Mast, if possible.
  - Observe morning reports and the interaction of Department Heads/Directors of Services.
  
2. Visit with the Executive Officer:
  - Meet and exchange courtesies.
  - Observe XOI (XO's Mast), if possible.
  
3. Visit with the Director of Nursing Services:
  - Meet and exchange courtesies.
  - Review information important to each one.
  - Discuss future Navy assignments.
  
4. Visit with the Assistant Director, Nursing Services:
  - Meet and exchange courtesies.
  - Arrange telephone conversation with your Detailer to discuss orders to your first duty station after graduation.
  
5. Visit with the Senior Enlisted Detailer for Nursing Services:
  - Conduct an informal personnel inspection of Hospital Corpsmen.
  - Learn the duties and responsibilities of Hospital Corpsmen and their varied capabilities.
  - Learn the need to supervise and train the Corpsmen.
  - Learn aspects of scheduling personnel.
  - Observe career planning/counseling for enlisted.
  - Learn why the enlisted have a shorter stay on the ward.
  - Learn about enlisted evaluations at this level.
  
6. Visit with a Nursing Department Head:
  - Observe the role of a nursing supervisor.
  - Attend a Dept Head Meeting, be introduced to those present, and observe how they interact in the meeting.
  - Review position descriptions of Department Head, Division Officer, Leading Petty Officer, and Corpsmen.
  - Evaluate officer-like qualities and leadership ability.
  - Discuss the history of the Nurse Corps, levels of authority, other topics of professional and personal interest.
  
7. Visit with a Nursing Division Officer (Charge Nurse):

Observe the role of a Division Officer.

Emphasize Nurse Corps requirements on the medical/surgical wards. Specialty areas (ICU, L&D, Nursery, Pediatrics, Ambulatory Care, etc) are also visited and discussed.

Attend a Division Officer's Meeting, be introduced to those present, and observe how they interact.

Observe the role of Nursing Team Leader.

Work with a staff nurse as a team leader (supervise at least one corpsman under the preceptorship of an RN).

Observe the interaction of staff nurses and corpsmen.

Work with a corpsman, performing direct patient care.

8. Schedule and accomplish a mid-cruise brief with the MTO:

Status report regarding the cruise.

Suggestions/recommendations for "mid-course correction".

Discuss professional or personal concerns.

9. Visit with the Ambulatory Care Nursing Department Head:

Orient to the Ambulatory Nursing Division.

Discuss nurse watch duties; possibly to stand watch with a Nurse of the Day (NOD).

Discuss the Patient Contact Program.

10. Visit with the Peri-Operative Nursing Department:

Orient to the Operating Room, Anesthesia Department, and Post Anesthesia Care Unit.

Follow a surgical case from start to end.

Discuss career patterns for OR nurses.

Spend one full day in the OR; follow the OR Nurse through a day of duties.

In addition to being afforded the opportunity to work as often as possible with the Inpatient Nursing staff, midshipmen should also become aware of other areas in the Naval Hospital that serve as important parts of the organization, and contribute to the overall mission of the Naval Hospital. It is essential to your training that the following areas and activities be visited, evolutions observed, and briefs obtained with appropriate signatures obtained to verify participation. Sufficient time will be allotted for thorough brief and familiarization in each area listed. These activities should be completed at times specified in the training calendar.

1. Attend the Director for Administration meeting, be introduced to those present, and observe how they interact.

2. Arrange for courtesy call with the Command Master Chief, and learn his/her role in the hospital and the Navy.

3. Visit with Command Personnel (Manpower) Officer:

Review an enlisted personnel record.

Become familiar with standard numbered pages and their placement in the record.

Review enlisted evaluations and become generally familiar with how they are written and processed.

Review the enlisted rating system and become familiar with naval messages.

4. Visit with Command Legal Officer:  
Learn about the Feres Doctrine, courts-martial, and the UCMJ.
5. Visit with Family Advocacy Officer:  
Learn how to help military families in trouble.  
Learn about discharge planning.
6. Visit with Public Affairs Officer.
7. Visit Facilities Management Department to orient to their role in building maintenance.
8. Visit Operating Management Department:  
Orient to hospital safety, the management of materials and supplies used in day-to-day operation, i.e., linen service, food service, housekeeping, forms and reprographics, security, mail room, BEQ management, and furniture.  
Participate in a zone inspection of the hospital.
9. Visit with Hospital Security:  
Orient to hospital security, fire control, and fire party.  
Observe a fire drill, if possible.  
Conduct/observe morning colors.
10. Visit Hospital Lab, Pharmacy, X-Ray Departments:  
Orient to these areas and their roles in the hospital.  
Develop additional skill in venipuncture (under direct supervision).
11. Visit with the Hospital Comptroller, and the Supply Officer to orient to these areas and their roles in the hospital.
12. Visit with the Medical Plans and Intelligence Officer (Contingency Assignment Officer).
13. Visit with the Reserve Liaison.
14. If possible, visit a ship's Medical Department:  
Familiarization tour of spaces.  
Observe sick call.  
Tour the ship.
15. If possible, visit an aviation squadron (Flight Surgeon).
16. Visit with the Nursing Quality Improvement Officer.
17. Conduct out-brief.

The purpose is to answer questions that the Midshipman First Class may have, to summarize the training experience, and to document suggested changes for future summer training.

At the conclusion of Naval Hospital cruise period, all midshipmen should visit the DNS for a check out brief and farewell call. Remember, the training will be conducted under the direction of the DNS. You should be given every opportunity to work, stand watches, and perform duties under competent guidance. This guidance will afford you every chance to exercise initiative in fulfilling your duties. The profits that you realize from this training will be directly proportional to the skill, interest, imagination, and enthusiasm you display.

The areas covered in this booklet should be considered a starting point through which you can attain minimum knowledge of the role of a junior officer aboard a Naval Hospital. The effort you exert to learn more about the duties and responsibilities of junior officers will directly reflect how instructive and rewarding your summer cruise will be.

If you desire to learn more about the certification process required of all junior officers, or if you want to qualify at a particular certification, see the MTO. Recognize that qualification/certification is not an easy task during a 30-day cruise.

Above all, talk to the junior officers aboard the Naval Hospital about their experiences. They are in the position you will hold shortly after graduation. Any information you obtain now will pay dividends when you are commissioned a junior officer!