



DEPARTMENT OF THE ARMY
US ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL
2250 STANLEY ROAD
FORT SAM HOUSTON, TEXAS 78234-6100

REPLY TO
ATTENTION OF

MEMORANDUM FOR: Clinical Nurse OIC/NCOIC Leader Development Course Students

SUBJECT: Letter of Instruction

You are about to register for the Joint Medical Executive Skills Institute (JMESI) Distance Learning (DL) Modules. These modules are a pre-requisite for the **Clinical Nurse OIC/NCOIC Leader Development Course**. If you have any problems during registration or while taking the module, please notify the JMESI Registrar at: usarmy.jbsa.medcom-ameddcs.list.jmesi@mail.mil.

1. To access the distance learning modules go to the Joint Knowledge Online (JKO) Learning Content Management System (LCMS) at: <http://jko.jten.mil/mhs>.
2. Click **“OK”** on the DoD Warning Banner.
3. Select **“Login using my CAC”**; select your current CAC certificate in the **“Select Certificate”** pop up box and click **“OK”**.
4. Select the **“Course Catalog”** tab located below the Health Education and Training Online Learning banner.
5. Click on the **“Curricula”** tab.
6. Type the acronym **JMESI** in the search box and click **“Search”**.
7. Locate **“JMESI – Clinical Nurse OIC and NCOIC Leader Development Course (Phase1) – Distant Learning”** and click **“Enroll”**.
8. Click **“Continue”** in the **“Curriculum Enrollment”** pop up box.
9. You will receive an **Enrollment Notification – Course Welcome** email from the JKO LCMS with instructions. You may then begin completing the required JMESI modules for your course:

JMESI-US056: Leadership Three: Team Leadership
JMESI-US099: Quality Management Two: Patient Safety
JMESI-US021: External Accreditation Two: Preparation and Findings
JMESI-US103: Strategic Planning One: Assessment
JMESI-US003: Change and Innovation One: Overview and Tools
JMESI-US004: Change and Innovation Two: Implementation and Evaluation
JMESI-US061: Leadership Eight: Coaching, Counseling and Mentoring
JMESI-US063: Leadership Ten: Running Effective Meetings and Committees
JMESI-US025: Financial Management One: Concepts and Regulations
JMESI-US028: Financial Management Four: Business Case Analysis

10. Once **all 10 mandatory modules** are completed, proceed to print a final completion certificate. Print a copy of the completion certificate to give to the course Program Director and attach the copy with your DA 3838 for Phase II registration.

We look forward to your enrollment into the JMESI modules. Please do not hesitate to contact us at: usarmy.jbsa.medcom-ameddcs.list.jmesi@mail.mil for any concerns or difficulties with the JMESI modules. Please contact the Program Director at 210-295-4340 for all other matters pertaining to the Phase II week resident course.

Executive Director
Joint Medical Executive Skills Institute (JMESI)