

DEPARTMENT OF THE ARMY
WOMACK ARMY MEDICAL CENTER
BLDG 4-2817 REILLY ROAD
FORT BRAGG, NC 28310

REPLY TO
ATTENTION OF

MCXC-GME

20 NOVEMBER 2012

MEMORANDUM OF INSTRUCTION

SUBJECT: Active Duty Physician Assistant Shadowing Requirements for IPAP and LTHET Applicants

1. **BACKGROUND:** The Interservice Physician Assistant Program (IPAP) and the Long Term Health Education and Training (LTHET) application requirements include 40 shadowing hours of a military physician assistant, IAW AR 601-20 and the FY2014 LTHET message. This will culminate in the IPAP application letter of recommendation and completion of a USAREC Form 195, both of which are required for the IPAP application. LTHET also requires doctoral program applicants to complete 40 shadowing hours in the specialty they are applying for (e.g. orthopaedics, emergency medicine, intensivist/general surgery).
2. **PURPOSE:** To meet regulations and military medical privacy standards, applicants shadowing physician assistants in Fort Bragg must follow the procedures outlined below.
3. Report to Mr. Randal Shivy randal.shivy@amedd.army.mil (WAMC HESD basement) and Mr. Everardo Zamora everardo.zamora@amedd.army.mil (WAMC library basement) at least one month (waiverable based on circumstances) in advance of requested start date. They will conduct the proper inprocessing requirements you will need (checklist attached). Mr. Shivy will e-mail MAJ Amelia M. Duran-Stanton to initiate the scheduling process.
 - a. **Fort Bragg IPAP applicants:** MAJ Duran-Stanton will contact the Fort Bragg Senior PAs to identify a PA you will shadow. The PA will contact you to determine your schedule for shadowing. Applicants must ensure the shadowed PA knows they will need to author and submit recommendation letter and fill out the [USAREC FORM 195](#).
 - b. **Fort Bragg LTHET applicants:** those interested in the DSc in Clinical Orthopaedics will shadow MAJ Duran-Stanton. Those interested in the DSc in Emergency Medicine will shadow MAJ W. Joseph Bowman w.joseph.bowman@us.army.mil, MAJ Aaron Cronin aaron.cronin@us.army.mil and/or MAJ George Barbee george.a.barbee@us.army.mil . Those interested in the DSc in General Surgery will be coordinated to perform their shadowing hours in the emergency and general surgery departments. Those who are still undecided, we can accommodate for you to shadow ten hours from each specialization.
4. **REFERENCES:**
 - a. All IPAP application references may be found at the Army PA website at the following link: <http://www.usarec.army.mil/armypa/>
 - b. The LTHET AY 2014 message can be found at <https://www.milsuite.mil/book/docs/DOC-38256> (MilBook account required).
5. **NOTE:** There are discussions of increasing the shadowing hours to 80 hours for future applications for IPAP and LTHET so we highly recommend that you plan accordingly.
6. Any questions may be referred to the undersigned at amelia.duranstanton@us.army.mil, (910) 907-8269 IPAP office, (910) 907-6533 (Ortho office) or Mr. Randal Shivy at randal.shivy@us.army.mil (910) 907-8490 (HESD).



AMELIA M. DURAN-STANTON
MAJ, SP, OPA-C, PhD, DScPAS-CO
WAMC IPAP Phase 2 Clinical Coordinator

Womack Army Medical Center

Website for all required paperwork to do a rotation at WAMC

<http://www.wamc.amedd.army.mil/Pages/default.aspx>

List on left- Under Education

Graduate Medical Education- See Information on Student Requirements (For all)

In-processing Forms

Back ground and HIPAA- For all

SF85P (Back Ground Investigation Paperwork) **Civilians only**, **see instructions**

W2767 (For those of you who will be treating children under the age of 18) For All

Ancillary HIPAA Form- Non provider/Non Nursing students (For All that are not providers and not nurses)

Nursing HIPAA Form- for nursing students (For All nurses mil and Civ)

Provider HIPAA Form- For the Provider students (For Providers- both Mil and Civilian)

Doc of Vol. Service- just fill out top portion- (For All)

WAMC Form 25-1u- fill out top portion only, from SSN up. (For All)

Library registration form- this is only if you plan on checking out books from our Medical Library. (For All)

WAMC Student Standards of Conduct- how we would like you to behave while you are here. (For All)

Wearing of the Badge- just letting you know that you have to wear your badge while you're here(For All)

Immunization Forms

Immunization Paperwork- instructions (For All)

Student's immunization records- fill out top portion only (For All)

Immunization Page 2- answer questions 1-8 and fill out bottom left (For All)

ID CARD-POST ACCESS

FORM 1602- This is for our Civilian Students who do not have a DOD ID card, way to get on or off post (All Non DOD Card Holders)

ONLINE TRAINING

DOD HIPA A – Everyone need to do this Training Annually

How to register for HIPAA- instructions on how to register (For All)

Information Assurance- This training is for everyone that will have Computer Access (Both Mil & Civ)

Fire safety and infection control -

Fire Safety and Infection Control Book- this is the handbook for this test (For All)

Fire Safety test- answer sheet (For All)

Infection control test-answer sheet (For All)

Housing

Housing Information- this is an informational sheet for all needing info about housing (Available for both civilian and military)

Handouts

2011 National Patient Safety Goals (For All)

Adverse Drug Reaction Reporting (For All)

The Joint Commission's "Do Not Use" List (For All)

Womack Parking Policy (For All)

Maps

Directions on how to get to Womack Army Medical Center

Map of WAMC

Ft. Bragg Map