



Defense Health Agency

ADMINISTRATIVE INSTRUCTION

NUMBER 1025.01

May 18, 2021

DAD-E&T

SUBJECT: Military Medical Treatment Facilities Annual Regulatory/Triennial Training Requirements

References: See Enclosure 1.

1. PURPOSE. This Defense Health Agency Administrative Instruction (DHA-AI), based on the authority of References (a) and (b), and in accordance with the guidance of References (c) through (e), establishes the DHA procedures to:

a. Provide enterprise-wide military medical treatment facilities (MTF) training completion guidance to fulfill annual/triennial requirements of The Joint Commission (TJC) and/or Occupational Safety and Health Administration (OSHA) requirements for personnel assigned to the DHA Military Medical Treatment Facilities (MTFs) and Dental Treatment Facilities (DTFs).

b. Eliminate redundant courses by creating a DHA-mandated list of standardized training and frequencies.

2. APPLICABILITY. This DHA-AI applies to all DHA Components (activities under the authority, direction, and control of DHA), and all clinical and non-clinical DHA Component personnel to include active duty and Reserve members, federal civilians, members of the Commissioned Corps of the Public Health Service, contractors (when required by the terms of the applicable contract), and other personnel assigned temporary or permanent duties under the authority, direction, and control of the DHA.

3. POLICY IMPLEMENTATION. It is DHA's instruction, pursuant to References (a) through (e), that the DHA establish an annual regulatory/triennial (ART) training plan to fulfill regulatory requirements. The ART training plan is established by the Deputy Assistant Director (DAD), Education and Training (E&T).

4. RESPONSIBILITIES. Enclosure 2.

5. PROCEDURES. Enclosure 3.

6. PROPONENT AND WAIVERS. The proponent of this publication is the DAD-E&T. When Activities are unable to comply with this publication the activity may request a waiver that must include a justification, to include an analysis of the risk associated with not granting the waiver. The activity director or senior leader will submit the waiver request through their supervisory chain to DAD E&T to determine if the waiver may be granted by the Director, DHA or their designee.

7. RELEASABILITY. **Cleared for public release.** This DHA-AI is available on the Internet from the Health.mil site at: <https://health.mil/Reference-Center/Policies> and is also available to authorized users from the DHA SharePoint site at: <https://info.health.mil/cos/admin/pubs/SitePages/Home.aspx>.

8. EFFECTIVE DATE. This DHA-AI:

a. Is effective upon signature.

b. Will expire 10 years from date of signature if it has not been reissued or cancelled before this date in accordance with Reference (e).

/S/
RONALD J. PLACE
LTG, MC, USA
Director

Enclosures

1. References
2. Responsibilities
3. Procedures

Glossary

ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5136.01, “Assistant Secretary of Defense for Health Affairs (ASD (HA)),” September 30, 2013, as amended
- (b) DoD Directive 5136.13, “Defense Health Agency (DHA),” September 30, 2013
- (c) DHA-Procedural Instruction 5025.01, “Publication System,” August 24, 2018
- (d) DoD Instruction 6025.13, “Medical Quality Assurance (MQA) and Clinical Quality Management in the Military Health System (MHS),” April 1, 2020, as amended
- (e) DoD Instruction 6055.01, “DoD Safety and Occupational Health (SOH) Program,” July 14, 2020, as amended

ENCLOSURE 2

RESPONSIBILITIES

1. DIRECTOR, DHA. Under the authority, direction, and control of the Under Secretary of Defense for Personnel and Readiness and the Assistant Secretary of Defense for Health Affairs, the Director, DHA will:

a. Oversee implementation of standardized ART training policy guidance and ensure standardized processes are established.

b. Support ART training program implementation through dedicated and standardized program evaluation and reporting to the DHA, DAD-E&T.

2. DAD-E&T. The DAD-E&T, must:

a. Direct and oversee the establishment and implementation of comprehensive and standardized ART training to satisfy TJC and OSHA requirements for MTFs and DTFs.

b. Monitor the implementation and tracking of required training as outlined within this DHA-AI.

3. DHA, E&T MTF OPERATIONS DIVISION CHIEF. The DHA, E&T MTF Operations Division Chief must:

a. Complete review of ART training plans and ensure revisions are published annually as required.

b. Ensure Market, Small Market and Stand-Alone Medical Treatment Facility Organization (SSO), Defense Health Agency Region (DHAR), and Staff Education and Training (SEAT) departments complete all ART training in accordance with DHA guidelines.

c. Ensure the E&T SharePoint site displays key updates and relevant documentation related to required training established for ART training.

4. MARKET, SSO, AND DHAR DIRECTORS. The Market, SSO, and DHAR Directors must ensure compliance with this publication.

5. MARKET, SSO, AND DHAR E&T LEAD. The Market, SSO, and DHAR E&T Lead must:
 - a. Educate subordinate SEAT departments to ensure the understanding of this DHA-AI to all MTF/DTF-level healthcare personnel.
 - b. Be responsible for obtaining ART training throughout and report them to the DHA, E&T MTF Division Chief.
 - c. Provide guidance and policy interpretation to subordinate MTFs.

6. DIRECTOR, MTF OR DTF. The Director, MTF will be responsible for oversight and execution of ART training in accordance with DHA policy and guidance. In cases where DTF is not under the authority, direction, and control of an MTF, the DTF Director is assigned the above responsibility.

7. SEAT, DEPARTMENT OFFICER. The SEAT, Department Officer must execute training delivery and ensure completion of all ART training in accordance with the DHA policy and guidance.

ENCLOSURE 3

PROCEDURES

1. ART. ART training is set in accordance with TJC and OSHA guidelines for personnel within MTFs and DTFs. The approved list of training is posted within the E&T MTF Operations Division website and is updated annually or as needed to reflect requirement changes. When local conditions or mission requirements demand it, MTF/DTF Directors may add additional or enhanced training to the topic list and/or increase the training frequency as necessitated by sentinel events. The MTF E&T Division website can be found at:
<https://info.health.mil/edu/MTFDIV/SitePages/Home.aspx>.

2. TRAINING GUIDELINES. ART training is standardized training that denotes mandatory training for those employees assigned to DHA MTFs/DTFs.

a. Training will fall into three categories:

(1) New Employee Training/All personnel, regardless of position (non-clinical and clinical)

(2) Direct Patient Care Training

(3) Clinical: Licensed/Permitted Personnel Training intended for clinical personnel that treat patients (e.g., Providers, Nurse Practitioners, Independent Duty Corpsmen, and Independent Duty Medical Technicians)

b. Upon check-in/new employee orientation, ART training must be completed within 30 days and will be completed annually or every 36 months thereafter as directed.

c. Health Insurance Portability and Accountability Act, Cyber Awareness Challenge, and Life Support training are covered under other directives/DHA policies.

GLOSSARY

ABBREVIATIONS AND ACRONYMS

ART	Annual Regulatory/Triennial
DAD	Deputy Assistant Director
DHA-AI	Defense Health Agency-Administrative Instruction
DHAR	Defense Health Agency Region
DTF	Dental Treatment Facility
E&T	Education and Training
MTF	Military Medical Treatment Facility
OSHA	Occupational Safety and Health Administration
SEAT	Staff Education and Training
SSO	Small Market and Stand-Alone Medical Treatment Facility Organization
TJC	The Joint Commission