

Introduction:**Inspector for the Medical Inspector General Office**

This position is located in the Medical Inspector General's (MEDIG) office, Bureau of Medicine and Surgery (BUMED). Incumbent reports to the Deputy, MEDIG. In addition, the incumbent acts as an advisor to the MEDIG and Program Directors at BUMED and provides feedback to Navy Medicine Regions and BUMED on compliance with higher authority policies.

The incumbent also communicates directly with BUMED and Navy Medicine Regional Commander staff regarding discrepancies found in Military Treatment Facilities (MTE) and other Navy medical activities programs. The incumbent provides summaries of needed policy, guidance, and functional requirements where needed.

Major Duties and Responsibilities

Performs oversight of assigned programs. Following inspections, the incumbent provides feedback to Commanding Officers (COs) of medical activities and Regional Commander Staff to appropriate BUMED Deputies and Directors and the MEDIG.

Monitors the MEDIG data base and ensures compliance by commands regarding development of realistic Plans of Action and Milestones (POA&M.) as part of the inspection process. The incumbent provides regular feedback to the COS, Regional Commanders, BUMED Deputies and Directors, and the MEDIG. The incumbent may on occasion communicate with the NAVINSGEN in providing data on trends when appropriate. Conducts and/or coordinates evaluations and inspections of BUMED facilities for regulatory compliance, quality assurance and risk management issues relating DoD, SECNAV, OPNAV and JCAHO requirements and standards.

Conducts and/or coordinates evaluations of Navy Medicine Region's XXX Programs and their oversight of subordinate activities' XXX programs.

Provides initial analysis and summarizes needed requirements, identifying potential solutions for Military Health System (MHS) information systems which arise as part of an inspection. The functional summaries will be given to appropriate BUMED and Region personnel for action and further development.

Develops and tracks issues identified by the MEDIG requiring POA&Ms.

Provides independent research and development of system processes and procedures identified for improvement. Studies systems, processes, and operations to help decision makers identify the issues in the field and works directly with Regions and BUMED to develop the best courses of action.

Works on a variety of complex management issues related to the collection and reporting of Business Operating Service (BOS) performance (SOH labor, workload, and cost). The incumbent functions as team leader for SOH program inspections during inspections at all Navy medical activities worldwide. These inspections include reviewing X X X programs and obtaining feedback from the activities and Navy Medicine Regional Commanders for recommendations to BUMED regarding policy development.

Monitors multiple reports simultaneously and has the independent ability to prioritize and establish needed constraints.

Plans, coordinates, and identifies Subject Matter Experts (SME) to correct issues identified during on-site visits.

Prepares for submission to higher authority all required correspondence and reports related to a MEDIG inspection.

Attends conferences, meetings, and seminars hosted by Navy and other federal agencies as directed by MEDIG.

Performs other duties for MEDINSGEN as assigned.

Classification Factors

Factor 1. Knowledge and Skills Required

Knowledge of current workplace developments presenting potentially high hazard risks to workers in both industrial and non-industrial settings. This knowledge is used to effectively advise, counsel and assist commands in assuring optimal protection for workers.

Comprehensive knowledge of process improvement, statistical analysis, control charts, and the ability to interpret the results and develop policy and guidance to support findings.

Knowledge and understanding of the organizational structure of BUMED and the principle commands and organizations of the DOD and DON. Experience with military personnel and processes are required.

Operational knowledge of the mechanisms by which BUMED supports operating forces {deployed and ashore), by providing SOH oversight/expertise to the MTF's and medical support elements of the operating forces.

Ability to communicate with SOH and public health professionals, and analyze and present data to senior military and civilian staff.

Ability to plan, coordinate, and implement related activities with regional and local commanders.

Ability to research and identify corrective actions and provide lessons learned to BUMED, NAVY, NAVINSGEN, and applicable entities when required.

Factor 2. Supervisory Controls

The incumbent works under the general supervision of the Deputy, MEDIG who broadly defines organizational functions and goals. The incumbent must independently define objectives and plans to accomplish the goals of the MEDIG. The incumbent must exercise a high degree of diplomacy, individual initiative, and independent responsibility. Performance is evaluated periodically in accordance with personnel regulations.

Factor 3. Guidelines

General business planning guidelines, policy and procedures are developed by BUMED. The MEDIG in coordination with the Navy Medicine Regional Commanders will provide feedback and make recommendations for improvement regarding BUMED programs. Feedback will be provided regarding improvements and impediments in program planning and implementation process. Recommendations are complex in substance and require thorough research to ensure compliance.

Factor 4. Complexity

MEDIG program planning involves the entire aspect of medical activity operations. The incumbent must have an in depth understanding of the policy and guidance surrounding medical activities and specific assigned programs.

Assignments are complex in nature and usually involve the study of organizations, work processes and functions. A high degree of originality, judgment, excellent inter-personnel skills, and problem solving skills are required. Knowledge of and prior experience in a wide range of methods used to gather, analyze and evaluate information are required.

Ability to establish and maintain effective relationships with and gain the cooperation of supervisors, managers, and co-workers on complex and controversial issues is required.

Skill in written and oral communication sufficient to prepare and present findings and recommendations, carrying out specific actions regarding controversial issues and developing and implementing new ideas and concepts will be required.

Factor 5. Scope and Effect

The purpose of this position is to plan, direct and coordinate review/inspection of medical activity IG Programs. An in-depth understanding of the policies and guidance that direct government standards is required. The incumbent is an integral part of the MEDIG function of the Navy and several BUMED codes.

The incumbent recommends modifications to current processes or systems encompassing healthcare operations, manpower, resources, and several performance indicators as they relate to specific programs.

The effect of the incumbent's work is identifying problems that are controversial because of differences in opinions or interpretations among experienced professionals. Recommended solutions may substantially impact proposed policy and guidance.

Factor 6. Personal Contacts

Contacts include high-ranking officials (flag and SES level), commanding officers, administrators, principal agency program managers, NAVINSGEN, and international or Embassy personnel. Contacts outside BUMED are made with counterparts in all DON commands, other Defense and military departments, Federal agencies, and with professional and standards associations.

There are recurring face to face, telephone and electronic contacts with program staff and medical activity CO's and their staff. Contacts are with all levels of these organizations but they are primarily with senior and executive level personnel.

The incumbent frequently travels world-wide visiting medical activities. In addition, the incumbent travels in the Washington, DC area to attend conferences, meetings, presentations and training seminars. The incumbent will represent the BUMED MEDIG during on-site visits to field activities.

Factor 7. Purpose of Contacts

The incumbent is expected to present and defend BUMED's position on various policy issues related to

assigned programs. The incumbent will do the initial research and provide feedback regarding issues noted in the field to senior leadership at BUMED.

Factor 8. Physical Demands

Work is generally sedentary except when performing on-site evaluations, which require walking, carrying up to 25 pounds, climbing and bending, and may require exposure to uneven surfaces, heights, heat, and cold. The incumbent is required to perform frequent travel, often on short notice for varying periods of time.

Factor 9. Work Environment

Work is normally performed in an office setting. There may be occasional exposure to health care and medical research hazardous environments while visiting subordinate activities. Personal protective equipment may be required including hard hat, hearing protection, and other safety equipment as may be needed.

OTHER: Special Requirements:

Incumbent must be able to obtain and maintain a Secret Security Clearance, possess a current passport, and be available for travel on short notice. This position is not designated as emergency essential. Telework is authorized for this position. Telework Days and Time must be approved by the Deputy Medical Inspector General. This position is not considered a Drug Testing Designated Position (DTDP).