

**JUNIOR COMMISSIONED OFFICER STUDENT TRAINING AND EXTERN PROGRAM (JRCOSTEP)
STATEMENT OF DUTIES**

1. DEPARTMENT OF HEALTH AND HUMAN SERVICES (HHS) OPERATING DIVISION (OPDIV), STAFF DIVISION (STAFFDIV), OR NON-HHS ORGANIZATION TO WHICH ASSIGNED		BUREAU / INSTITUTE / CENTER / DIVISION	
2. BRANCH		SECTION	
3. DUTY STATION ADDRESS AND PHONE NUMBER			
4. DATES OF ASSIGNMENT		Start	End
5. ASSIGNMENT SETTING			
6. JRCOSTEP RESPONSIBILITIES			
7. TRAINING TO BE RECEIVED ON THE JOB			
8. JRCOSTEP PRECEPTOR (<i>Name, Title, Address, E-mail Address, and Phone Number</i>)			
9. MINIMUM QUALIFICATIONS FOR JRCOSTEP			
10. CATEGORIES (<i>Mark all applicable categories</i>)			
<input type="checkbox"/> Medical <input type="checkbox"/> Dental <input type="checkbox"/> Nurse <input type="checkbox"/> Engineer <input type="checkbox"/> Scientist <input type="checkbox"/> Environmental Health			
<input type="checkbox"/> Veterinary <input type="checkbox"/> Pharmacy <input type="checkbox"/> Dietetics <input type="checkbox"/> Therapy <input type="checkbox"/> Health Services (<i>Specify</i>) _____			
11. OPDIV/ STAFFDIV / NON-HHS ORGANIZATION REPRESENTATIVE	Signature		Date
	Name and Title (<i>Please type or print</i>)		
12. OCCO JRCOSTEP REPRESENTATIVE	Signature		Date

**INSTRUCTIONS FOR COMPLETING JRCOSTEP
STATEMENT OF DUTIES, FORM PHS-6279**

For information on JRCOSTEP, see INSTRUCTION 4, Subchapter CC25.2, Commissioned Corps Personnel Manual (CCPM). The CCPM is available on the Commissioned Corps Management Information System Web site -- <http://dcp.psc.gov> -- click on Publications.

GENERAL

- Prepare a typed copy of form PHS-6279 for each assignment.
- Send form(s) to your OPDIV/STAFFDIV/non-HHS organization JRCOSTEP representative for review.
- The OPDIV/STAFFDIV/non-HHS organization JRCOSTEP representative will forward the form(s) to:
Office of Commissioned Corps Operations
ATTN: JRCOSTEP Coordinator
1101 Wootton Parkway, Plaza Level, Suite 100
Rockville, MD 20852
- An approved form PHS-6279 will be:
 - a. Signed by the Office of Commissioned Corps Operations (OCCO) JRCOSTEP Coordinator; and
 - b. Distributed to:
 - (1) OPDIV/STAFFDIV/non-HHS organization JRCOSTEP representative -- 2 copies (one for immediate supervisor)
 - (2) JRCOSTEP participant in orders packet

SPECIFIC

- Items 1 - 4 Self-explanatory.
- Item 5 Describe the setting in which the student will work. Example: XYZ Medical Center serving 15,000 residents. Comprehensive health services are provided by a health team of physicians, nurses, dentists, etc. The student will work with selected cases from the hospital's outpatient load of 54,000 visits annually.
- Item 6 JRCOSTEP Responsibilities examples: (70% participant's time)
 - a. Assist with physical examination of selected patients. Calculate major health hazards for each patient and assist with the development of a preventive medical program to reduce health hazards.
 - b. Collect water samples for laboratory examination and assist with analysis of same.
 - c. Assist with the nursing care of medical and surgical patients and administer authorized medications and treatments.
- Item 7 Training Activities examples: (30% participant's time)
 - a. Will be introduced to epidemiology of major clinical entities of cancer.
 - b. Will participate in staff meetings and in-service education programs.
 - c. Will receive orientation on the Commissioned Corps of the United States Public Health Service (Corps).
- Item 8 Preceptor:
Identify a senior level staff member, preferably a Corps officer, who will be responsible for the conduct of the training experience and the orientation program.
- Item 9 State whether a 2nd, 3rd, or 4th year baccalaureate student is desired, or whether a student in a graduate program or a 1st, 2nd, 3rd, or 4th year medical, dental, or veterinary student is desired.
- Item 10 State discipline desired. Examples are: Physician, Engineer, Veterinarian, Therapist, Dentist, Pharmacist, Dietitian, Nurse, Environmental Health professional, Scientist, Health Record Administrator, Social Worker, Optometrist, Podiatrist, Medical Technologist, Health Educator, Physician Assistant, Hospital Administrator, Psychologist, or Physicist.
- Item 11 Self-explanatory.