



# Argent Technologies, LLC



## Flight Surgeon Little Rock AFB, AR

### MINIMUM QUALIFICATIONS

- **Degree:** Doctor of Medicine (M.D.) or Doctor of Osteopathy (D.O.). Graduate from an accredited medical school in the United States or Canada. This degree must have been accredited by the Council on Medical Education of the American Medical Association; Association of American Medical Colleges; Liaison Committee on Medical Education; Commission on Osteopathic College Accreditation of the American Osteopathic Association, or an accrediting body recognized by the U.S. Department of Education and the Accreditation Council for Graduate Medical Education (ACGME) at the time the degree was obtained (e.g. Royal College of Physicians and Surgeons of Canada (RCPSC), College of Family Physicians of Canada (CFPC).
- **Foreign Trained Physicians:** A Doctor of Medicine or equivalent degree from a foreign medical school must provide education and medical knowledge substantially equivalent to accredited schools in the United States. Evidence of equivalency to accredited schools in the United States is demonstrated by permanent certification by the **Educational Commission for Foreign Medical Graduates, a fifth pathway certificate** for Americans who completed premedical education in the United States and graduate education in a foreign country, or successful completion of the U.S. Medical Licensing Examination.
- **Internship/Residency:** Successful completion of an internship and residency program (corresponding to the specialty required in the TO) which has been approved by the Accreditation Council for Graduate Medical Education or the Committee on Postdoctoral Training of the American Osteopathic Association.

Subsequent to obtaining a Doctor of Medicine or Doctor of Osteopathy degree, a candidate must have had at least 1 year of supervised experience providing direct service in a clinical setting (i.e., a 1-year internship or the first year of a residency program in a hospital or an institution accredited for such training). For purposes of this requirement, graduate training programs include only those internship, residency, and fellowship programs that are approved by accrediting bodies recognized within the United States or Canada. Descriptions of such programs are described below.

- An internship program involves broadly based clinical practice in which physicians acquire experience in treating a variety of medical problems under supervision (e.g., internal medicine, surgery, general practice, obstetrics- gynecology, and pediatrics). Such programs



are in hospitals or other institutions accredited for internship training an appropriate accrediting body.

- A residency program involves training in a specialized field of medicine in a hospital or an institution accredited for training in the specialty by an appropriate accrediting body.
- A fellowship program involves advanced training (beyond residency training) in a given medical specialty in either a clinical or research setting in a hospital or an institution accredited in the United States for such training.
- **Licensure/Registration:** Current, full, active, and unrestricted license to practice medicine as required by the Physician's governing state medical board in the U.S
- **Board Certification:** Possess and maintain current board certification in Aerospace Medicine, Family Medicine, Internal Medicine, Emergency Medicine, Occupational Medicine, Sports Medicine, or Preventive Medicine
- Possess and maintain current **BLS and ACLS**
- Provide proof of immunization from the following diseases according to Centers for Disease Control (CDC) guidelines: Hepatitis B, influenza, measles, mumps, rubella, and varicella. HCWs shall also provide proof of a negative TB skin test (two-step testing) completed within the past 12 months (if positive, proof of negative chest X-ray within the past 12 months) prior to the required start date. In addition, HCWs shall provide proof of TDAP (Tetanus, Diphtheria, and Pertussis) immunization prior to start of work, even if the tetanus booster is not yet due according to CDC guidelines. HCWs shall be immunized annually with the seasonal influenza vaccine and any other vaccine recommended by the Advisory Committee on Immunization Practices (ACIP) of the CDC for HCWs.

## EXPERIENCE

Experience requirements are as follow:

- (a) Successful completion of a minimum of **2 years active duty or Reserve/National Guard equivalent U.S. military Flight Surgeon experience, which must be within five years of date of hire.**

Note: **Candidates not meeting the qualifying requirement (a), MAY be considered provided that the qualifying requirement (b) are fulfilled and the applicant understands the responsibilities outlined in the document. If the applicant does not meet the requirements of qualifying requirement (a), then qualifying requirement (c) will not apply. Any experience as a Federal Aviation Administration (FAA) certified examiner will be taken into account by the 19th Medical Group as additional qualifying experience.**

- (b) Active duty Flight Surgeon experience must have included: sufficient experience in Air Force medical standards to conduct special operational evaluations, including (but not limited to): PHA for flyers/special duty personnel, initial certification exams for flying/special duty applicants (Including foreign military personnel attending US military training, initial health screening for foreign military personnel attending US military training), aeromedical disposition for flying/special operational duty, conduct adaptability rating assessment for military special duty applicants, apply AFI 48-123 and AFI 10-203 (including profiling and duty restrictions as Profile Officer), primary care for active duty personnel and



their family members.

- (c) Air National Guard or Air Force Reserve Command Flight Surgeons who are currently credentialed in Flight Medicine by the ANG or AFRC may utilize their current Flight Medicine credentials in the Flight Surgeon's office while functioning in a civilian Flight Medicine physician role. The current ANG/ AFRC flight medicine credentials must be maintained to allow continued function in the civilian Flight Surgeon physician role).
- (d) Be capable of adequately diagnosing and treating a wide-range of adult acute and chronic diseases and injuries including but not limited to conditions of the:
  - Skin/Pulmonary System
  - Head/Gastrointestinal System
  - Eyes/Musculoskeletal System
  - Ears/Genitourinary System
  - Nose/Reproductive System
  - Throat/Lymphatic System
  - Neck/Central Nervous System
  - Cardiovascular System Endocrine System
  - Psychiatric and Behavioral Health
- (e) Have sufficient experience to be able to adequately perform medical procedures to include, but not limited to, the following:
  - Secure and maintain an adequate airway to include endotracheal intubation
  - Cardioversion of life threatening arrhythmias
  - Simple minor surgical procedures: punch biopsies, excision of skin lesions
  - Simple abscess incision and drainage
  - Nail trephination
  - Sling or swath injuries
  - Lumbar puncture
  - suture simple laceration
  - Suture removal
  - Cryotherapy
  - Nebulizer treatment
  - Bladder catheterization
  - Cultures (throat, wound)



- Remove ocular, nasal and ear foreign bodies
- Clearing of ears by flush technique
- Reduce simple dislocations and fractures, when appropriate
- Bandaging of sprains, minor burns, and minor lacerations
- Perform venous punctures for lab studies and interpret results
- Draw arterial blood gases for evaluation and interpret results
- Administer intravenous, intramuscular and subcutaneous medications as appropriate
- Stabilize and evaluate cervical spine injuries as appropriate
- Splint and stabilize traumatic injuries to extremities

**Recognized Holidays:** Contract HCWs will not be required to work on federally recognized holidays.

**Hours of Performance:** The performance hours of the MTF are as follows:

Our facility is an Outpatient Clinic. The clinic hours are from 7:00 AM and 5:00 PM Monday through Friday excluding federal holidays and down days. MTF Commander may elect to close the facility for training days, and family days.

**Scheduling:** The schedule or scheduling process is as follows:

Contract employees will be scheduled to work between 7:00 AM and 5:00 PM, Monday through Friday with a one hour lunch period. Schedule will be set at the discretion of their MTF Section. Contractors will not exceed 40 hours per week. Contract employees will not be required to work on federally recognized holidays or Down Days declared by the MTF CC. However, contractors might be scheduled to work on training and family days if required by their MTF Section.

**Recording HCW Time:** Changes to the recording of HCW time identified in the contract PWS are as follows:

Contract personnel will be required to submit their worked hours in the Defense Medical Human Resources System – internet (DHMRS-I) in accordance with AF and Medical Group policies. Contract personnel will also complete time cards and provide them monthly to the Government Supervisor or Functional Requirements Evaluator Designee (FRED).

**Closures:** During a planned closure of the facility due to training, holiday or unplanned closure due to unusual and compelling circumstances (e.g., natural disasters, military emergencies, severe weather), the Contractor will be compensated for the unplanned closure (personal services only)

Planned closures are not billable to the Government unless the HCW is scheduled to work during the planned closure. In the event of an unplanned closure of the facility due to natural disasters, military emergency or severe weather, the contracted HCW will be allowed to bill the Government if the following two conditions exist:

1. Local base policy and base access procedures prevented the HCW from performing duties at the place of performance (e.g., base closed during inclement weather); and
2. The contracted HCW was scheduled to work (e.g., HCW was not on leave).



3. Place of Performance: The work to be performed under this contract will be at *Little Rock AFB, 72099*. HCWs shall receive notification two weeks prior to the reassignment to another location **with a 40-mile commuting radius of their assigned MTF**.

**Mission Essential:** No

**Contractor Travel:** Reimbursement will not be provided for travel within a 40-mile radius of the place of performance. HCW travel requirements are as follows: n/a

**Relocation Costs:** The Government will not pay the Contractor to relocate HCWs.

**Orientation:** Orientation will be paid at the billable rate

**Computer Skill Competency:** Each HCW shall demonstrate competency as required in the contract and as follows:

Must have working knowledge on basic computer applications (e.g. Microsoft Word, PowerPoint, Excel, Project, and Outlook), and internet familiarity.

**MTF Training:** Additional training requirements are as follows:

HCW shall complete all MTF training requirements specific to their position IAW Air Force Manuals (AFMAN's), Air Force Instructions (AFI's), and the Medical Group Instructions (MDG-I's). All trainings will take place after contract employees are in place.

**MTF Standards:** Specific policies, procedures, and instructions/regulations for the place of performance are as follows:

IAW all applicable AFIs, and the Medical Group Instructions, MDG-I's. Some applicable policies include but are not limited to AFI 48-123, *Medical Examinations and Standards*, AFI 10-203, *Duty Limiting Conditions*, DoD 5210.42R, *Department of Defense Nuclear Weapon Personnel Reliability Program (PRP) Regulation*, AFMAN 13-501, *Nuclear Weapons Personnel Reliability Program (PRP)*, AFI 48-149, *Flight and Operational Medicine Program (FOMP)*.

**Competency-Based HCW Interviews:** Prior to HCW placement, the Government will contact the HCW to determine if the HCW meets the requirements set in the contract and/or task order.

If required, interviews will be done within 7 days of receiving HCW qualifying package and conducted via telephone.

**Duties :** The duties for the HCW are but not limited to:

- Perform a full range of physician services in accordance with privileges granted by the MTF.
- Direct, perform, or assist in the instruction of other health care professionals within the scope of the clinical privileges or responsibilities.
- Examine, diagnose, treat or prescribe courses of treatment within the scope of training, experience, and privileges.
- Provide preventive and health maintenance care, including annual physicals, positive health behaviors, and self-care skills through education and counseling.



- Order diagnostic tests as applicable as well as request consultation or referral with appropriate physicians, clinics, or other health resources as indicated.
- Technically proficient in directing and teaching other medical staff, providing educational lectures and participating in the provision of in-service training to clinic staff members. Such direction and interaction will adhere to Government and professional clinical standards and accepted clinical protocols.
- The Physician – Flight Surgeon shall provide health care to beneficiaries assigned to the Flight Medicine Clinic, Occupational Health Clinic, or other civilian Flight Medicine physician positions as defined by the MTF. These tasks include performing primary care and occupational health clinician duties and the associated administrative tasks.
- Care shall include but not be limited to continuing, comprehensive health maintenance and provision of medical care, including preventive medicine, behavioral health, occupational health, and community health.
- The Physician – Flight Surgeon may become the primary care manager (PCM) for a panel of patients. As a PCM, the Physician – Flight Surgeon will be the primary person responsible for the management of the health and wellness of his/her assigned patients. Duties include but are not limited to:
  - Examination of patients, formulation differential diagnostic plans, defines and orders required diagnostic testing.
  - Interpretation of examination findings and test results, and implementation of treatment plans.
  - Determines need for consultation and assists in medical care and treatment provided at the direction of other specialists.
  - Approving/disapproving subspecialty referrals.
  - Directing case management activities
  - Answering patient telephone consults with the assistance of clinic staff.
  - Providing primary and secondary preventive maintenance care.
- The Flight Commander, Flight Medicine Clinic will assign specific duties/patient care assignments, and other duties deemed necessary.
- Diagnose and treat a wide-range of adult acute and chronic diseases and injuries including but not limited to conditions of the Skin, Pulmonary System, Head, Gastrointestinal System, Eyes, Musculoskeletal System, Ears, Genitourinary System, Nose, Reproductive System, Throat, Lymphatic System, Neck, Central Nervous System, Cardiovascular System, Endocrine System, Psychiatric and Behavioral Health.
- Perform medical procedures to include, but not limited to, the following:
  - Basic Life Support, Advanced Life Support
  - Secure and maintain an adequate airway to Include endotracheal intubation
  - Cardioversion of life threatening arrhythmias



# Argent Technologies, LLC

- Simple minor surgical procedures: punch biopsies, excision of skin lesions
  - Simple abscess incision and drainage
  - Nail trephination
  - Sling or swath injuries
  - Lumbar puncture
  - Suture simple laceration
  - Suture removal
  - Cryotherapy
  - Nebulizer treatment
  - Bladder catheterization
  - Cultures (throat, wound)
  - Remove ocular, nasal and ear foreign bodies
  - Clearing of ears by flush technique
  - Reduce simple dislocations and fractures, when appropriate
  - Bandaging of sprains, minor burns, and minor lacerations
  - Perform venous punctures for lab studies and interpret results
  - Draw arterial blood gases for evaluation and interpret results
  - Administer intravenous, intramuscular and subcutaneous medications as appropriate
  - Stabilize and evaluate cervical spine injuries as appropriate
  - Splint and stabilize traumatic injuries to extremities
- Review, interpret, and act upon medical surveillance data relating to the Occupational Health program.
  - Prepare records and reports as required in support of services rendered in accordance with established procedures.
  - Attend and participate in patient care reports, Flight and Operational Medicine Working Group (FOMWG), Deployment Availability Working Group, weekly 2992 review meetings, patient care conferences, team conferences, professional staff conferences and other appropriate professional activities only to the extent that such attendance and participation is relative to his/her assigned cases and/or performance of services as determined by the MTF Chief of Aerospace Medicine.
  - The Physician – Flight Surgeon providers shall be available to serve as the Flight and Operational Medicine (FOM) Medical Director if appointed by the AMDS/CC with recommendation from the SGP. The FOM Medical Director roles and responsibilities will consist of but not be limited to: ensure the clinic staff follows direction from the SGP; advises the FOM Flight Commander on clinical quality; advises the senior reviewer for aeromedical dispositions.



- Aeromedical Dispositions: The Physician – Flight Surgeon providers will be allowed to make aeromedical dispositions ONLY if they meet experience requirements listed above. Aeromedical dispositions must be specifically listed on the Flight Surgeon's credentials and privileges list, which requires initial review and approval by the MTF's SGP. The term "aeromedical disposition" includes drafting and reviewing aeromedical waivers, signing initial, periodic, DNIF, and return-to-fly 2992s. Exceptions to this policy require approval from AFMSA/SGPF. Civilian Flight Surgeons will not be granted base-level waiver authority.
- The Physician – Flight Surgeon providers will not fly (as part of their duties), or participate in exercises beyond the scope of medical care specified in their privileges/credentials. They will not be utilized as Squadron Medical Element physicians.
- Credentialed Physician – Flight Surgeon providers may respond to HAZMAT and respond to in-flight emergencies. They will not participate in after-hours call.
- The Physician – Flight Surgeon providers will conduct special operational evaluations, including (but not limited to: PHA for flyers/special duty personnel, initial certification exams for flying/special duty applicants (including foreign military personnel attending US military training, initial health screening for foreign military personnel attending US military training), aeromedical disposition for flying/special operational duty, conduct adaptability rating assessment for military special duty applicants, apply AFI 48-123 and AFI 10-203 (including profiling and duty restrictions as Profile Officer).
  - **Note:** Civilian Flight Medicine providers will only conduct the listed evaluations if they meet the experience requirement (a) outlined in this TO under Part 5- Performance Requirements, or if specifically waived by Headquarters, AFMOA.
- Perform deployment related health assessment and annual mental health assessment services that comply with applicable Department of Defense and Air Force policy and guidance, to include required standards of care and clinical practice guidelines.
- HCW must become proficient in the use of the following computer systems: Composite Health Care Systems (CHCS) – Armed Forces Health Longitudinal Technology Application (AHLTA), Aeromedical Services Information Management System (ASIMS), Preventive Health Assessment and Individual Medical Readiness (PIMR), and any additional computer systems that are relevant to this position.
- Contractor employees must identify themselves as contractor personnel by introducing themselves or being introduced as contractor personnel and displaying distinguishing badges or other visible identification for meetings with Government personnel. Contractors, must appropriately identify themselves as contractor employees in telephone conversations and in formal and information written correspondence.

**Security Investigative Requirements:** The Contractor shall ensure HCWs comply with the following security requirements not already identified in the contract PWS:

HCWs shall be subject to the following additional security investigative processes, to include appointments with Security Managers:

Security Investigative Requirements are as outlined in the contract and this TO. Timelines are as follow:





# Argent Technologies, LLC

- The company shall have the contract employee provide a personal email address, and complete Optional Form 306, Declaration for Federal Employment. Once these information is submitted to the Unit Security Manager, online access to the Electronic Questionnaires for Investigations Processing (e-QIP) will be granted. HCW shall complete their e-QIP prior to start date, and submit it to MTF security manager at least 7 calendar days prior to HCWs start date.
- Contractor shall schedule a fingerprints appointment with the Unit Security Manager no later than 7 calendar days before start date. "Favorable" fingerprints result must be received by Unit Security Manager before start date or Common Access Card (CAC) can be issued.

**Call-Back Hours:** HCWs will not be required to report in-person to the MTF during on-call hours if needed. The number if call-back hours and timeframe is as follows:

N/A

**On-Call Hours:** On-call requirements for each labor category are as follows:

N/A

**Overage Hours:** Overage hours for each labor category are as follows:

N/A

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**I have read and fully understand the minimum qualifications and duties and will comply with all requirements under this contract service.**

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)