

***Health Services Administrator
(Traditional Position)***

AFSC 41A3

******CLOSEOUT DATE: Open Until Filled******

AUTHORIZED GRADE: Lt Col (O-5)

Location: 166 Medical Group, Delaware Air National Guard, New Castle County Airport, New Castle, DE.

Position is open to commissioned officers (Lt Col and below) and personnel seeking a commissioning opportunity, who meet the identified Specialty Qualifications.

SPECIALTY SUMMARY:

- Manages health services activities, including plans and operations, managed care, human resource management, logistics management, patient administration, budgetary and fiscal management, medical manpower, medical facility management, biometrics, medical recruiting, and aeromedical evacuation. Directs the hospital accreditation program and management improvement studies.

41A3 AFSC substitutions in accordance with WMP-1 – None

DUTIES AND RESPONSIBILITIES:

- Formulates, interprets, and implements policy. Plans and organizes activities associated with peacetime and wartime health services administration, such as manpower, medical logistics, medical food service, hospitalization and aeromedical evacuation of patients, medical facilities management, repair, maintenance, construction, modification, and housekeeping, equipment maintenance and repair, information systems, clinical engineering, inpatient and outpatient records, and morale and welfare services for patients and medical personnel.

- Coordinates health services programs. Coordinates with comptroller, civil engineering, civilian and federal agencies, and other Air Force functions and activities to execute health services programs. Advises the medical professional staff and other staff health services officers on administrative matters pertaining to health services programs. Maintains liaison with civilian, military, and other federal activities to keep current in areas of interest to health services administration.

- Monitors and directs health services programs. Interprets and directs the implementation of policies governing health services programs. Directs the management of health services functions such as medical logistics, fiscal management, managed care, human resource management, patient administration, aeromedical evacuation, medical facility construction, modification, and design, and medical research administration. Develops financial plans and budget estimates for Air Force health services programs. Directs the preparation of biometric reports, directives, correspondence, and memoranda pertaining to health services administration. Controls utilization

of health services program funds in collaboration with the medical commander and comptroller. Prepares and exercises emergency, disaster, and defense plans, and monitors readiness training. Integrates cost management, quality and access to care issues into health services programs.

EDUCATION:

The following qualifying and completed degrees are acceptable for application into the MSC. Applicants wishing to apply for a MSC commission must have one of the qualifying degrees listed below:

- Graduate degrees: Health Administration, Healthcare Administration (or equivalent), Healthcare Management, Health Management and Policy, Health Services Administration (or equivalent), Hospital Administration (or equivalent), Accounting, Business Administration, Business Management, Economics, Finance, Marketing, Statistics, Information Systems Management, Health Information Management, Health Information Technology, Emergency Management, Architecture, Architectural Engineering, Civil Engineering, Construction Management, or other closely-related equivalent as specified below.

- Undergraduate degrees: Health Administration, Healthcare Administration (or equivalent), Healthcare Management, Health Management and Policy, Health Services Administration (or equivalent), Hospital Administration (or equivalent), Accounting, Business Administration, Business Management, Economics, Finance, Marketing, Statistics, Information Systems Management, Emergency Management, Biomedical Engineering, Clinical Engineering and Health Management/Health Systems Engineering, Information Management, Health Information Technology, Architecture, Architectural Engineering, Civil Engineering, Construction Management, Operations Research or other closely-related degree as specified below.

- Closely related degrees: Applicants may apply with a business-related degree either appropriate to a healthcare environment or closely related to a healthcare/medical administration degree. However, in order for the degree to qualify, the applicant must have successfully completed 6 of the following 12 subject areas within that degree program: accounting, business management, economics, emergency management, finance, healthcare administration, information management, leadership, marketing, research and analysis, logistics/supply chain management, or statistical analysis.

ADDITIONAL REQUIREMENTS:

- *To be eligible for an original appointment the applicant must be at least 18 years of age and not reached his/her 40th birthday.*

TRAINING REQUIREMENTS:

- For award of AFSC 41A3\A, completion of the basic health services administration course is mandatory.

- For award of AFSC 41A3\A, officers must have at least 12 months experience in one of the MSC core functions, which are prescribed as facility management, health facilities, health plan management, medical resources, healthcare information management and information technology, medical logistics, and medical readiness (including aeromedical evacuation), and must have the approval of their unit's senior ranking MSC.

APPLICATION PROCEDURES:

The following items must be included in the application package:

- *Resume or Curriculum Vitae*
- *Certified College Transcript*
- *Record Review Rip (if applicable)*
- *Printout of a current AF Fitness Assessment Score. (if applicable)*
- *Copy of all OPRs (Officers) and last five Enlisted Performance Reports (Enlisted Personnel)*

Application packages must be forwarded to:

*166 FSS/DP (ATTN: Maj Mulrooney)
2600 Spruance Drive, Corporate Commons
New Castle, DE 19720-1615
Maureen.mulrooney@us.af.mil*

Following initial screening, resumes will be forwarded to the 166 MDG/CC (Col Parris-Atwell) for interview/selection process. Personnel having additional questions concerning the unit should contact Capt Yvonne Azeltine at (302)-323-3385.