

Clinical Center - HNJ

(1) Provides patient facilities and services for clinical investigations in the Clinical Center; (2) conducts research in clinical care, hospital administration, and related areas; and (3) supervises residency and other training programs.

Office of the Chief Executive Officer (OCEO) – HNJI

Provides leadership and direction to the Clinical Center programs of patient care, hospital operations, training programs, and support services.

Office of the Executive Officer - HN12

Directs and coordinates the activities of the functional areas that provide (1) personnel management, (2) administrative management and strategic planning, (3) patient and healthy volunteer recruitment efforts, (4) procurement and contracts management, (5) facilities management of the CC physical plant, and (5) interpretation and release of research findings and other information issues to the public.

Office of Administrative Management - HNJ122

Directs, coordinates, and conducts administrative management and planning activities by providing support and services to all CC departments in the areas of general administrative management, personnel management, finance and budget, acquisitions management, information resource management, facilities and space management, and other areas related to general administration of the CC.

Office of Workforce Management and Development - HNJ128

(1) Empower leaders with the knowledge and skills to manage a federal workforce; (2) Develop staff to enhance performance and foster the next generation of leaders; (3) Assist supervisors and managers to address organizational and personnel issues, and (4) Ensure effective recruitment, retention and engagement strategies.

Office of the Family Lodge - HN129

(1) Provides a hotel-like environment for families and loved ones of adult patients receiving care at the NIH CRC; (2) provides services, including 34 guest rooms, a library, generously equipped business and telecommuting center, fitness center, large kitchen, laundry rooms, and comfortable social areas; and (3) provides space for solitude, family meetings, and supportive fellowship.

Materials Management and Environmental Services Department - HNJ12B

The Materials Management and Environment Services Department (MMES) is responsible for: (1) acquisition of supplies, inventory management, and storage and distribution of materials; (2) ensures efficient housekeeping operations and compliance with appropriate infection prevention, safety, OSHA, Joint Commission and regulatory standards; this includes cleaning of the NIH Clinical Center patient rooms, offices, ancillary departments, outpatient areas, public areas (including cafeterias), laboratories in the CRC, and the Family Lodge, and the provision of laundry services; (4) provides sterilization and decontamination services for medical/surgical supplies and equipment; (5) management of the NIH Clinical Center loading docks and waste operations, and the functioning of NIH Clinical Center equipment, including the maintenance and performance monitoring of highly specialized clinical medical equipment, and service contract management; (6) houses Clinical Center property management; (7) planning, development, implementation, and coordination of services provided to the Clinical Research Center; (8) provides expert advice and consultation on products and equipment required for patient care including recall notices, trials, product updates, and training; (8) ensuring the quality of cleaning, this includes cleaning safety practices, routinely making rounds within the NIH Clinical Center, and providing quality scores for levels of cleanliness; and (9) responsible for management of the laundry contract, and acquisition, pick up and distribution of laundry, as well as serving the Family Lodge and the Children's Inn for laundry services.

Central Hospital Supply Section - HN12B2

Staff is responsible for the collection, receiving, decontamination process, cleaning, packaging, sterilization and reissuing of all instrument sets, trays, equipment and medical devices to ward areas, surgery and clinical activities. Issues and maintains stock of medical supplies and devices used by the professional staff in direct patient care applications. Processes all reusable items and is the central sterilization facility of the Clinical Center.

Biomedical Engineering and Personal Property Management Section - HN12B3

The function of the Clinical Center's Biomedical Engineering and Property Management Section, is to provide and maintain safe, functional and effective medical equipment which are used in the patient care environment. Clinical Center Personal Property is managed and controlled according to NIH and Federal Regulations.

Storage and Distribution Section - HN12B4

Staff is responsible for the receipt and issues of all equipment and supplies, including subsistence and forms. Packs and ships all outgoing shipments, excluding patient drug mailouts. Provides clean and safe storage of all items maintained in warehouse stock. Coordinates movement of furniture and equipment.

Inventory Management Section - HNJ12B5

The functions of this section will primarily be but not limited to the following; (1) acquire goods and services for Clinical Center/Materials Management Department customers in the most economic and efficient way possible, (2) maintenance of Central Processing & Distribution (CPD) Program, (3) manage and control the Materials Management Department Inventory, (4) maintenance of DELPRO Inventory actions, (5) facilitate budget control and accountability, (6) maintain purchase card activity, (7) review and process to OPM all requests for purchase from MMD sections via the Purchase Request Tracking System (PRTS), (8) maintain and expand the use of Department of Defense Prime Vendor Program, (9) perform cost and supply studies, (10) product availability research, (11) foster staff development, (12) facilitate the development of performance improvement, (13) promote quality and service to existing customers in the Clinical Center, (14) pursue expanding the provision our services throughout the Clinical Center, (15) explore ways ordering can be consolidated within the Clinical Center

Environmental Services Section – HN12B6

The Environmental Services Section is responsible for: (1) ensuring efficient housekeeping operations and ensuring compliance with appropriate infection prevention, safety, OSHA, Joint Commission and regulatory standards; (2) includes the cleaning of NIH Clinical Center patient rooms, offices, ancillary departments, outpatient areas, public areas (including cafeterias), laboratories, and the Family Lodge; and (3) also includes waste management services.

Nutrition Department - HN12C

(1) Provides food service and nutritional care to all patients; (2) Provides nutrition and diet expertise for research protocols; (3) Provides nutrition counseling for both in- and out-patients; (3) Conducts research in clinical nutrition and food service administration; and (4) Provides continuing education for Nutrition Department Staff.

Clinical Nutrition Service – HNJ12C2

(1) Provides food service and nutritional care to all patients; (2) Provides nutrition and diet expertise for research protocols; (3) Provides nutrition counseling for both in- and out-patients; (3) Conducts research in clinical nutrition and food service administration; and (4) Provides continuing education for Nutrition Department Staff.

Food Service - HN12C3

(1) Provides food service and nutritional care to all patients; (2) Provides nutrition and diet expertise for research protocols; (3) Provides nutrition counseling for both in- and out-patients; (3) Conducts research in clinical nutrition and food service administration; and (4) Provides continuing education for Nutrition Department Staff.

Social Work Department - HN12D

(1) Provides social work service to institutes conducting clinical investigations; (2) conducts research in social work activities related to patient care.

Spiritual Ministry Department - HNJ12E

(1) Provides spiritual ministry to Clinical Center patients and their families; (2) holds religious services in the Clinical Center; (3) acts as liaison with religious groups not represented by the staff chaplains; (4) conducts research and training programs in hospital ministry.

Office of Hospitality and Volunteer Services - HN12G

(1) Provides services to support the patient experience from the perimeter of campus to their first appointment, including reception, front desk and intradepartmental unit clerks; (2) operates messenger and escort services; (3) operates patient library services; (4) directs Patient Ambassador Volunteer Program; (5) coordinates and delivers tours, special events, and conference room management for the Clinical Center; and (6) serves as liaison between the Clinical Center and the Office of Research Services in coordination of security and campus access matters as they relate to patients, visitors, and employees.

Patient Support Services Department- HN12H

Provides patient support services in support of the research programs conducted at the NIH Clinical Center; (2) provides patient access education and training for members of the research teams and administrative staff; and (3) provides quality assurance monitoring and reporting.

Chief of Patient Support Services Department - HN12H2

Directs and coordinates the activities of the functional areas responsible for (1) outpatient registration and inpatient admissions for all research participants; (2) patient transportation (ambulance and taxi); (3) patient travel services (4) patient travel reimbursement; (5) patient lodging; (6) patient appointment scheduling; (7) outpatient clinic administrative support; (8) patient access education and training for members of research teams and administrative staff; (9) quality assurance monitoring, report generation and analysis, and performance improvement activities.

Admissions, Voucher, Clinic Clerk - HN12H3

(1) Provides outpatient registration and inpatient admission services for CC research participants (patients); (2) provides patient transportation and travel services; (3) provides patient travel reimbursement services; and (3) provides outpatient clinic administrative support services.

Office of the Chief Financial Officer - HN13

Directs the work and activities of the functional areas that (1) coordinate all financial and budgetary programs of the CC including developing and maintaining an activity-based cost accounting system, compilation and preparation of CC budget activities, tracking manpower utilization, determining financial impact of institute protocols, and directing and coordinating the planning and implementation of all CC financial systems; (2) provide centralized protocol support services to facilitate development, approval, implementation and evaluation of clinical research protocols; and (3) provide information technology to enhance research productivity, clinical care and hospital management.

Office of Financial Resources Management - HN132

(1) Plans, directs, and coordinates all financial and budgetary programs of the CC; (2) develops and maintains an activity-based cost accounting system; (3) oversees the compilation and preparation of CC budget activities; (4) tracks manpower utilization; (5) determines financial impact of institute protocols on the CC; and (6) directs and coordinates the planning and implementation of all CC financial systems.

Office of Protocol Services - HNJ135

Provides centralized, standardized support services to IC principal investigators to facilitate development, approval, implementation, and evaluation/monitoring of clinical research protocols that are in compliance with the regulations governing human subjects research. Protocol data is collected and maintained in a computerized database from which administrative reports are generated and provided to the ICs and the OD. Special projects to enhance and improve protocol services (e.g., protocol writing application and an adverse event reporting system) that link directly to the Clinical Research Information System are undertaken by OPS.

Office of Management Analysis and Reporting - HNJ136

(1) Performs analysis and reporting of Clinical Center census, activity, cost and patient quality measures to contribute to the efficient decision management decision-making; and (2) supports the needs of the Institutes as it relates to protocol resource utilization analysis and reporting.

Department of Clinical Research Informatics – HNJ138

Responsible for the appropriate use of information technology to enhance research productivity, clinical care, and hospital management.

Health Information Management Division - HNJ1382

Provides expert consultative services for the management of all medical record and other related health information management services including: (1) maintenance of electronic health records; (2) processing requests for access to and release of patient information; (3) performing clinical documentation integrity reviews to support timely and accurate documentation in electronic health records; (3) overseeing regulatory review of records by outside groups; (4) coding of diagnoses and procedures; and (5) providing support services for patient and referring clinician portals.

Office of Acquisitions - HNJ139

(1) Directs a centralized hospital contracting operation serving all departments of the Clinical Center; (2) provides advice and assistance to the management of all departments on procurement planning with responsibility for solicitation, evaluation, negotiation and award, contract administration, and contract closeout; and (3) is responsible for implementing Federal, Departmental, NIH, and local procurement laws, regulations, policies, and procedures in the accomplishment of the Clinical Center's procurement support activity.

Contracts Section 1 - HNJ1392

(1) Directs a centralized contracting branch serving various departments of the Clinical Center; (2) provides advice and assistance to the management of those departments on acquisition planning with responsibility for solicitation, evaluation, negotiation, award, contract administration, and contract closeout, and (3) is responsible for implementing Federal, Departmental, NIH and local acquisition laws, regulations, policies and procedures in the accomplishment of the Clinical Center's acquisition support activity.

Contracts Section 2 - HNJ1393

(1) Directs a centralized contracting branch serving various departments of the Clinical Center; (2) provides advice and assistance to the management of those departments on acquisition planning with responsibility for solicitation, evaluation, negotiation, award, contract administration, and contract closeout, and (3) is responsible for implementing Federal, Departmental, NIH and local acquisition laws, regulations, policies and procedures in the accomplishment of the Clinical Center's acquisition support activity.

Office of the Chief for Educational Affairs and Strategic Partnerships - HN17

Provides leadership and direction of the clinical research educational programs in the NIH Clinical Center as well as clinical training programs and new partnerships with extramural investigators

Biomedical Translational Research Information System - HNJ18

(1) Responsible for the development and management of the NIH Clinical Research Data Repository (CRIS II), which houses all of the clinical research information from the intramural research program; and (2) in conjunction with the National Library of Medicine, serves as the locus for an intramural medical informatics training program.

Office of Employee Ethics (OEE) HN1A

(1) Plans, directs, and implements a comprehensive ethics program in accordance with the requirements established by the Office of Government Ethics, the Department of Health and Human Services, and the National Institutes of Health; (2) provides advice and counsel to managers, supervisors, and employees on the statutes, regulations, and policies conflict of interest, standards of conduct, representational activities, post-employment activities, and other ethics-related issues; (3) manages and administers the public and confidential financial disclosure reporting system, reviews and certifies reports for substantive conflicts of interest or other violations of ethics rules, and implements remedies for identified conflicts; (4) reviews, recommends, and/or approves outside activity requests by employees for conformance with statutes, regulations, and policies and reviews and approves the annual report of outside activities by employees; (5) renders determinations under the Standards of Ethical Conduct with respect to awards, honorary degrees, prohibited gifts, conflicts of interest, impartiality, and other matters requiring a disposition by the agency ethics official; (6) administers procurement integrity ethics provisions, including any and all procurement integrity advisory opinions; (7) provides ethics clearance for sponsored travel reimbursement authorities; (8) assesses information provided by employees or others to ascertain the application of conflict of interest statutes, regulations, and policies and resolves actual or potential conflicts or the appearance of a loss of impartiality; (9) manages the ethics training program for new employees and current employees in accordance with Office of Government Ethics regulations and/or NIH specific policies; provides ethics reports to the NIH, Congress, and others; and enforces ethics laws, standards of ethical conduct, and related provisions through criminal referrals and/or administrative sanctions.

Office of Communications and Relations (OCMR) HN11B

(1) Directs and implements a broad range of internal and external communications about the Clinical Center programs and accomplishments including media relations, community relations and public information; (2) serves as the central point of contact for the general public and the CC; and (3) advises executive and clinical staff on effective communication strategies.

Nursing Department - HN3

Provides nursing services to research programs conducted in the Clinical Center (CC); (2) conducts research in clinical nursing care and nursing service administration; and (3) provides continuing education and training to nursing staff.

Deputy for Clinical Operations - HNJ312

Manages the recruitment and hiring of qualified personnel in collaboration with NIH Human Resources. Provides administrative services, which support the staffing and workforce management of the Nursing Department including off shift supervisors, coordination of Float Pool/Per Diem staff, and external nursing agencies.

Deputy for Research and Practice Development - HNJ313

Supports the development and documentation of clinical research nursing practice at the Clinical Center. Leads the efforts to evaluate the outcomes of practice and assure that practice standards are current and evidence based. Supports clinical competency based education, leadership education for all levels of clinical staff and professional development and educational outreach in support of the development of Clinical Research Nursing as a specialty. Provides support for independent research conducted by scientists and clinical staff within the Nursing Department, provides methodological and mentoring support for evidence based practice and outcomes assessment, supports research training and outreach, and provides leadership and consultation to the department for scholarship and dissemination of professional work.

Medical/Surgical Specialties - HNJ32

Provides services to support the medical/surgical inpatient and outpatient areas.

Service Chief for Medical Surgical Specialties - HN321

Provides administrative services and supervision for all inpatient and outpatient areas within the medical/surgical specialty, including personnel management, procurement, budget, inventory control, travel, training, education, and timekeeping to all nursing units which come under this Service. Includes advanced practice and expert nurses that assess nursing practice and research support, provide specialty education and assure continuity and effectiveness across the levels of care for medical/surgical patient populations.

Clinic 1 Dental - HN326

Provides dental and oral lesion consults to patients from all institutes participating in research protocols. Also supports Heart Station and Alcohol Clinic.

5 SW Medical/Surgical Day Hospital - HN328

This is an allergy/infectious disease, endocrinology, GI, ophthalmology, nephrology, rheumatology, and GYN day hospital. Provides nursing care for patients undergoing diagnostic evaluation and therapeutic interventions while participating in clinical research studies by the National Institute of Allergy and Infectious Diseases and National Institute of Arthritis and Musculoskeletal and Skin Diseases.

Clinic 5 Neuro ENT- HN329

This is an ear, nose and throat outpatient clinic. Provides nursing care for patients undergoing diagnostic evaluation and therapeutic interventions while participating in clinical research studies by the National Institute of Dental and Craniofacial Research.

Clinic 7 Hematology/Pulmonary - HN32A

This is a hematology outpatient clinic. Provides nursing care for patients undergoing diagnostic evaluation and therapeutic interventions while participating in clinical research studies by the National Institute of Heart, Lung and Blood Institute.

Clinic 8 Infectious Disease - HN32B

This is an HIV seropositive outpatient clinic. Provides nursing care for patients undergoing diagnostic evaluation and therapeutic interventions while participating in clinical research studies by the National Institute Allergy and Infectious Diseases.

Clinic 9 Med Surg - HN32C

This is an outpatient clinic serving adult and pediatric patients with acute and chronic illnesses. Provides nursing care for patients undergoing diagnostic evaluation and therapeutic interventions while participating in clinical research studies conducted by multiple Institutes.

Clinic 10 Ophthalmology - HN32D

This is an outpatient clinic serving broad spectrum of ophthalmic patients with ophthalmic consultation for other services within the CC. Provides nursing care for patients undergoing diagnostic evaluation and therapeutic interventions while participating in clinical research studies by the National Eye Institute.

Clinic 11 Immunology/Infectious Disease/Ophthalmology - HN32E

This is an outpatient clinic that serves patients with HIV/AIDS. Provides nursing care for patients undergoing diagnostic evaluation and therapeutic interventions while participating in clinical research studies by the National Institute of Allergy and Infectious Diseases.

5 SE Inpatient Unit Medicine/Surgery/Telemetry & 5 NE-S Inpatient Unit SCSU - HN32G

This is a solid organ and tissue transplantation unit, and an allergy, infectious disease, cardiology, and rheumatology unit. Provides nursing care for patient undergoing diagnostic evaluation and therapeutic interventions while participating in clinical research studies by the National Institutes of Diabetes and Digestive and Kidney Disease, Allergy and Infectious Diseases, National Heart, Lung and Blood Institute, and Arthritis and Musculoskeletal and Skin Diseases.

5 NE-S Vaccine Research Center - HN32K

This clinic is designed to conduct research on the development and tolerability of new vaccines for the National Institutes of Allergy and Infectious Disease. Healthy volunteers are recruited to participate in the trials and they receive injections and submit to frequent assessments and blood draws.

5 SW-N Inpatient Metabolic Unit/7 SW-S Metabolic Chamber - HNJ32L

Conducts clinical research that focuses on state-of-the-art, patient oriented obesity research, including metabolic analysis and imaging capabilities.

5 N-W Inpatient Unit General Medicine - HN32M

This is an endocrine and pulmonary, lipids, and hematology unit. Provides nursing care for patients undergoing diagnostic evaluation and therapeutic interventions while participating in clinical research studies conducted by various institutes (NICHD, NIDDK, NEI, NIDCR, NHGRI, NHLBI).

5 NE-N Diagnostic Testing - HN32N

Provides nursing care for patients undergoing consultative, diagnostic and therapeutic cardiovascular procedures while participating in clinical research studies conducted by multiple institutes throughout the Clinical Center. Patient populations include patients with actual or potential cardiovascular diseases and normal volunteers.

Oncology and Critical Care - HN33

Provides services to support the oncology and critical care inpatient and outpatient areas.

Service Chief for Oncology and Critical Care - HN331

Provides administrative services and supervision for all inpatient and outpatient areas within the oncology and critical care specialties, including personnel management, procurement, budget, inventory control, travel, training, education, and timekeeping to all nursing units which come under this Service. Includes advanced practice and expert nurses that assess nursing practice and research support, provide specialty education and assure continuity and effectiveness across the levels of care for oncology and critical care patient populations.

3 NW Inpatient Unit Adult Oncology - HN332

This is a surgical, urological oncology and immunotherapy unit. Provides nursing care for patients undergoing research activities in the National Cancer Institute.

3 NE Inpatient Unit Hematology / Oncology - HNJ333

This is a medical oncology/hematology and bone marrow transplant unit. Provides nursing care for patients undergoing research activities of the National Cancer Institute, including focus on surgery and immunotherapy.

3 SW-S/N Medical Surgical Intensive Care Unit - HNJ334

This is a surgical oncology and immunotherapy intensive care unit. Provides nursing care for patients undergoing research activities of the Surgery Branch of the National Cancer Institute and various other institutes, with primary focus on surgery and immunotherapy.

B2 SW Radiation Oncology - HN335

This outpatient area provides radiotherapy to adult and pediatric patients and is a consulting service to multiple Institutes. They service patients with acute and chronic illnesses while participating in clinical research studies conducted by multiple Institutes.

Clinic 3 Surgical Oncology/ Urology - HN336

This is an oral surgery and surgical/urological oncology and immunotherapy outpatient clinic. Provides nursing care for patients undergoing diagnostic evaluation and therapeutic interventions while participating in clinical research studies by the National Institute of Dental and Craniofacial Research and the National Cancer Institute.

3 SE Hematology/Oncology Day Hospital - HNJ338

This is a medical oncology clinic and day hospital. Provides nursing care for patients undergoing research activities of the National Cancer Institute and National Heart, Lung and Blood Institute.

3 SW-N Procedure Unit - HN33B

Provides nursing care for patients undergoing consultative, diagnostic and therapeutic gastroenterologic procedures, and venous access device procedures, while participating in clinical research studies conducted by multiple institutes throughout the Clinical Center.

Clinic 12 Medical Oncology - HN33E

This is a medical oncology clinic and day hospital. Provides nursing care for patients undergoing diagnostic evaluation and therapeutic interventions while participating in clinical research studies by National Cancer Institute and National Heart, Lung and Blood Institute.

Clinic 13 Dermatology Oncology - HN33G

This is a dermatology consult clinic. Provides nursing care for patients undergoing diagnostic evaluation and therapeutic interventions while participating in clinical research studies by the National Cancer Institute.

3 SE-N Inpatient Adult Oncology Unit - HN33H

This is a surgical, urological oncology and immunotherapy unit. Provides nursing care for patients undergoing research activities in the National Cancer Institute.

Neuroscience, Behavioral Health, and Pediatrics - HNJ35

Provides services to support the neuroscience, behavioral health and pediatric inpatient and outpatient areas.

Service Chief for Neuroscience, Behavioral Health, and Pediatrics - HNJ351

Provides administrative services and supervision for all inpatient and outpatient areas within the neuroscience, behavioral health and pediatric specialties, including personnel management, procurement, budget, inventory control, travel, training, education, and timekeeping to all nursing units which come under this Service. Includes advanced practice and expert nurses that assess nursing practice and research support, provide specialty education and assure continuity and effectiveness across the levels of care for neuroscience, behavioral health and pediatric patient populations.

7 SW-N Inpatient Unit Neuro/Sleep - HN352

This is a neurology, neurosurgery and ophthalmology unit. Provides nursing care for patients undergoing research activities of the National Institutes of Neurological Disorders and Stroke and National Eye Institute.

7 SW-S Neuro Testing - HN353

This is an outpatient clinic that services patients with neurological disorders. Provides diagnostic evaluation and testing for patients undergoing research activities of the NINDS and NEI.

1 NW Inpatient Unit Pediatrics - HN354

This is a pediatric inpatient unit focusing on chronic and acute conditions of children. Provides nursing care for patients undergoing diagnostic evaluation and therapeutic interventions while participating in clinical research studies by National Cancer Institute, National Institute of Heart, Lung and Blood, and National Institute of Allergy and Infectious Diseases.

1 NW Pediatrics Day Hospital - HN355

This is a pediatric inpatient unit and day hospital. Provides nursing care for patients undergoing diagnostic evaluation and therapeutic interventions while participating in clinical research studies conducted by multiple institutes.

1 H Pediatrics Clinic - HN356

This is a pediatric outpatient clinic caring for patients with cancer and HIV/AIDS diagnoses. Provides nursing care for patients undergoing diagnostic evaluation and therapeutic interventions while participating in clinical research studies by the National Cancer Institute.

1 SW Inpatient Unit Pediatric Behavioral Health - HN357

This is a child psychiatry unit. Provides nursing care for patients undergoing diagnostic evaluation and therapeutic interventions while participating in clinical research studies conducted by the National Institute of Mental Health.

7 SE Inpatient Unit Adult Behavioral Health - HNJ358

This is an adult affective disorders & geriatric psychiatry, schizophrenia, and behavioral procedure unit. Provides nursing care for patients undergoing diagnostic evaluation and therapeutic interventions while participating in clinical research studies conducted by the National Institute of Mental Health.

Clinic 4 Behavioral Health - HN359

This is a behavioral procedures outpatient clinic. Provides nursing care for patients undergoing diagnostic evaluation and therapeutic interventions while participating in clinical research studies by the National Institute of Mental Health.

1 SE Inpatient Unit Adult Behavioral Health - HNJ35A

This is a behavioral procedures inpatient unit. Provides nursing care for patients undergoing diagnostic evaluation and therapeutic interventions while participating in clinical research studies by the National Institute of Alcohol Abuse and Alcoholism.

1 H Alcohol Clinic - HN35B

This is an alcohol and addictions disorders clinic. Provides nursing care and screening for patients undergoing diagnostic evaluation and therapeutic interventions while participating in clinical research studies conducted by the National Institute of Alcohol Abuse and Alcoholism.

Nursing Operations – HN38

(1) Manages the recruitment and hiring of qualified personnel in collaboration with NIH Human Resources; (2) provides administrative services, which support the staffing and workforce management of the Nursing Department including off shift supervisors, coordination of Float Pool/Per Diem staff, and external nursing agencies; (3) leads the efforts to evaluate the outcomes of practice and assure that practice standards are current and evidence based; (4) provides nursing care to perioperative anesthesia and surgical patients participating in clinical research studies conducted by multiple institutes throughout the Clinical Center; (5) provides nursing care for patients undergoing consultative, diagnostic and therapeutic radiologic procedures while participating in clinical research studies conducted by multiple institutes throughout the Clinical Center.

Service Chief, Nursing Operations - HN381

Provides administrative services and supervision for the (1) recruitment and hiring of qualified personnel in collaboration with NIH Human Resources; (2) staffing and workforce management of the Nursing Department including off shift supervisors, coordination of Float Pool/Per Diem staff, and external nursing agencies; (3) evaluation of the outcomes of practice and assure that practice standards are current and evidence based; (4) provision of nursing care to perioperative anesthesia and surgical patients participating in clinical research studies conducted by multiple institutes throughout the Clinical Center; (5) provision of nursing care for patients undergoing consultative, diagnostic and therapeutic radiologic procedures while participating in clinical research studies conducted by multiple institutes throughout the Clinical Center.

Interventional Radiology Nursing Service – HN382

Provides nursing care for patients undergoing consultative, diagnostic and therapeutic radiologic procedures while participating in clinical research studies conducted by multiple institutes throughout the Clinical Center.

Recruitment, Outreach and Workforce Management - HN384

Manages the recruitment and hiring of qualified personnel in collaboration with NIH Human Resources.

Safety and Quality – HN385

Leads the efforts to evaluate the outcomes of practice and assure that practice standards are current and evidence based.

Staffing and Workforce Planning - HN386

Provides administrative services, which support the staffing and workforce management of the Nursing Department including off shift supervisors, coordination of Float Pool/Per Diem staff, and external nursing agencies.

Nursing Professional Development – HN39

Provides continuing education and training to nursing staff.

Nursing Research and Translational Science - HN3A

Supports the development and documentation of clinical research nursing practice at the Clinical Center. Leads the efforts to evaluate the outcomes of practice and assure that practice standards are current and evidence based. Supports clinical competency based education, leadership education for all levels of clinical staff and professional development and educational outreach in support of the development of Clinical Research Nursing as a specialty. Provides support for independent research conducted by scientists and clinical staff within the Nursing Department, provides methodological and mentoring support for evidence based practice and outcomes assessment, supports research training and outreach, and provides leadership and consultation to the department for scholarship and dissemination of professional work.

Office of the Chief Medical Officer (OCMO) - HN6

Provides leadership and direction to the administrative and strategic management of the patient care services in the Clinical Center.

Department of Perioperative Medicine - HN62

Provides high quality and cost effective perioperative nursing and anesthesia services to CC and Institute patients. Builds alliances and facilitates the conduct of clinical research protocols with all institutes.

Anesthesia Section - HN622

Provides peri-operative anesthesia care for patient-centered research in support of Institute protocols.

Surgical Services Section - HN623

Provides nursing and technical personnel throughout the surgical process to facilitate patient-centered research in support of Institute protocols.

Department of Laboratory Medicine - HNJ63

(1) Provides laboratory medicine support to patient care physicians and their patients within the Clinical Center; (2) provides consultations to patient care physicians regarding the interpretation of laboratory data and patient care problems; (3) provides hematology consultation service to the medical staff; (4) educates and trains clinical pathology residents, medical staff fellows, and others in laboratory medicine; (5) conducts a program of research and method development in the area of laboratory medicine; and (6) provides phlebotomy and sterile urine collection service for patients within the Clinical Center.

Clinical Chemistry Service - HN632

The Clinical Chemistry Service of the Clinical Pathology Department is responsible for providing the optimum laboratory medicine support to patient-care physicians and their patients within the Clinical Center. The Clinical Chemistry Service is responsible for providing chemistry service for all clinical center patients and to provide research and computer assisted data processing of a variety of laboratory determinations performed on patients for diagnostic, therapeutic, and research purposes.

Hematology Service - HN633

The Hematology Service of the Clinical Pathology Department provides all the hematologic diagnostic examinations of patients in the Clinical Center as well as for the outpatient clinics. The Service also collaborates in clinical research of a fundamental and methodological nature to improve patient care service and basic knowledge in hematology. In addition, the Service conducts extensive research and development activities in automation and computerization.

Microbiology Service - HNJ634

The Microbiology Service of the Clinical Pathology Department provides diagnostic information to patient care physicians of the Clinical Center by identification and study of bacteria, fungi, protozoa, and other similar disease producing agents parasitic to man. In addition, the Service conducts an extensive research and development program in automation and computerization as related to diagnostic microbiology.

Phlebotomy Service - HN635

The Phlebotomy Service of the Clinical Pathology Department is responsible for the collection of specimens from the patients in the Clinical Center and from the outpatient clinics, the accessioning of the specimens into the hospital computer system and the processing, centrifugation and preparation of blood prior to laboratory testing.

Immunology Service - HN636

The Immunology Service of the Clinical Pathology Department is responsible for providing the optimum laboratory support to patient-care physicians and their patients within the Clinical Center. The Immunology Service is responsible for providing routine and custom immunological testing performed on patients for diagnostic, therapeutic and research purposes.

Critical Care Medicine Department - HN64

(1) Provides optimal patient care for all critically ill patients in the Clinical Center; (2) conducts research regarding the optimal technology to provide the finest care to critically ill patients; and to conduct research on the underlying pathophysiology of circulatory shock, respiratory failure, and other major problems confronting critical care medicine; and (3) provides respiratory therapy and physiological monitoring services throughout the Clinical Center.

Critical Care Therapy Section - HN642

This is a clinical section which provides technical services in the I0-D MICU for 24 hours a day, 365 days per year. (1) These technical services include respiratory care, physiological monitoring, and special procedures. (2) Also, this section is responsible for providing continuing medical education on the topics listed in number one above which the Department provides to various audiences.

Research Section - HN643

This section has two divisions consisting of human and canine laboratory sections. This section (1) carries out research studies on human specimens from the critically ill patients cared for by the department, i.e. including adult respiratory distress syndrome (ARDS), mechanisms of airway inflammation, cytokine production by lung cells in response to infectious and inflammatory stimuli, mechanisms of lung injury in infectious pneumonia, cardiovascular dysfunction in human septic shock, and AIDS (clinical research), (2) carries out research studies on dogs to compare/correlate with the human septic shock model being examined by the Department.

AIDS Section - HN644

This section is responsible for: (1) providing clinical care to the AIDS patients of the Clinical Center in collaboration with the NIAID, (2) providing research from the clinical involvement with the AIDS patients, (3) acts as a national referral center for AIDS patients i.e. recruiting patients to protocols and providing education to interested parties.

Pharmacy Department - HN65

(1) Provides pharmaceutical services and drug therapy consultation for Clinical Center patients; (2) conducts a program of pharmaceutical research; and (3) maintains control over investigational drugs.

Ambulatory Pharmacy Section - HN652

(1) Dispenses prescriptions to clinic patients and discharged inpatients; (2) Reviews prescriptions for appropriateness; (3) Counsels patients on appropriate medication use.

Inpatient Pharmaceutical Care Section - HN653

Assists physicians in designing and evaluating drug regimens; monitors and assesses drug regimens, protocols, and other patient parameters to assure proper and rational drug therapy. Interprets, transcribes, monitors and dispenses medication orders; dispenses unit dose medication; compounds parenteral medication; fills drug requisitions; maintains investigational drug dispensing records; provides consultation services to physicians and nurses; provides working stocks of narcotics and other controlled drugs.

Investigational Drug Management and Research Section - HNJ654

(1) Registers, controls, formulates, develops and assays investigational drugs; (2) conducts in vitro and in vivo drug analysis and sets up single and double-blind studies; (3) maintains disposition records; and (4) provides investigational drug information to the professional staff.

Pharmaceutical Procurement and Control Section - HN655

Determines the pharmaceutical needs of the Department. Procures drugs, chemicals, and supplies; exercises quality control of drugs dispensed, bulk compounds, and prepackaged drugs.

Rehabilitation Medicine Department - HN66

(1) Provides consultative services to institute patients in physical medicine; (2) provides physical, occupational, and speech therapy for institute patients at the request of referring physicians; (3) provides electrodiagnostic evaluations in selected patients referred by neurology consultants; (4) cooperates and collaborates with institute physicians in clinical research; and (5) initiates clinical research in the fields of rehabilitation and physical medicine.

Occupational Therapy Section - HN662

Provides diagnostic and therapeutic treatment to patients to restore or improve the patient's ability to function successfully at home, work, play and in daily activities. Provides personal computer therapy to increase or develop skills in mental health patients. Participates in independent and collaborative research.

Physical Therapy Section - HN663

Provides diagnostic and therapeutic treatment to patients to restore or maintain sensory motor abilities and skills as well as to promote cognitive, effective and psychomotor behaviors.
Participates in independent and collaborative research.

Speech and Language Pathology Section - HN664

Provides diagnostic and therapeutic treatment to patients with communication dysfunction in cognition or deglutition to improve verbal, nonverbal or oral sensorimotor functions. Investigates methods for improving treatment through ultrasound fluorographic evaluation techniques. Participates in independent and collaborative research.

Recreation Therapy Section - HN665

Provides evaluation of therapeutic recreation needs and provision of treatment to meet the needs for NIH patients.

Functional and Applied Biomechanics Section - HNJ666

(1) Conducts basic and translational research into the causes of physical disability and their possible treatment; and (2) Develops hardware, software and conducts clinical trials to improve the functional level of persons with disabilities.

Physical Medicine Section - HNJ667

Provides clinical care and treatment planning for patients referred for PM&R services.
Participates in independent, collaborative and supportive research.

Transfusion Medicine Department - HN67

(1) Supplies all blood and perishable blood products for human transfusion at the Clinical Center; (2) collects, separates, and preserves normal and abnormal blood and blood fractions; (3) performs and interprets serological and chemical tests for the identity and significance of blood group antigens and antibodies; (4) performs therapeutic phlebotomy and apheresis; (5) supplies blood components for research purposes; (6) develops new techniques for the preparation of blood products for laboratory assay and human use; (7) evaluates procedures and products in clinical transfusion; and (8) collaborates as requested in problems of clinical investigation.

Blood Services Section - HNJ672

Acquires processes and dispenses all perishable blood and blood products for transfusion at the Clinical Center. This includes selection and bleeding of donors, grouping and typing of blood, and follow up of transfusion in recipients.

Infectious Diseases Section - HN673

Provides all retrovirus and hepatitis testing on both NIH donors and patients including anti-HIV, anti-HTLV, HIV-antigen, hepatitis B and surface antigen tests and performs independent research relating to blood transmitted viral agents.

Laboratory Services Section - HN674

(1) Performs routine serologic and antigen-typing tests for Clinical Center patients.(2) Provides training in Blood Bank laboratory techniques for specialists and staff. (3)Engages in research in immunohematology and new techniques and equipment in Blood Bank services.

Cell Processing Section - HN675

Provides cell and marrow processing for therapeutic and diagnostic procedures, including ex vivo cell expansion, bone marrow processing, stem cell expansion, bone marrow processing, stem cell collection, and cell radiolabelling.

Pain and Palliative Care Service - HN6C

The Pain and Palliative Care philosophy of care is to relieve physical, emotional and spiritual suffering and improve quality of life, enable the patient and family to become "empowered" through education and support, provide collaborative interdisciplinary symptom management throughout the entirety of the chronic disease trajectory, weaving into the fabric of aggressive treatment as well as comfort-based care. Our goals of care are to incorporate empirical, technical, and clinical knowledge with humanism, manage quality of life symptoms to facilitate ongoing participation in and retention for protocol studies, validate and disseminate information through research, integrate palliative care services into mainstream medical therapy, and develop comprehensive education curriculum in palliative care.

Office of Credentialing Services - HNJ6D

(1) Processes, manages, and controls the professional credentials data for all active medical staff members authorized by the Medical Board to participate in patient care; (2) collection, verification/validation, and retrospective assessment of documentation bearing on a practitioner's professional qualifications and competence; (3) monitors and ensures that the Institutes and CC departments comply with CC, NIH, Public Health Service, and JCAHO requirements for medical staff credentialing delineation of clinical privileges, reappointments and licensure; (4) responds to government and private sector inquiries; and (5) provides expert consultative services to CC Administration and categorical Institutes.

Health Information Management Department- HNJ6E

Provides expert consultative services for the management of all medical record and other related health information management services including: (1) maintenance of hard copy and electronic medical records; (2) processing requests for access to and release of patient care information; (3) overseeing regulatory review of records by outside groups; (4) coding of diagnoses and procedures; and (5) providing support services for the patient and referring physician portals.

Medicolegal Section - HNJ6E2

Provides expert consultative services CC-wide for compliance to requirements of the Privacy Act and the Freedom of Information Act. Responds to all requests for access to and release of patient care data. Oversees regulatory review of records by outside groups. Provides expert testimony to Office of the General Counsel, NIH.

Record Management Section - HN6E3

Maintains and controls access to inpatient and outpatient medical records for patient care and research. Files loose medical reports to ensure their security and accessibility. Monitors quality of contract support services. Maintains automated systems for record tracking.

Documentation Analysis Section – HNJ6E5

(1) Processes all incomplete medical records, including: assignment of dictation responsibilities, review of dictated reports, data entry on computerized tracking system, and qualitative and quantitative review of medical records; (2) provides assistance to members of the medical staff with timely completion of medical records while maintaining an accurate account of delinquent medical records and issuing suspension notices for delinquencies; and (3) performs quality assessment of transcription contract services, and functions as the liaison between the transcription contractor and the medical staff providing orientations for medical staff on the use of the dictation system and other pertinent Medical Record Department related functions.

Coding and Abstracting Section - HNJ6E6

(1) Reviews and abstracts pertinent protocol assignment data and ICD/CPT codes relative to patients' inpatient admissions, outpatient procedures and day hospital visits; the abstracting and coding of such data permits access to medical records by diagnoses and procedures to support clinical care, research, administrative reporting, quality management activities as well as protocol related resource utilization; coding and abstracting processes include the capability to track patients' protocol related diagnoses in addition to primary and secondary diagnoses as they relate to the reason for the patients' visits/admissions; and (2) abstracts pertinent medical information from patients' medical records to support record reviews related to Joint Commission standards.

Positron Emission Tomography Department – HNJ6F

(1) Produces cyclotron-generated, positron-emitting radionuclides and radiopharmaceuticals for PET imaging. (2) Performs PET imaging for clinical research patients and for research studies in animals. (3) Carries out projects to maintain and enhance the capabilities of the Department's cyclotron, radiochemistry, and imaging resources. (4) Conducts research in PET imaging methodology and applications in collaboration with IRP investigators.

Cyclotron Section – HN6F2

(1) Operates the Department's cyclotrons to produce positron-emitting radionuclides for incorporation into PET radiopharmaceuticals, and to produce other, non-PET radionuclides. (2) Performs routine maintenance and repairs for cyclotron equipment and targetry. (3) Develops improvements to the cyclotron facility to meet new needs or enhance productivity and reliability.

Radiochemistry Production Section – HNJ6F3

(1) Manufactures positron-emitting radiopharmaceuticals for PET imaging for clinical research patients and for research studies in animals. (2) Develops and/or implements methods for the production of PET radiopharmaceuticals.

PET Imaging Section – HNJ6F4

(1) Operates the PET Department's scanners and ancillary equipment to perform PET imaging for clinical research patients and for research studies in animals. (2) Conducts research in PET imaging methodology and applications in collaboration with IRP investigators.

Physics and Modeling Section – HN6F5

(1) Performs quality control and routine maintenance of the PET Department's scanners and ancillary equipment. (2) Maintains the PET Department's computer hardware, software and image processing infrastructure. (3) Carries out development projects involving PET imaging equipment, computers and software to enhance the clinical research support activities of the PET Dept. (4) Conducts research in PET imaging methodology in collaboration with IRP investigators.

Internal Medicine Consult Service – HNJ6J

(1) Provides consultations that are requested by research teams from many institutes at NIH. (2) Performs thorough medical evaluations on research subjects enrolled in a wide spectrum of protocols and the research subjects often present with a wide variety of medical problems that may or may not be related to the study illness. (3) Provides diagnostic and/or therapeutic intervention within the context of the research protocol. (4) Provides expertise to evaluate and provide optimum clinical care for these problems.

Pediatric Consult Service – HNJ6K

(1) Specializes in congenital adrenal hyperplasia with specific concerns with the physical, mental, and social health of children and adults; and (2) encompasses a broad spectrum of health services ranging from preventive health care to the diagnosis and treatment of acute and chronic diseases.

Animal Program – HN6L

(1) Responsible for the overall management of the care and utilization of experimental animals, the quality operation of its laboratory animal facilities and for providing services required in all phases of animal protocols conducted by the intramural staff. (2) Has knowledge of the Biological Sciences, pertaining to animal experimentation, care and health surveillance; (3) applies in-depth understanding of the purposes, procedures and needs of animal protocols; and (4) interprets, applies, and evaluates the effective implementation of the Association of Assessment and Accreditation of Laboratory Animal Care (AAALAC) guidelines in the management of CC animal facilities.

Hospital Epidemiology Service – HN6M

(1) Develops, implements, and assesses the efficacy of infection prevention programs in the Clinical Center, including staff, patient and visitor education, outbreak investigations, review of departmental policies and procedures, infection control consultation, and collaboration with the Occupational Medicine Service. (2) Uses microbial and syndromic surveillance data, as well as feedback from the Occurrence Reporting System, to assess infection control-related performance and improve the safety of patients, visitors, and staff.

Biostatistics Services and Clinical Epidemiology Services – HNJ6N

(1) Provides technical consultation and leadership on the statistical aspect of a broad range of complex medical activities, including clinical, laboratory and epidemiological research; (2) initiates, formulates, plans and executes statistical components of research studies; and (3) collaborates with other scientists on the selection of appropriate study design, statistical analysis, interpretation of study results, and writing/presentation of findings.

Radiology and Imaging Sciences (RAD&IS) - HN6R

Provides leadership and direction to the administrative and strategic management of patient care services in the area of radiology and imaging sciences in the Clinical Center.