

**NAVAL HOSPITAL BREMERTON
DEPARTMENT TRAINING REPRESENTATIVE
POSITION DESCRIPTION**

GENERAL SUMMARY

The Department Training Representative (DTR) is a staff member assigned to the _____ Department at Naval Hospital Bremerton, WA who has been selected to coordinate, monitor, and document training and professional development activities. The DTR serves as a liaison between department personnel and the Education and Training Department (ETD). The NAVHOSPBREMINST 1500 series serves as the references for this position.

DUTIES AND RESPONSIBILITIES

- Serves as a liaison between department personnel and the (ETD) and:
 - Is knowledgeable of listed references and has a working knowledge of how to research and distinguish training and professional development requirements of department personnel.
 - Is able to identify key resource personnel.
 - Periodically meets with ETD DTR Program Manager to ensure departmental compliance with training mandates, staff development needs and changes in requirements.
 - Ensures all department personnel are registered with Navy Knowledge Online (NKO).
 - Assists with the dissemination of and monitors completion of training mandated by the command and higher authority by department personnel as requested by ETD.
- Coordinates completion of required training by department personnel, including, but not limited to:
 - Command Orientation within 30 days of reporting

- Department Orientation: Life Safety elements with 72 working hours of reporting and remaining elements within 90 days of reporting.
 - Department Specific Competency Assessment within 90 days of reporting and annual review.
 - Basic Life Support training at the appropriate level (Healthcare Provider or Heartsaver AED).
 - If applicable, restraint and bio-medical waste training.
 - Annual Update training as outlined in NAVHOSPBREMINST 1500.8.
 - All other periodic training as mandated by higher authority upon notification by ETD.
- As directed by the Department Head or Division Officer, coordinates in-service training for the department, maintains copies of training outline and rosters in department training files and documents training in Individual Training Records.
 - Contributes to SPMS-ET training database management by completing the following:
 - Forwards rosters from command required training programs as outlined in NAVHOSPBREMINST 1500.8 to SETD for inclusion in the SPMS database.
 - Maintains an Individual Training Record for all department personnel and forwards record with member upon transfer to another department or command.

QUALIFICATIONS

- Rating appropriate for the department.
- Appropriate military bearing and professional attitude.
- Strong interpersonal and communication skills.
- Strong organization and prioritization skills.
- Working knowledge of command training requirements.

- Working knowledge of command Individual Training Record (ITR) format.

SUPERVISORY CONTROLS

The DTR reports directly to the Division Officer of their assigned department. Additional supervision and guidance is provided by the ETD Training Record Program Manager and through periodic DTR training sessions.

I have read the Position Description for the Department Training Representative and I am aware of the duties and responsibilities expected of me.

Department Training Representative / Date

ETD Training Record Program Administrator / Date