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A SYSTEM APPROACH TO NAVY MEDICAL EDUCATION AND TRAINING. APPEN--ETC (11)

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② A System Approach to Navy Medical Education and Training.

APPENDIX 3.

TASK INVENTORY BOOKLET
(FORM N22-DENTISTS)

⑨ Final report

⑪ 31 Aug 74

⑫ 58

⑬ N40014-01-C-1576

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APPLICATION OF A SYSTEM APPROACH
U.S. NAVY MEDICAL DEPARTMENT
EDUCATION AND TRAINING PROGRAMS
FINAL REPORT

Prepared under Contract to
OFFICE OF NAVAL RESEARCH
U.S. DEPARTMENT OF THE NAVY

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Program Manager
Education and Training R&D
Bureau of Medicine and Surgery (Code 71G)

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20. ABSTRACT (Continue on reverse side if necessary and identify by block number) The study objective consisted of a determination of what the health care personnel in the Navy's Medical Department, Bureau of Medicine and Surgery actually do in their occupations; improving the personnel process (education and training); and building a viable career pathway for all health care personnel. Clearly the first task was to develop a system of job analyses applicable to all system wide health care manpower tasks. A means of postulating simplified occupational clusters covering some 50		

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currently designated Navy enlisted occupations, 20 Naval Enlisted Classification Codes (NEC's) were computerized. A set of 16 groupings that cover all designated occupations was developed so as to enhance the effectiveness of professionals and sub-professionals alike.

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FOREWORD

The project, "Application of a System Approach to the Navy Medical Department Education and Training Programs," was initiated in May of 1969 as a realistic, comprehensive response to certain objectives set forth in ADO 43-03X, and to memoranda from both the Secretary of Defense and the Assistant Secretary of Defense, Manpower and Reserve Affairs. The Secretary's concern was stated in his memorandum of 29 June 1965, "Innovation in Defense Training and Education." More specific concerns were stated in the Assistant Secretary's memorandum of 14 June 1968, "Application of a System Approach in the Development and Management of Training Courses." In this he called for "vigorous and imaginative effort," and an approach "characterized by an organized training program with precise goals and defined operational interrelation among instructional system components." He also noted, "Job analyses with task descriptions expressed in behavioristic terms are basic and essential to the development of precise training goals and learning objectives."

The Project

System survey and analysis was conducted relative to all factors affecting education and training programs. Subsequently, a job-analysis sub-system was defined and developed incorporating a series of task inventories "...expressed in behavioristic terms..." These inventories enabled the gathering of job activity data from enlisted job incumbents, and data relating to task sharing and delegation from officers of the Medical, Nurse and Dental Corps. A data management sub-system was devised to process incumbent data, then carry out needed analyses. The development of initial competency curricula based upon job analysis was implemented to a level of methodology determination. These methods and curriculum materials constituted a third (instructional) sub-system.

Thus, as originally proposed, a system capability has been developed in fulfillment of expressed need. The system, however, remains untested and unevaluated. ADO 43-03X called for feasibility tests and cost-effectiveness determination. The project was designed to so comply. Test and evaluation through the process of implementation has not proved feasible in the Navy Medical Department within the duration of the project. As designed and developed the system does have "...precise goals and defined operational interrelation among instructional system components." The latter has been achieved in terms of a recommended career structure affording productive, rewarding manpower utilization which bridges manpower training and health care delivery functions.

Data Management Sub-System

Job analysis, involving the application of comprehensive task inventories to thousands of job incumbents, generates many millions of discrete bits of response data. They can be processed and manipulated only by high speed computer capability using rigorously designed specialty programs. In addition to numerical data base handling, there is the problem of rapidly and accurately manipulating a task statement data base exceeding ten thousand carefully phrased behavioral statements. Through the use of special programs, task inventories are prepared, printouts for special purposes are created following a job analysis application, access and retrieval of both data and tasks are efficiently and accurately carried out, and special data analyses conducted. The collective programs, techniques and procedures comprising this sub-system are referred to as the Navy Occupational Data Analysis Language (NODAL).

Job Analysis Sub-System

Some twenty task inventory booklets (and associated response booklets) were the instruments used to obtain job incumbent response data for more than fifty occupations. An inventory booklet contains instructions, formatted questions concerning respondent information ("bio-data"), response dimension definitions, and a list of tasks which may vary in number from a few hundred to more than a thousand per occupational field.

By applying NODAL and its associated indexing techniques, it is possible to assemble modified or completely different inventories than those used in this research. Present inventories were applied about three years ago. While they have been rendered in operational format, they should not be re-applied until their task content is updated.

Response booklets were designed in OPSCAN mode for ease of recording and processing responses.

Overall job analysis objectives and a plan of administration were established prior to inventory preparation, including the setting of provisional sample target sizes. Since overall data attrition was forecast to approximate twenty percent, final sample and sub-sample sizes were adjusted accordingly. Stratified random sampling techniques were used. Variables selected (such as rating, NEC, environment) determined stratifications, together with sub-population sizes. About fifteen percent of large sub-populations were sought while a majority or all members of small sub-populations were sought.

Administration procedures were established with great care for every step of the data collecting process, and were coordinated with sampling and data analysis plans. Once set, the procedures were formalized as a protocol and followed rigorously.

Instructional Sub-System

Partial "competency curricula" have been composed as an integral sub-system bridging what is required as performance on the job with what is, accordingly, necessary instruction in the training process. Further, curriculum materials were developed to meet essential requirements for implementing the system so that the system could be tested and evaluated for cost effectiveness. However, due to the fact that test and evaluation was not feasible in the Navy Medical Department within the duration of the project, it was not possible to complete the development of the system through the test and evaluation phase. The inability to complete this phase also interrupted the planned process for fully developing the curricula; therefore, instead of completed curricula ready for use in the system, the curricula were partially developed to establish the necessary sub-system methodology. The competency curricula are based on tasks currently performed by job incumbents in 1971. (The currency of a given curriculum depends upon periodic analysis of incumbents' jobs, and its quality control resides in the evaluation of the performance competency of the program's graduates.)

A competency curriculum provides a planned course of instruction or training program made up of sequenced competency units which are, in turn, comprised of sequenced modules. These modules, emphasizing performance objectives, are the foundation of the curriculum.

A complete module would be comprised of seven parts: a cluster of related tasks; a performance objective; a list of knowledges and skills implied by the objective; a list of instructional strategies for presenting the knowledges and skills to the learner; an inventory of training aids for supporting the instructional strategies; a list of examination modes; and a statement of the required training time. In this project, curriculum materials have been developed to various levels of adequacy, and usually comprise only the first three parts; the latter four need to be prepared by the user.

The performance objective, which is the most crucial part of the module, is the basis for determining curriculum content. It is composed of five essential elements: the stimulus which initiates the behavior; the behavior; the conditions under which the behavior takes place; the criteria for evaluating the behavior; and the consequence or results of the behavior. A sixth element, namely next action, is not essential; however, it is intended to provide linkage for the next behavior.

Knowledges and skills listed in the module are those needed by the learner for meeting the requirements of the performance objective.

Instructional strategies, training aids, examination modes and training time have been specified only for the Basic Hospital Corps Curriculum. The strategies, aids and modes were selected on the basis of those considered to be most supportive in presenting the knowledges and skills so as to provide optimum learning effectiveness and training efficiency. The strategies extend from the classroom lecture as traditionally presented by a teacher to the more sophisticated mediated program for self-instruction. The training aids, like strategies, extend from the traditional references and handout material in the form of a student syllabus to mediated programs for self-instruction supported by anatomical models. Examination modes extend from the traditional paper and pencil tests to proficiency evaluation of program graduates on the job, commonly known as feedback. Feedback is essential for determining learning effectiveness and for quality control of a training program. The kind of instructional strategies, training aids and examination modes utilized for training are limited only by such factors as staff capability and training budget.

The training time specified in the Basic Hospital Corps Curriculum is estimated, based upon essential knowledge and skills and program sequence.

The competency curriculum module, when complete, provides all of the requirements for training a learner to perform the tasks set forth in the module. A module may be used independently or related modules may be re-sequenced into modified competency units to provide training for a specific job segment.

Since the curricula are based upon tasks performed by job incumbents in 1971, current analysis of jobs needs to be accomplished using task inventories that have been updated to reflect changes in performed tasks. Subsequent to job analysis, a revision of the curricula should be accomplished to reflect task changes. When the foregoing are accomplished, then faculty and other staff members may be indoctrinated to the competency curricula and to their relationship to the education and training system.

In addition to the primary use for the systematic training of job incumbents, these curricula may be used to plan for new training programs, develop new curricula, and revise existing curricula; develop or modify performance standards; develop or modify proficiency examinations; define billets; credentialize training programs; counsel on careers; select students; and identify and select faculty.

The System

Three sub-systems, as described, comprise the proposed system for Education and Training Programs in The Navy Medical Department. This exploratory and advanced developmental research has established an overall methodology for improved education and training incorporating every possible means of providing bases for demonstrating feasibility and cost effectiveness. There remains only job analysis sub-system updating, instructional sub-system completion, and full system test and evaluation.

Acknowledgements

The authors wish to acknowledge the invaluable participation of the several thousands of Naval personnel who served as respondents in inventory application. The many military and civilian personnel who contributed to developmental efforts are cited by name in the Final Report.

The authors also wish to acknowledge former colleagues for singularly important contributions, namely, Elias H. Porter, Ph.D., Carole K. Kauffman, R.N., M.P.H., Mary Kay Munday, B.S.N., R.N., Gail Zarren, M.S.W., and Renee Schick, B.A.

Identity and acknowledgement of the project Advisory Group during the project's final year is recorded in the Final Report.

Lastly, the project could not have been commenced nor carried out without the vision, guidance and outstanding direction of Ouida C. Upchurch, Capt., NC, USN, Project Manager.

BUREAU OF MEDICINE AND SURGERY
PROFESSIONAL CORPS JOB SURVEY

TASK INVENTORY BOOKLET



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
WASHINGTON, D.C. 20390

IN REPLY REFER TO
BUMED-6

Dear Doctor:

As a member of the Dental Corps, you have been selected to perform an important service to your Corps and to your profession by responding to this task inventory. This inventory is a part of the occupational analysis included in the BUMED project concerned with applying a systems approach to the Navy Medical Department's education and training programs. Nearly four years of research and development have been completed on this project producing comprehensive objective data on what Hospital Corpsmen and Dental Technicians do as well as a task based curriculum model and merging curricula. Task inventories are currently in progress for physicians and nurses.

During the past four decades, change in the delivery of dental care has been continuous and accelerative in nature. It is believed that this will continue into the future, thus if this challenge to change is to be met, a reassessment of job and training requirements for all levels of dental personnel is essential. The data from this inventory, pooled with that from approximately 400 other Dental Corps officers will provide critical information for aiding in this assessment. Data relative to the Dental Technician jobs, collected and analyzed, will also contribute to this assessment.

In completing the inventory, you are requested to follow carefully the instructions. All parts will be completed by all Dental Corps officers who receive this inventory. Although some of the tasks included may seem unimportant, a response is critical to job restructuring among the Corps. Also, tasks included in Part II may have an impact on the restructuring of Dental Technician career ladders.

I appreciate your assistance in providing the information requested in this inventory. It will be of great value to this study effort.

Sincerely,

J. P. ARTHUR
Rear Admiral, DC, USN
Assistant Chief for Dentistry
and Chief, Dental Division

PLEASE NOTE

THIS IS AN ACTIVITY SURVEY PREPARED FOR NAVY DENTISTS, PHYSICIANS, AND NURSES:

- EACH CATEGORY OF PERSONNEL WILL RECEIVE A SPECIALLY PREPARED TASK INVENTORY.
- PART II A OF EACH OF THE THREE INVENTORIES IS IDENTICAL: NAMELY, THE "COMMON" ADMINISTRATIVE TASKS FOR ALL THREE CORPS.

THE OBJECTIVES OF THIS SURVEY ARE:

- TO DETERMINE THE IMPACT OF COMMON ADMINISTRATIVE INVOLVEMENT ON THE PRODUCTIVITY OF THE INSTITUTIONAL CLINICAL SPECIALIST.
- TO DETERMINE THE NEED FOR FORMAL ADMINISTRATIVE EDUCATION FOR THOSE CHOOSING AN ADMINISTRATIVE CAREER.
- TO IDENTIFY THOSE "COMMON" DENTAL OR MEDICAL TASKS WHICH ARE NOW--OR MAY BE--DELEGATED TO APPROPRIATELY TRAINED ALLIED HEALTH PERSONNEL.

THE LATTER WILL HELP TO COMPLETE EDUCATION AND TRAINING REVISIONS NOW CONTEMPLATED FOR DENTAL TECHNICIANS AND HOSPITAL CORPSMEN.

IF YOUR CAREER CHOICE DOES NOT EMPHASIZE ADMINISTRATION, PART II A WILL BE OF LITTLE INTEREST--OR BORING. IT IS FOR THIS VERY REASON THAT YOU SHOULD COMPLETE IT WITH CARE.

OVERALL OBJECTIVES DO NOT REQUIRE A SURVEY OF SUB-SPECIALTIES, OR EVEN ALL SPECIALTIES. HOWEVER, EACH PARTICIPANT WILL FIND THE TASKS NECESSARY TO THE OBJECTIVES IN PARTS I AND II.

GENERAL INSTRUCTIONS

There are two parts to be completed for this survey:

- Part I Career Background Information
(answers to be recorded in this TASK BOOKLET)

- Part II A List of Administrative Tasks
(answers to be recorded on pp. 01 to 08
of accompanying RESPONSE BOOKLET)

- B List of Patient Care Tasks
(answers to be recorded on pp. 09 to 17
of accompanying RESPONSE BOOKLET)

Each part is preceded by a set of instructions. Be sure to read them carefully before you start answering each part. All instructions are found on the blue pages.

PLEASE USE ONLY NUMBER 2 LEAD PENCILS. ERASE ALL CHANGES CAREFULLY AND COMPLETELY. DO NOT PUT ANY MARKS OTHER THAN YOUR ANSWERS ON EACH RESPONSE PAGE.

DO NOT FOLD, WRINKLE, CREASE OR DETACH PAGES FROM EITHER TASK BOOKLET OR RESPONSE BOOKLET.

WHEN RECORDING YOUR ANSWERS YOU MAY WANT TO USE A RULER TO READ ACROSS ANSWER AND QUESTION COLUMNS.

WHEN YOU HAVE COMPLETED YOUR RESPONSES, PUT THE TASK INVENTORY BOOKLET AND THE RESPONSE BOOKLET IN THE ENCLOSED SELF-ADDRESSED ENVELOPE. SEAL AND RETURN TO THE OFFICER WHO GAVE YOU THIS PACKAGE. COMPLETED BOOKLETS SHOULD BE RETURNED WITHIN ONE WEEK OF RECEIPT.

PART I

CAREER BACKGROUND INFORMATION

INSTRUCTIONS

- To complete Part I, enter your responses in the blanks provided in the following white pages (v to viii.)
- CHECK THE SERIAL NO. IN THE UPPER RIGHT HAND BOX OF PAGE v. IT SHOULD MATCH THE ONE APPEARING ON THE COVER OF THIS BOOKLET.
- Your duty station, your name and social security number are confidential information and are needed only to prevent errors in data processing.
- Except for names and social security number, all your answers will be either a one- or two-digit number. Two blanks require a two-digit answer (as in Questions 7, 8, 9, 11, 13.)

Part I

CAREER BACKGROUND INFORMATION

Please fill out completely

DO NOT FILL IN

N22 3491
Form Serial No.

(1)

(7)

Name of your Duty Station _____

City & State (if applicable) _____

Your Name _____

Social Security Number _____

(1)

PLEASE ANSWER QUESTIONS BELOW BY ENTERING THE PROPER NUMBER IN THE BLANKS PROVIDED. TWO BLANKS REQUIRE A TWO-DIGIT ANSWER. DISREGARD NUMBERS IN PARENTHESIS.

ENTER ANSWERS HERE

Q1. Select the number to indicate the Corps to which you belong:

Q1. __ (2)

1. Dental Corps
2. Medical Corps
3. Nurse Corps

Q2. Indicate your military status:

Q2. __ (24)

1. USN
2. USNR

Q3. Indicate your rank:

Q3. __ (2)

1. Ensign
2. LTJG
3. LT
4. LCDR
5. CDR
6. CAPT

Q4. Indicate your total years of active duty in the Navy to date:

Q4. __ (2)

1. Less than 2 years
2. 2 to 4 years
3. 5 to 8 years
4. More than 8 years

ENTER
ANSWERS
HERE

Q5. Select the number to indicate your current position:

Q5.____ (27)

1. Dental Intern
2. Dental Fellow
3. Dental Resident
4. Staff Dentist in a hospital or clinic
5. Section or Assistant Chief in hospital or clinic
6. Chief of Service in a hospital or clinic
7. Senior Dental Officer aboard ship
8. Assistant Dental Officer aboard ship
9. Other (specify) _____

Q6. Select the number to indicate the average number of hours you work per week:

Q6.____ (28)

1. 35 to 40 hours
2. 41 to 50 hours
3. More than 50 hours

Q7. Please give an estimate of the percent of time you spend on the following (write five percent as 05):

Q7.

1. Inpatient care
2. Outpatient care
3. Teaching
4. Administration
5. Other (specify) _____

1._____% (29)
2._____% (31)
3._____% (33)
4._____% (35)
5._____% (37)

Q8. Assuming that most or all of the following factors are of importance to you, select the three which, if improved, would contribute most to your job satisfaction. Select in order of preference:

Q8.____ (39)

____ (41)

____ (43)

- 01 Salary and/or promotion opportunities
- 02 Retirement benefits
- 03 Housing
- 04 Educational advancement opportunities
- 05 Stability of tour of duty
- 06 Physical facilities and equipment
- 07 Administrative and clerical support
- 08 Work load
- 09 Personal career planning
- 10 Opportunity to attend professional meetings

USE THE CODE NUMBER FROM THE LIST
BELOW IN ANSWERING Q9, Q11 and Q13

ENTER
ANSWERS
HERE

<u>CODE</u>		<u>CODE</u>	
01	Administration	15	Public Health
02	Education	16	Radiology
03	Anesthesiology	17	General Surgery
04	Cardiology	18	Urology
05	Dermatology	19	Aviation Medicine
06	General Medicine	20	Submarine Medicine
07	Internal Medicine	21	General Dentistry
08	Obstetrics/Gynecology	22	Endodontics
09	Ophthalmology	23	Periodontics
10	Orthopedics	24	Prosthodontics
11	Otolaryngology	25	Oral Surgery
12	Pathology	26	Dental Internship
13	Pediatrics	00	Other (specify) _____
14	Psychiatry		

- Q9. From the above list, write the two-digit CODE to indicate the specialty area in which you have received dental residency training (this does not include dental fellowship training). If you do not have residency training, enter "99" in the answer space for Q9. Q9. __ __ (45)
- Q10. Select the number to indicate the amount of training you received corresponding to the specialty area stated in Q9: Q10. __ (47)
1. Less than 1 year 3. 3 to 4 years
2. 1 to 2 years 4. 5 or more years
- Q11a. If you have fellowship training, write the two-digit CODE to indicate the specialty area of your fellowship. (If you have not had fellowship training, enter "99" in answer space for Q11a.) Q11a. __ __ (48)
- Q11b. If you have received additional training, other than a dental residency or fellowship, indicate the area using the two-digit CODE above. (If none, enter "99" in answer space for Q11b.) Q11b. __ __ (50)
- Q12. Select the number to indicate the amount of time you have spent in training corresponding to Q11a and Q11b. Q12a. __ (52)
1. Less than 3 months 3. 6 to 11 months
2. 3 to 5 months 4. 1 to 2 years
- 12b. __ (53)
- Q13. Indicate the specialty area in which you are currently functioning. (Use coded list above) Q13. __ __ (54)

ENTER
ANSWERS
HERE

Q14. Select the number to indicate where you are currently functioning:

Q14.

(56)

1. Dental Service within a hospital
2. Dental Department ashore, not in a hospital
3. Naval Dental Clinic
4. Naval Graduate Dental School/Naval Dental School
5. Naval Dental Center
6. Ship
7. Other (specify) _____

RESPONSE BOOKLET INSTRUCTIONS

- To complete Part II you need this TASK BOOKLET and the accompanying RESPONSE BOOKLET. Record all your answers to Part II in the RESPONSE BOOKLET.
- All pages of the RESPONSE BOOKLET are machine readable. In order for responses to be properly read, please be sure to:
 1. Use a No. 2 pencil only.
 2. Carefully and completely shade the number corresponding to your answer under each column.
- Complete Page 00 of the RESPONSE BOOKLET first. Follow instructions given on the page. Fill in Line 1, and Boxes 2, 3, 4 and 5. Ignore all other boxes. BE SURE TO ENTER YOUR SOCIAL SECURITY NUMBER (WRITE DOWNWARD) IN THE BLANK SPACES IN BOX 3; then darkly shade the corresponding number on each line. An example of a completed Page 00 is shown on the next page. (The handwritten notes in this example are for clarification only. Please do not make similar notes on your RESPONSE BOOKLET.)
- After completing Page 00, carefully read and follow instructions given on blue pages xi and xii.
- PLEASE HANDLE YOUR RESPONSE BOOKLET CAREFULLY. KEEP IT CLEAN AND AWAY FROM CHEMICALS. DO NOT DETACH, FOLD, WRINKLE OR CROSS OUT ANY PAGE.

DO NOT MARK IN THESE BOXES	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9
	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9
	RESPONSE BOOKLET		0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9
	Serial No. 0232		0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9

Ignore these boxes

My name is John Jones
 1 NAME

TASK ANALYSIS BACKGROUND DATA SHEET

INSTRUCTIONS

- Use No. 2 pencil ONLY.
- Indicate responses with solid black mark in space provided.
- Erase COMPLETELY all changes.
- Do not detach forms from packet.
- Answer questions 2 through 5 below.
- See Task Statement Booklet for further instructions for completing boxes to the right.

Today is June 4, 1972
 June = 06
 4 = 04
 1972 = 72

My Soc. Sec. No. is 304-26-9751

2	TODAY'S DATE	MONTH	0 1 2 3 4 5 6 7 8 9
		DAY	0 1 2 3 4 5 6 7 8 9
	YEAR	0 1 2 3 4 5 6 7 8 9	
		0 1 2 3 4 5 6 7 8 9	

3	SOCIAL SECURITY NUMBER	0 1 2 3 4 5 6 7 8 9
		0 1 2 3 4 5 6 7 8 9
		0 1 2 3 4 5 6 7 8 9
		0 1 2 3 4 5 6 7 8 9
		0 1 2 3 4 5 6 7 8 9
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		0 1 2 3 4 5 6 7 8 9
		0 1 2 3 4 5 6 7 8 9
		0 1 2 3 4 5 6 7 8 9
		0 1 2 3 4 5 6 7 8 9

SEE TASK STATEMENT BOOKLET FOR INSTRUCTIONS TO COMPLETE BOXES	6	0 1 2 3 4 5 6 7 8 9	13 0 1
		0 1 2 3 4 5 6 7 8 9	14 0 1
		0 1 2 3 4 5 6 7 8 9	15 0 1
		0 1 2 3 4 5 6 7 8 9	16 0 1
	7	0 1 2 3 4 5 6 7 8 9	17 0 1
		0 1 2 3 4 5 6 7 8 9	18 0 1
		0 1 2 3 4 5 6 7 8 9	19 0 1
		0 1 2 3 4 5 6 7 8 9	20 0 1
	8	0 1 2 3 4 5 6 7 8 9	21 0 1
		0 1 2 3 4 5 6 7 8 9	22 0 1
		0 1 2 3 4 5 6 7 8 9	23 0 1
		0 1 2 3 4 5 6 7 8 9	24 0 1
9	0 1 2 3 4 5 6 7 8 9	25 0 1	
	0 1 2 3 4 5 6 7 8 9	26 0 1	
	0 1 2 3 4 5 6 7 8 9	27 0 1	
	0 1 2 3 4 5 6 7 8 9	28 0 1	
10	0 1 2 3 4 5 6 7 8 9	29 0 1	
	0 1 2 3 4 5 6 7 8 9	30 0 1	
11	0 1 2 3 4 5 6 7 8 9	31 0 1	
	0 1 2 3 4 5 6 7 8 9	32 0 1	
12	0 1 2 3 4 5 6 7 8 9	33 0 1	
	0 1 2 3 4 5 6 7 8 9	34 0 1	

SEE COVER OF YOUR TASK BOOKLET Form N21, Ser.No. 0232a

4	TASK BOOKLET FORM	A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
		0 1 2 3 4 5 6 7 8 9
	SERIAL NO.	0 1 2 3 4 5 6 7 8 9
		0 1 2 3 4 5 6 7 8 9

My birthday is May 23, 1935
 May = 05 1935 = 35

5	DATE of BIRTH	MONTH	0 1 2 3 4 5 6 7 8 9
		DAY	0 1 2 3 4 5 6 7 8 9
		YEAR	0 1 2 3 4 5 6 7 8 9
			0 1 2 3 4 5 6 7 8 9

Ignore these boxes

PART II

PART II A LIST OF ADMINISTRATIVE TASKS (Pages 01 to 08)

PART II B LIST OF PATIENT CARE TASKS (Pages 09 to 17)

HOW TO RESPOND TO TASK STATEMENTS

- Your responses to each statement should be marked on the corresponding page, column and item number in your RESPONSE BOOKLET.
- Note that each page in your RESPONSE BOOKLET has two response blocks. The left-hand block (items 1-25) is for entering responses to statements printed on LEFT pages of this TASK BOOKLET; the right-hand block (items 26-50) is for responses to statements printed on RIGHT pages. Make sure that your answers are recorded in the appropriate blocks on every page. DO NOT MAKE ANY MARKS OTHER THAN YOUR ANSWERS!
- Each time you start a new page in your RESPONSE BOOKLET, check the page on your TASK BOOKLET. See that the numbers match; then mark the page number in "Box X" in the response page (see instructions at the top of response page). This is necessary for computer processing.
- For each task, indicate on the response page under:
Column A

How often you did this task within the last month. (If you were on leave, consider your immediate past working month.)

0 = Did not do

1 = Did less than 5 times

2 = Did 5 to 20 times

3 = Did 21 to 50 times

4 = Did 51 to 100 times

5 = Did more than 100 times

If answer in Column A is 0, go to the next statement.
If answer is 1, 2, 3, 4 or 5, answer also Columns B, C and D.

Column B

Indicate the approximate time you spent the last time you performed this task.

0 = less than one minute

1 = 1 to 4 minutes

2 = 5 to 10 minutes

3 = 11 to 20 minutes

4 = 21 to 30 minutes

5 = 31 to 60 minutes

6 = 1 to 2 hours

7 = more than 2 hours

Column C

Do you ever delegate this task to enlisted personnel?

0 = No

1 = Yes

Column D

Would you delegate this task to appropriately trained enlisted allied health personnel?

0 = No

1 = Yes, but only with direct supervision

2 = Yes, without direct supervision

- Please tear the enclosed tab at the perforation and use it when responding to Part II A and B. It contains the above instructions in abbreviated form.
- All of the tasks in Part II A and B are to be answered using these instructions.
- Please use the page provided at the back of this booklet to list tasks which take a lot of your time and which were not included in this inventory.

DO NOT LOSE THIS TAB

HOW TO RESPOND TO PART IIA AND B

PAGES 01 TO 17

ANSWER COL. A FIRST. IF A = 0, GO TO NEXT STATEMENT; IF A = 1-5, ANSWER COLUMNS B, C & D ALSO.

A	B	C	D
FREQUENCY	TIME CONSUMED	DO YOU EVER DELEGATE TASK TO ENLISTED PERSONNEL?	WOULD YOU DELEGATE THIS TASK TO APPROPRIATELY TRAINED ENLISTED ALLIED HEALTH PERSONNEL?
0= DID NOT DO LAST MONTH	0= LESS THAN 1 MINUTE	0= NO	0= NO
1= DID LESS THAN 5 TIMES	1= 1 TO 4 MINUTES	1= YES	1= YES, BUT ONLY WITH DIRECT SUPERVISION
2= DID 5 TO 20 TIMES	2= 5 TO 10 MINUTES		2= YES, WITHOUT DIRECT SUPERVISION
3= DID 21 TO 50 TIMES	3= 11 TO 20 MINUTES		
4= DID 51 TO 100 TIMES	4= 21 TO 30 MINUTES		
5= DID MORE THAN 100 TIMES	5= 31 TO 60 MINUTES		
	6= 1 TO 2 HOURS		
	7= MORE THAN 2 HOURS		



PART II A
LIST OF ADMINISTRATIVE TASKS
(Pages 01 to 08)

1 TASK NO. 1 ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 1
OF RESPONSE BOOKLET

- 1 PLAN THE DEPARTMENT/UNIT PHYSICAL LAYOUT
- 2 DETERMINE THE PHYSICAL LAYOUT OF WORK AREA FURNITURE/EQUIPMENT
- 3 INITIATE NEW OR CHANGED TECHNICAL PROCEDURES
- 4 DOCUMENT NEW OR CHANGED PROCEDURES
- 5 ASSIGN SPACE FOR EQUIPMENT AND SUPPLIES
- 6 ARRANGE FOR REPLACEMENT/REPAIR OF EQUIPMENT AS REQUIRED
- 7 PLAN RECORD KEEPING SYSTEM FOR THE SECTION/DEPARTMENT/ACTIVITY
- 8 SUPERVISE THE MAINTENANCE OF OFFICE RECORDS
- 9 ADMINISTER/MAINTAIN UNIT LIBRARY
- 10 PREPARE BUDGET
- 11 ADMINISTER BUDGET
- 12 APPROVE REQUISITIONS
- 13 REVIEW REQUISITIONS
- 14 GIVE DIRECT SUPERVISION FOR THE PREPARATION OF REQUISITIONS/PURCHASE ORDERS/WORK REQUESTS
- 15 MONITOR THE EXPENDITURES AND UTILIZATION OF FUNDS
- 16 MAKE RECOMMENDATIONS ON BUDGET PROPOSALS
- 17 EVALUATE NEW EQUIPMENT, I.E. USER TEST
- 18 COMPOSE INITIAL PROJECTIONS FOR EQUIPMENT NEEDS
- 19 PROJECT COSTS FOR EQUIPMENT NEEDS
- 20 MAKE RECOMMENDATIONS ON PURCHASE/REPLACEMENT OF EQUIPMENT/SUPPLIES
- 21 APPROVE/DISAPPROVE NEW EQUIPMENT REQUESTS
- 22 NEGOTIATE WITH VENDORS, E.G. COST, DELIVERY SCHEDULE
- 23 COORDINATE ON EQUIPMENT LOANS, BORROWING OF MEDICAL/DENTAL SUPPLIES/TRAINING AIDS
- 24 COORDINATE COST REDUCTION PROGRAMS
- 25 IMPLEMENT COST REDUCTION PROGRAMS

GO TO RIGHT HAND PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 1 OF RESPONSE BOOKLET
26	RECOMMEND CHANGE IN MANPOWER LEVELS
27	EVALUATE THE PERFORMANCE OF PERSONNEL
28	MAKE RECOMMENDATIONS ON/APPROVE/DISAPPROVE PERSONNEL REQUESTS TO ATTEND MEETINGS/CONFERENCES
29	COMPOSE/OR REVISE JOB/POSITION DESCRIPTIONS
30	REQUEST/RECOMMEND ADDITIONAL PERSONNEL WHEN REQUIRED
31	GIVE DIRECT SUPERVISION TO EMPLOYEES
32	GIVE DIRECT SUPERVISION TO CCRPSMEN/TECHNICIANS
33	HIRE/FIRE CIVILIAN PERSONNEL
34	RECOMMEND THE HIRING/TERMINATION OF PERSONNEL
35	RECOMMEND DISCIPLINARY ACTION FOR PERSONNEL AS REQUIRED
36	INTERVIEW CANDIDATES FOR EMPLOYMENT
37	RECOMMEND ASSIGNMENT OF STAFF PERSONNEL TO UNIT/WARD
38	DETERMINE CONTENT OF MILITARY REPORTS ON PERSONNEL, E.G. EVALUATION REPORTS
39	AUTHORIZE EMERGENCY PASSES
40	AUTHORIZE EXCUSED/LIGHT DUTIES
41	COORDINATE WITH ADMIN STAFF OF BASE/UNIT REGARDING POLICIES AFFECTING STAFF
42	BRIEF THE COMMANDING OFFICER
43	COORDINATE WITH HOSPITAL/DEPARTMENT SUPPORT SERVICES, E.G. SOCIAL SERVICES, RED CROSS
44	COORDINATE WITH OTHER HEALTH AGENCIES REGARDING HEALTH MATTERS, E.G. QUARANTINE
45	COORDINATE ASSIGNMENT OF HOSPITAL AUXILIARIES
46	COORDINATE WITH BUMED ON MATTERS PERTAINING TO PERSONNEL
47	CERTIFY QUALITY OF WORK PERFORMED BY CIVILIAN CONTRACTORS
48	DETERMINE DUTIES FOR PERSONNEL
49	INTERVIEW/COUNSEL/ADVISE STAFF
50	DETERMINE ELIGIBILITY OF INDIVIDUALS TO RECEIVE HEALTH CARE IN ACCORDANCE WITH REGULATIONS

ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 2
OF RESPONSE BOOKLET

- 1 APPROVE/AUTHORIZE OVERTIME FOR CIVILIAN STAFF
- 2 DEVELOP IMPROVED WORK METHODS AND PROCEDURES
- 3 DEVELOP/ESTABLISH STANDARDS TO EVALUATE MANPOWER PERFORMANCE
- 4 EVALUATE THE ADEQUACY/EFFECTIVENESS OF ROUTINE REPORTS
- 5 REVIEW/COMMENT ON/FORWARD PERSONNEL REQUESTS/MEMOS/LETTERS
- 6 REVIEW DUTY/HARD LOG BOOK
- 7 ROTATE PERSONNEL DUTIES, E.G. FOR EXPERIENCE/VARIETY
- 8 RECOMMEND PERSONNEL FOR REASSIGNMENT, I.E. NEW COMMAND
- 9 PREPARE STANDING OPERATING PROCEDURES, GUIDES AND INSTRUCTIONS FOR USE BY PERSONNEL
- 10 REVIEW SUGGESTIONS AND COMPLAINTS FROM PERSONNEL
- 11 PLAN FOR OVERTIME/LEAVE/LIBERTY/TIME OFF
- 12 PLAN FACILITY MANNING LEVELS
- 13 CONDUCT COMMAND INSPECTIONS
- 14 COORDINATE/ARRANGE FOR USE OF ROOMS, E.G. LECTURES, CONFERENCE
- 15 PLAN RECREATION PROGRAMS
- 16 VERIFY ENLISTED NAVY HEALTH RECORDS
- 17 PROVIDE INFORMATION ON QUESTIONS ABOUT CHAMPUS PROGRAM, E.G. ELIGIBILITY, PROCEDURES
- 18 ESTABLISH CRITERIA/GUIDELINES FOR POSITIONS FOR SUBORDINATE PERSONNEL, E.G. WORK POSITIONS
- 19 INTERPRET/REVIEW CONFIDENTIAL REPORTS ON PERSONNEL, E.G. EVALUATION REPORTS, SECURITY CLEARANCES
- 20 DESIGN STATUS BOARDS/CHARTS
- 21 ASSIST IN COMMAND INSPECTIONS
- 22 ARRANGE TIME/DETAIL SCHEDULES
- 23 APPROVE TIME/DETAIL SCHEDULES
- 24 ADJUST DAILY ASSIGNMENT SHEET/WORK SCHEDULE AS NEEDED
- 25 CERTIFY CIVILIAN ATTENDANCE

GO TO RIGHT HAND PAGE

ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 2
OF RESPONSE BOOKLET

- 26 ASSIST IN COMPOSING/REVISING JOB DESCRIPTIONS
- 27 PROCESS PERSONNEL REQUESTS
- 28 PREPARE WARD REPORT
- 29 REVIEW REPORTS/REQUESTS FOR PROPER PREPARATION AND COMPLETION
- 30 RECOMMEND/GIVE ADVICE FOR WORK SIMPLIFICATION/MEASUREMENT STUDIES
- 31 PLACE PATIENT/PERSONNEL ON REPORT
- 32 PREPARE MISCELLANEOUS CHITS, E.G., SPECIAL REQUESTS, CHECK CHITS
- 33 APPROVE SPECIAL REQUEST/REQUISITION CHITS
- 34 COMPOSE AND PREPARE INSPECTION REPORTS
- 35 COUNSEL PERSONNEL ON REENLISTMENT/REENLISTMENT PROGRAMS
- 36 CERTIFY INVOICES FOR PAYMENT OF FUNDS
- 37 INTERPRET BUPERS MANUALS/INSTRUCTIONS/NOTICES
- 38 INSPECT FOR PROPER UTILIZATION OF FORMS BY PERSONNEL
- 39 EVALUATE READINESS CAPABILITY OF UNIT
- 40 COUNSEL EMPLOYEE/STAFF
- 41 ASSIGN PERSONNEL TO DUTIES/WORK ACCORDING TO SCHEDULE
- 42 MAINTAIN CIVILIAN EMPLOYEE RECORDS AND REPORTS
- 43 AUTHORIZE ANNUAL/SICK LEAVE
- 44 ENSURE THAT ALL PERSONNEL MAINTAIN PROPER MILITARY BEARING, E.G. CLEANLINESS, ATTIRE
- 45 KEEP PERSONNEL INFORMED OF ADMINISTRATIVE COMMUNICATION CHANGES
- 46 RECOMMEND PERSONNEL FOR PROMOTION/DEMOTION
- 47 RECOMMEND PERSONNEL FOR EDUCATION/TRAINING
- 48 ENSURE THAT PERSONNEL ARE AWARE OF HEALTH SERVICES AVAILABLE
- 49 MAINTAIN DUTY/CALL/EMERGENCY RECALL ROSTER
- 50 MAINTAIN RECORDS OF SPECIAL DUTY NURSES/CIVILIAN NURSES EMPLOYED

TURN PAGE

TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 3
OF RESPONSE BOOKLET

- 1 | MAINTAIN NAVY DIRECTIVES ISSUANCE SYSTEM (INSTRUCTIONS AND NOTICES)
- 2 | COMPILE/UPDATE MAILING/ADDRESS LIST
- 3 | MAINTAIN ATTENDANCE RECORDS
- 4 | MAINTAIN PERSONAL RECORDS OF THE STAFF, E.G. BOOK LOG, STATUS BOARDS
- 5 | FILL OUT TIME SHEETS
- 6 | PREPARE WORK ORDERS/WORK REQUESTS
- 7 | DRAFT OFFICIAL CORRESPONDENCE
- 8 | DICTATE LETTERS/REPORTS
- 9 | TYPE
- 10 | PREPARE DIRECTORIES
- 11 | PREPARE AUTOMATED DATA PROCESSING CODE SHEETS
- 12 | PREPARE NECESSARY PAPERWORK FOR MEDICAL BOARDS
- 13 | MAKE ADMINISTRATIVE ARRANGEMENTS FOR MEDICAL BOARDS
- 14 | TAKE ACTION ON NAVY DIRECTIVES, I.E. INSTRUCTIONS AND NOTICES
- 15 | COMPOSE COMMAND DIRECTIVES ACCORDING TO SPECIFICATIONS
- 16 | UP-DATE/REVISE COMMAND DIRECTIVES
- 17 | PERFORM ADMINISTRATIVE ERRANDS, E.G. PICK-UP PAYCHECKS, DELIVER/RETURN TIME CARDS
- 18 | SORT/FORWARD MAIL
- 19 | WRITE/ENTER INTG LOG MINUTES/NOTES OF MEETINGS
- 20 | REVIEW INCOMING MESSAGES/MEMOS
- 21 | MAKE ENTRIES INTO DEPARTMENTAL LOG FOR COMMAND
- 22 | PREPARE WATCH LISTS
- 23 | PREPARE LEAVE REQUEST FORMS
- 24 | PREPARE PERIODIC REPORTS FOR COMMAND, E.G. DEPARTMENT PATIENT CENSUS
- 25 | EDIT COMMAND DIRECTIVES

GO TO RIGHT HAND PAGE

ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 3
OF RESPONSE BOOKLET

- 26 | ARRANGE FOR BRIEFINGS
- 27 | CONDUCT BRIEFINGS
- 28 | COMPOSE/DRAFT AN AGENDA FOR STAFF MEETINGS
- 29 | CONDUCT STAFF MEETINGS TO DISCUSS PLANS/ACTIVITIES/PROBLEMS
- 30 | COORDINATE WITH OTHER DEPARTMENTS CONCERNING PROTOCOL
VISITS/CIVILIAN TOURS
- 31 | COORDINATE WITH CIVILIAN ORGANIZATIONS, GROUPS, E.G.
TEACHERS, SCHOOLS
- 32 | ANSWER QUERIES FROM CIVILIAN ASSOCIATIONS/INDIVIDUALS
- 33 | REFER ONWARD TO THE PROPER PERSONNEL QUERIES FROM CIVILIAN
ASSOCIATIONS/INDIVIDUALS
- 34 | SERVE AS MESS/CLUB/INSTITUTE COMMITTEE MEMBER
- 35 | ESTABLISH LIAISON WITH CIVILIAN SPECIALISTS/CONSULTANTS
- 36 | CONDUCT TOURS OF FACILITY FOR VISITORS
- 37 | COORDINATE STAFFING ARRANGEMENTS
- 38 | PREPARE DRAFT OF OFFICER FITNESS REPORTS FOR REVIEW
- 39 | ESTABLISH DUTY/CALL/EMERGENCY RECALL ROSTER
- 40 | INVESTIGATE/REPORT ON INJURIES/INCIDENTS TO
PATIENTS/STAFF/VISITORS
- 41 | ENSURE THAT SAFE INDUSTRIAL PRACTICES ARE ADHERED TO, E.G. USE
OF PROTECTIVE EYE GLASSES
- 42 | SUPERVISE DISASTER CONTROL PROGRAM
- 43 | EVALUATE HOSPITAL FIRE DRILL
- 44 | ORGANIZE/PREPARE A MASS CASUALTY PLAN
- 45 | ORGANIZE/PREPARE A MINOR CASUALTY PLAN
- 46 | MAINTAIN INVENTORY OF PRECIOUS METALS/NARCOTICS
- 47 | PREPARE NECESSARY PAPERWORK TO UPDATE ORGANIZATION CHARTS
- 48 | PREPARE MUSTER REPORT
- 49 | PREPARE VARIOUS ADMINISTRATIVE BOARD REPORTS
- 50 | MAKE ENTRIES INTO SERVICE RECORDS

TURN PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 4 OF RESPONSE BOOKLET
1	REVIEW CONTENT OF MILITARY REPORTS ON PERSONNEL, E.G. EVALUATION REPORTS
2	DRAFT COMMENDATORY AWARDS FOR SUBORDINATES, E.G. LETTERS OF APPRECIATION
3	MAINTAIN CONTROL OVER CLASSIFIED MATERIAL
4	RECOMMEND WARD/UNIT SHAKEDOWN
5	ASSIST IN COMMAND PERSONNEL INSPECTIONS
6	ORGANIZE/PREPARE FOR CEREMONIES, E.G. COMMAND CHANGE, REINLISTMENT
7	INSTRUCT/DIRECT PERSONNEL IN MAINTAINING SECURITY STANDARDS
8	REMIND PERSONNEL IN OCCUPATIONALLY HAZARDOUS AREAS TO GET REQUIRED LAB TEST/PHYSICALS
9	REQUEST SPECIFIC LAB TEST/PHYSICALS FOR PERSONNEL EXPOSED TO TOXIC GASES/FUMES
10	CARRY OUT OFFICE/AREA/UNIT SECURITY MEASURES
11	CONDUCT SECURITY INSPECTIONS
12	COORDINATE WITH INTELLIGENCE USERS AND AGENCIES
13	INSPECT LIVING QUARTERS
14	SERVE ON DAMAGE CONTROL TEAM
15	SERVE AS MEMBER OF ALCOHOL AND NARCOTIC INVENTORY BOARD
16	SERVE AS CASUALTY CARE COORDINATOR
17	PREPARE FOR INSPECTIONS
18	PERFORM DAILY MAINTENANCE INSPECTION OF WORKSPACES
19	MAINTAIN CUSTODY OF CLASSIFIED INFORMATION
20	ASSIST IN COMMAND MATERIAL INSPECTIONS
21	ANALYZE TRAINING STATUS OF THE DEPARTMENT
22	APPROVE REQUESTS FOR TRAINING AIDS/MATERIALS/BOOKS
23	COUNSEL TRAINEES REGARDING FIRST TOUR ASSIGNMENT
24	COUNSEL PERSONNEL/TRAINEES ON CAREER PLANS, E.G. AVAILABILITY OF EDUCATIONAL PROGRAMS
25	MAINTAIN LIBRARY/LITERATURE ON EDUCATION/TRAINING OPPORTUNITIES

GO TO RIGHT HAND PAGE

ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 4
OF RESPONSE BOOKLET

- 26 | NOMINATE INDIVIDUALS FOR EDUCATION/TRAINING PROGRAM ATTENDANCE
- 27 | ORIENT TRAINEES/STUDENTS TO PROGRAM, I.E. OBJECTIVES OF PROGRAM,
CLASS SCHEDULE
- 28 | SELECT WORK EXPERIENCES FOR STUDENT/TRAINEE
- 29 | CONFER WITH INSTRUCTIONAL STAFF ON INDIVIDUAL STUDENT PROBLEMS
- 30 | DEMONSTRATE NEW EQUIPMENT OR PRODUCTS TO STUDENTS/STAFF
- 31 | POST/ENTER TRAINING INFORMATION INTO INDIVIDUAL RECORDS
- 32 | SUPERVISE/DIRECT UNITS'S OJT PROGRAM
- 33 | PREPARE CLASS RECORDS
- 34 | WRITE REPORT ON TRAINING FOR BUMED
- 35 | SELECT INSTRUCTORS FOR TRAINING PROGRAM
- 36 | SUGGEST TOPICS FOR CLASSES/CONFERENCES
- 37 | COORDINATE DOCTORS/GUESTS LECTURES
- 38 | WRITE REPORTS FOR CLASSES/CONFERENCES
- 39 | COMPOSE STUDENT EVALUATION REPORT
- 40 | TRAIN OTHER EMPLOYEES
- 41 | DESIGN IN-SERVICE TRAINING COURSES
- 42 | CONDUCT IN-SERVICE TRAINING COURSES
- 43 | ARRANGE FOR USE OF LECTURE/TEACHING/DEMONSTRATION AIDS AND
EQUIPMENT
- 44 | CONDUCT TEACHING ROUNDS
- 45 | PLAN INSTRUCTIONAL - STAFF MEETINGS
- 46 | PLAN CONFERENCES FOR STUDENTS DURING PRACTICAL TRAINING
- 47 | TEACH FORMAL CLASSES
- 48 | DEMONSTRATE CLINICAL PROCEDURES USING PATIENT/SUBJECT
- 49 | SELECT TOPICS FOR STAFF LECTURE SERIES
- 50 | EVALUATE/SELECT AUDIOVISUAL MATERIALS, E.G. FILMS

TURN PAGE

ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 5
OF RESPONSE BOOKLET

- 1 ADMINISTER EXAMINATIONS
- 2 EVALUATE STUDENTS PERFORMANCE/PROGRESS
- 3 ASSIGN GRADES FOR INDIVIDUAL PERFORMANCE
- 4 SELECT CLINICAL MATERIAL FOR INSTRUCTIONAL PURPOSES, E.G.
PATIENTS, CASE STUDIES
- 5 IDENTIFY PERSONNEL AVAILABLE TO PARTICIPATE IN EDUCATION AND
TRAINING PROGRAMS
- 6 TRAIN INSTRUCTORS
- 7 PLAN CONTENT FOR CJT PROGRAM
- 8 EVALUATE EFFECTIVENESS OF UNIT'S CJT PROGRAM
- 9 EVALUATE TEACHER EFFECTIVENESS
- 10 COORDINATE WITH SUPERVISORS/INSTRUCTORS ON STUDENT TRAINING
- 11 COUNSEL STUDENTS/STAFF CONCERNING ACADEMIC PROGRAMS
- 12 COUNSEL TRAINEE (STUDENT) WHO HAS FAILED TRAINING PROGRAM
- 13 SERVE AS CONSULTANT, GUEST LECTURER
- 14 SET UP CLASSROOMS/CONFERENCE SPACES, AUDITORIUMS FOR CLASSES,
CONFERENCES, WORKSHOPS, LECTURES
- 15 MAKE RECOMMENDATIONS CONCERNING DISENROLLMENT OF STUDENTS
- 16 LECTURE/ORIENT PERSONNEL ON ALCOHOL AND DRUG ABUSE
- 17 LECTURE/ORIENT PERSONNEL ON DENTAL CARE AND HYGIENE
- 18 LECTURE/ORIENT PERSONNEL ON VC AND OTHER SOCIAL DISEASES
- 19 INSTRUCT ON PERSONAL HYGIENE
- 20 INSTRUCT ON NON-PROFESSIONAL SUBJECTS
- 21 GIVE FIRST AID INSTRUCTION
- 22 SPEAK/PARTICIPATE IN COMMUNITY AFFAIRS, E.G. PTA, HEALTH
SOCIETIES
- 23 CONSULT WITH STAFF TO DESIGN/AMEND/UPDATE PROCEDURES /TECHNIQUES
- 24 PLAN/CONDUCT COMBAT TRAINING FOR MEDICAL PERSONNEL
- 25 READ/REVIEW MEDICAL/DENTAL LITERATURE

GO TO RIGHT HAND PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 5 OF RESPONSE BOOKLET
26	RESEARCH MATERIAL FOR PROJECTS, I.E. COMPILE STATISTICS, GATHER DATA FROM DIFFERENT SOURCES
27	PARTICIPATE IN RESEARCH STUDIES/PROJECT E.G. RESPOND TO SURVEYS
28	MAKE FINAL DECISION ON REJECTION/ACCEPTANCE OF DRAFTS/FINAL TYPED MATERIAL
29	PROOF READ CORRESPONDENCE/PUBLICATIONS
30	EDIT/PREPARE PROFESSIONAL ARTICLES/REPORTS FOR PUBLICATION/SUBMISSION
31	DELIVER/READ TECHNICAL PAPERS AT CONFERENCES/CLASSES/CONVENTIONS
32	WRITE USER INSTRUCTIONS FOR NEW EQUIPMENT OR NEW PROCEDURES
33	ATTEND PROFESSIONAL MEETINGS
34	ADVISE LIBRARIAN ON MAINTENANCE AND PURCHASE OF MEDICAL/TECHNICAL PUBLICATIONS
35	DISPOSE OF SUPPLIES/INSTRUMENTS/EQUIPMENT AFTER TIME LIMIT/EXPIRATION DATE
36	INSPECT THAT SUPPLIES/MATERIALS/EQUIPMENT ARE STORED PROPERLY
37	CHECK INSTRUMENTS AND SUPPLIES FOR STERILIZATION INDICATORS
38	DETERMINE ADEQUACY OF STERILIZATION PROCEDURES
39	INSPECT SUPPLIES/EQUIPMENT FOR ACCEPTABILITY/DAMAGE/LOSS/PILFERAGE
40	ISSUE SUPPLIES/INSTRUMENTS/EQUIPMENT/MATERIALS
41	MAINTAIN STOCK OF STERILE SUPPLIES
42	MAINTAIN UNIT/WARD/SECTION FIRST AID AND EMERGENCY EQUIPMENT
43	MAINTAIN STOCK OF SUPPLIES/MATERIALS/SPARE PARTS FOR UNIT
44	VERIFY/SIGN OFF ON REQUISITIONS/RECEIPTS FOR SUPPLIES/EQUIPMENT/MATERIAL
45	VERIFY AND CO-SIGN INVENTORY
46	INSPECT X-RAY FILM QUALITY TO EVALUATE DEVELOPMENT TECHNIQUES
47	ESTABLISH SUPPLY USAGE RATE
48	ORDER STOCK MEDICATIONS FROM PHARMACY
49	PREPARE AND MAINTAIN ANTIDOTE SECTION/LOCKER
50	SAFEGUARD POISONS

TURN PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 6 OF RESPONSE BOOKLET
1	ANSWER PERSONNEL INQUIRIES REGARDING MIXING/ADMINISTERING DRUGS
2	INSPECT DRUG STORAGE IN WARD/CLINIC/DEPARTMENT
3	OBTAIN DRUG SAMPLES/LITERATURE FROM DRUG COMPANY
4	DELIVER NARCOTICS/CONTROLLED DRUGS/ALCOHOL TO WARD/CLINIC/OTHER DEPARTMENTS
5	SEARCH FOR UNACCOUNTABLE WARD/CLINIC NARCOTICS/CONTROLLED DRUGS
6	CHECK/COUNT NARCOTICS/CONTROLLED DRUGS
7	ORDER NARCOTICS AND CONTROLLED DRUGS FROM THE PHARMACY
8	PERFORM PREVENTIVE MAINTENANCE
9	USE AND EVALUATE NEW EQUIPMENT/MATERIAL (USER-TRIAL)
10	CONDUCT AUDITS/INVENTORY ALCOHOL/PRECIOUS METALS/NARCOTICS
11	DETERMINE EQUIPMENT/SUPPLIES FOR EMERGENCIES/EXERCISES
12	EVALUATE THE MAINTENANCE AND USE OF SUPPLIES, EQUIPMENT AND WORK SPACE
13	SUPERVISE ROUTINE EQUIPMENT MAINTENANCE FOR SECTION/UNIT
14	CONFER/VISIT MANUFACTURERS/CONTRACTORS TO OBTAIN FIRST HAND KNOWLEDGE OF EQUIPMENT/SUPPLIES
15	CONSULT ON CENTRAL/LOCAL SUPPLY PROBLEMS/PROCEDURES
16	COORDINATE WITH MANUFACTURERS/CONTRACTORS FOR EQUIPMENT REPAIR/MAINTENANCE
17	DETERMINE IF EQUIPMENT NECESSITATES REPAIR/SERVICE
18	COORDINATE WITH OTHER SECTIONS FOR ASSISTANCE IN FABRICATING EQUIPMENT
19	ORDER SUPPLIES/EQUIPMENT THROUGH FEDERAL SUPPLY SYSTEM
20	RECEIVE AND PROCESS MATERIAL COMPLAINTS
21	RESEARCH LOCAL MEDICAL/DENTAL SUPPLY PURCHASE RATES
22	MAKE LOCAL (OPEN) PURCHASE OF SUPPLIES
23	ASSIST IN PRECIOUS METALS/NARCOTICS INVENTORY
24	PREPARE PAPERWORK FOR EQUIPMENT REPAIR/MAINTENANCE
25	PREPARE LOCAL, OPEN PURCHASE HIGH-DOLLAR ITEMS REPORT. (NAVMEC-6700/2)

GO TO RIGHT HAND PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 6 OF RESPONSE BOOKLET
26	PREPARE LINEN INVENTORY (NAVMEC-6770/1)
27	PREPARE LAUNDRY LIST (NAVMEC-6770/3)
28	ARRANGE FOR HOUSEKEEPING/CLEANLINESS OF AREA
29	DETERMINE AND CONTROL SOURCES OF BACTERIAL CONTAMINATION
30	REVIEW AND EVALUATE ASEPTIC TECHNIQUES
31	INSPECT SPACES FOR INSECT INFESTATION
32	CHECK EQUIPMENT FOR ELECTRICAL HAZARDS AND GROUNDS
33	INSPECT FIRE EQUIPMENT
34	PROVIDE ADVICE ON SAFETY EQUIPMENT IMPROVEMENTS
35	PERFORM ROUTINE SAFETY INSPECTIONS
36	DC SUPPLY/EQUIPMENT INVENTORY
37	SURVEY EQUIPMENT TO DETERMINE CONTINUED SERVICEABILITY/USABILITY
38	PREPARE REQUISITIONS FOR SUPPLIES/EQUIPMENT
39	PREPARE INVENTORY REPORTS
40	MAINTAIN A SUPPLY (EQUIPMENT, MATERIALS) INVENTORY SYSTEM
41	OBTAIN CLARIFICATION OF CONFLICTING DOCTOR'S ORDERS
42	VERIFY COMPLETENESS OF DOCTOR'S ORDERS, E.G. FOR ALL ROUTINE ADMISSION OR PRE-OP ORDERS
43	VERIFY THAT DOCTOR'S ORDERS ARE UP-TO-DATE, E.G. TREATMENT, MEDICATION, DIET
44	FOLLOW UP PATIENT TO DETERMINE IF NEEDED SERVICES WERE OBTAINED
45	COORDINATE PATIENT TREATMENT PLAN WITH OTHER DEPARTMENTS/AGENCIES
46	COMPLETE REPORT FORMS ON ADVERSE DRUG REACTION
47	COMPILE LIST OF MEDICATION ORDERS REQUIRING DOCTOR'S RENEWAL
48	INFORM PHARMACIST OF NEW OR RENEWED PRESCRIPTIONS BY TELEPHONE
49	CONFIRM TELEPHONE INQUIRIES ON REFILLS, NEW PRESCRIPTIONS
50	CHECK AND SIGN PRESCRIPTIONS

TURN PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 7 OF RESPONSE BOOKLET
1	ASSESS COMPLETENESS OF LABORATORY REPORTS
2	COORDINATE WITH HOSPITAL ON ADMISSION OF PATIENTS
3	NOTIFY NEXT-OF-KIN WHEN REQUIRED
4	SUPERVISE PATIENT EVACUATION, E.G. ENSURE PATIENT IS MEDICALLY SECURED FOR TRANSPORT
5	DETERMINE STAFF/PATIENT RATIOS
6	OBTAIN CONSENTS FOR PROCEDURES/AUTOPSY
7	COORDINATE WITH THE APPROPRIATE AUTHORITIES WHEN DEATH OCCURS, E.G. CORONER
8	ASSIST PATIENTS WHO HAVE DIFFICULTY DEALING WITH OTHER AGENCIES
9	ADVISE PATIENT OF RIGHTS IN REGARD TO MEDICAL BOARDS
10	COUNSEL PATIENTS ON ADMINISTRATIVE/LEGAL MATTERS
11	PERFORM QUALITATIVE ANALYSIS OF HEALTH RECORD
12	MAINTAIN MEDICAL/DENTAL RECORDS
13	ANSWER TELEPHONE/TAKE MESSAGES, MEMOS
14	ASSIGN WORK TO PATIENTS
15	ARRANGE TRANSPORTATION FOR PATIENTS/PERSONNEL
16	CHECK RECORDS FOR UP-TO-DATE IMMUNIZATIONS/X-RAYS/PHYSICALS
17	FILE COMPLETED/RETURNED CHITS/REPORTS IN PATIENT RECORD
18	PROCESS PATIENT ADMISSIONS/DISCHARGES/TRANSFERS
19	ARRANGE FOR SPECIAL OR LATE MEALS FOR PATIENTS/VISITOR/STAFF
20	SCHEDULE APPOINTMENTS FOR CLINIC/DEPARTMENT, E.G., MAINTAIN APPOINTMENT BOOK
21	CONTACT OTHER DEPARTMENTS TO OBTAIN/COORDINATE PATIENT/PERSONNEL APPOINTMENTS
22	INFORM HOSPITAL AUTHORITIES OF PATIENTS CONDITION
23	IDENTIFY RADIOGRAPH
24	CHECK PATIENTS CHART/HEALTH RECORD FOR COMPLETENESS OF FORMS/REPORTS/RECORDS
25	ASSEMBLE CHART, REQUISITIONS FOR PHYSICAL EXAMINATION

GO TO RIGHT HAND PAGE

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 7
OF RESPONSE BOOKLET

- 26 | LOCATE LAB/EXAMINATION REPORTS/HEALTH RECORDS/CHARTS
- 27 | PREPARE/UPDATE DIET LIST
- 28 | LOG ANALYSIS RESULTS
- 29 | MAINTAIN TECHNIQUE CHARTS
- 30 | MAINTAIN X-RAY FILM LIBRARY/FILE
- 31 | MAINTAIN CARDEX FILE/SYSTEM
- 32 | PREPARE PERSONAL EFFECTS REPORT/REQUIRED DOCUMENT/PAPERWORK WHEN DEATH OCCURS
- 33 | PREPARE REQUISITIONS FOR DIAGNOSTIC PROCEDURES, E.G. LAB, EEG
- 34 | REPORT INFECTIONS TO INFECTION COMMITTEE
- 35 | REPORT PATIENT CENSUS/INFORMATION TO COMMANDING OFFICER, E.G. MORNING REPORT
- 36 | CHECK CONSULTATION REQUESTS TO INSURE THE CORRECT STUDY IS TO BE CARRIED OUT
- 37 | REVIEW AND FOLLOW THROUGH ON COMPLETED CONSULT REPORTS
- 38 | LOG IN PATIENTS TO CLINIC/DEPARTMENT/SICK CALL
- 39 | RECORD ADMINISTRATION OF MEDICATION ON PATIENT HEALTH RECORD
- 40 | ADJUST/COORDINATE CHANGES IN PATIENT SCHEDULES AS NEEDED
- 41 | ASSIST PEOPLE IN FINDING CLINICS AND SPACES
- 42 | PREPARE BIRTH CERTIFICATES/PAPERWORK WHEN BIRTH OCCURS
- 43 | PREPARE REPORT OF MEDICAL EXAMINATION
- 44 | OBTAIN/WITNESS PATIENT'S SIGNATURE FOR RELEASE OF MEDICAL INFORMATION, E.G., X-RAYS, RECORDS
- 45 | PREPARE PATIENT LIBERTY LIST
- 46 | ASSEMBLE PATIENT CHART, RECORDS, PAPERWORK FOR NEW ADMISSION/DISCHARGE/TRANSFER
- 47 | ASSEMBLE PATIENT CHART, RECORDS, X-RAYS FOR PRE-OP
- 48 | OBTAIN PATIENT'S PAST HOSPITALIZATION RECORDS/X-RAYS
- 49 | ENTER PATIENT IDENTIFICATION INFORMATION ONTO REPORTS/RECORDS
- 50 | COORDINATE PATIENT TRANSFER WITHIN HOSPITAL

TURN PAGE

ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 8
OF RESPONSE BOOKLET

- 1 COORDINATE PATIENT TRANSFER BETWEEN MEDICAL FACILITIES
- 2 CHECK RETURNED LAB REPORT FOR COMPLETION OF REQUESTED TESTS
- 3 CONDUCT LOCKER CHECKS FOR SECURITY ON LOCKED WARDS
- 4 CONFISCATE UNAUTHORIZED DRUGS/OBJECTS
- 5 HELP LOCATE/PROVIDE PATIENT ACCESS TO PATIENT'S BELONGINGS
- 6 NOTIFY SECURITY DEPARTMENT, EG FOR PATIENT ESCAPE, DRUG
CONFISCATION
- 7 PREPARE PROSTHETIC CASE RECORD (NAVMED-952)
- 8 ARRANGE FOR PATIENT'S ADMISSION TO HOSPITAL
- 9 EXPLAIN CONSENT FORM; OBTAIN PATIENT SIGNATURE, AND SIGN AS
WITNESS TO SIGNATURE
- 10 CONTACT OTHER FACILITIES TO OBTAIN/COORDINATE PATIENT OR DOCTOR
APPOINTMENTS
- 11 SIGN FORMS REQUIRING M.D. SIGNATURE, E.G. INSURANCE, TRANSFER,
SCHOOL FORMS
- 12 NOTIFY HEALTH AUTHORITIES OF PATIENT WITH COMMUNICABLE DISEASE
- 13 GIVE/RECEIVE PATIENT CONDITION REPORTS
- 14 COORDINATE WITH MOBILE DENTAL UNITS WITHIN THE DISTRICT

PLEASE WRITE IN THE SPACE BELOW ANY TIME CONSUMING
ADMINISTRATIVE TASKS YOU PERFORM WHICH WERE NOT
INCLUDED IN THIS SECTION.

PART II B

LIST OF PATIENT CARE TASKS

(Pages 09 to 17)

(ANSWER THE TASKS IN THIS SECTION USING
THE SAME INSTRUCTIONS AS IN PART II A.)

ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 4
OF RESPONSE BOOKLET

- 1 ASK PATIENT/CHECK CHART FOR CONTRAINDICATION FOR TREATMENT,
PROCEDURE, TEST
- 2 OBTAIN PATIENT'S CHIEF COMPLAINT
- 3 OBTAIN DENTAL HISTORY
- 4 OBTAIN PERTINENT MEDICAL HISTORY
- 5 OBTAIN PSYCHOLOGICAL/EMOTIONAL HISTORY
- 6 OBTAIN PATIENT'S SOCIAL AND FAMILY HISTORY
- 7 WRITE EXAMINATION/PROGRESS/THERAPY NOTES ON PATIENT RECORD
- 8 MAKE ENTRIES INTO DENTAL HISTORY, I.E. EXISTING
RESTORATIONS, CARIES
- 9 PERFORM ROUTINE DENTAL EXAMINATION USING MOUTH MIRROR AND
EXPLORER
- 10 EXAMINE MOUTH AND PHARYNX FOR LESIONS, SORES, LEUKOPLAKIA
- 11 EXAMINE FOR CUTANEOUS MANIFESTATIONS OF SYSTEMIC DISEASE
- 12 TAKE VITAL SIGNS
- 13 EXAMINE TEETH FOR PLAQUE INDEX
- 14 SCORE PLAQUE INDEX
- 15 CHART PLAQUE INDEX
- 16 EXAMINE MOUTH FOR PERIODONTAL INDEX
- 17 SCORE PERIO DISEASE INDEX
- 18 CHART PERIODONTAL INDEX
- 19 IDENTIFY TEETH ON RADIOGRAPHS
- 20 VERIFY IDENTIFICATION OF BODY BY COMPARISON OF DENTAL
CHART/DENTAL X-RAYS
- 21 PALPATE AXILLA FOR MASSES/NODES
- 22 TAKE INTRA/EXTRAORAL PHOTOGGRAPHS
- 23 EXAMINE TEETH FOR DECAY AND DEFECTIVE FILLINGS
- 24 EXAMINE TEETH FOR MANIFESTATIONS OF SYSTEMIC DISEASE
- 25 PALPATE NECK FOR MASSES/NODES

GO TO RIGHT HAND PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 9 OF RESPONSE BOOKLET
26	PERFORM DIGITAL EXAMINATION OF INTRACRAL TISSUES
27	STAIN TEETH TO IDENTIFY CRACKED/SPLIT TEETH
28	PERFORM TRANSILLUMINATION OF TEETH TO LOCATE CARIES, CALCULUS, INFECTION
29	PERFORM TRANSILLUMINATION OF SINUSES TO IDENTIFY BLOCKAGE
30	TEST FOR TOOTH VITALITY, E.G. ELECTRICAL TESTING, HOT-COLD, PERCUSSION
31	TEST FOR TOOTH MOBILITY
32	EXAMINE FOR MALOCCLUSION
33	EXAMINE FOR ATTRITION OF TEETH
34	EXAMINE TONGUE FOR PATHOLOGY
35	EXAMINE FOR SUPERNUMERARY TEETH
36	EXAMINE FOR SIGNS OF VITAMIN DEFICIENCY
37	PERFORM FOLLOW-UP EXAMINATION ON PATIENT RECEIVING DENTAL TREATMENT
38	EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF TOOTH/ORAL CAVITY PAIN
39	EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF INTRA/EXTRA ORAL SWELLING
40	EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF TROUBLE SWALLOWING
41	EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF TONGUE IRRITATION
42	EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF ORAL BLEEDING
43	EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF SORE GUMS
44	EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF PAIN IN TEMPORO-MANDIBULAR JOINT
45	EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF IRRITATION FROM ORAL PROSTHESIS
46	CHECK PERIODONTAL PACKS
47	EVALUATE PATIENT WITH ELEVATED TEMPERATURE
48	EVALUATE PATIENT'S SUITABILITY TO UNDERGO SURGERY
49	EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF INCISIONAL PAIN
50	EVALUATE NEED/SUITABILITY OF PROSTHETIC DENTAL DEVICES FOR PATIENT

TURN PAGE

ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 10
OF RESPONSE BOOKLET

- 1 CHECK/EXAMINE INCISIONS/WOUNDS FOR PROGRESS OF HEALING
- 2 EVALUATE THE QUANTITY/QUALITY OF SALIVA
- 3 EVALUATE INTRA/EXTRACRURAL LESIONS
- 4 EVALUATE THE QUANTITY/QUALITY OF FREE AND ATTACHED GINGIVAL TISSUE
- 5 EVALUATE THE NEED FOR PROPHYLACTIC MEDICATION
- 6 DO TEST CULTURE OF CANAL TO ASSESS THE PROGRESS OF ENDODONTIC TREATMENT
- 7 DO TEST CULTURE OF ORAL MUCOSA FOR DETERMINING THE PRESENCE OF GINGIVITIS
- 8 DO TEST CULTURE OF PURULENT MATERIAL FROM ABSCESSSED TOOTH
- 9 DO ACIDITY TEST ON SALIVA
- 10 TAKE MUCOSAL SCRAPE FOR CANCER TEST
- 11 TAKE ORAL SMEARS FOR PHASE CONTRAST MICROSCOPY
- 12 EVALUATE PATIENT TO DETERMINE APPROPRIATE METHOD AND TYPE OF RADIOLOGIC PROCEDURE FOR DIAGNOSIS/THERAPY
- 13 DETERMINE EXPOSURE TECHNIQUE FOR X-RAY SERIES
- 14 SELECT ALTERNATIVE TECHNIQUES IN SETTING X-RAY UNIT
- 15 TAKE PANOREX X-RAYS
- 16 TAKE OCCLUSAL X-RAYS
- 17 TAKE PERIAPICAL X-RAYS
- 18 TAKE BITE-WING X-RAYS
- 19 TAKE INTRA-ORAL X-RAYS
- 20 INTERPRET RADIOGRAPHS
- 21 DETECT TISSUE ABNORMALITIES ON X-RAY FILM
- 22 DETECT BONE ABNORMALITIES ON X-RAY FILM
- 23 REVIEW/INSPECT X-RAY FILMS FOR DISPOSAL
- 24 TAKE ROUTINE SINUS X-RAYS
- 25 TAKE EXTRA-ORAL X-RAYS

GO TO RIGHT HAND PAGE

ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 11
OF RESPONSE BOOKLET

- | | |
|----|---|
| 26 | SUTURE FACIAL LACERATIONS |
| 27 | RESUSCITATE PATIENT USING AMBU BAG |
| 28 | INTUBATE PATIENT'S TRACHEA/LARYNX |
| 29 | PERFORM CRICOTHYROTOMY |
| 30 | ADMINISTER OXYGEN THERAPY |
| 31 | GIVE EXTERNAL CARDIAC MASSAGE |
| 32 | GIVE EMERGENCY TREATMENT/FIRST AID FOR SEVERE DRUG REACTION |
| 33 | START I.V. THERAPY |
| 34 | ADMINISTER I.V. MEDICATION DIRECTLY INTO VEIN |
| 35 | MONITOR/REGULATE INTRAVENOUS SOLUTION FLOW RATE |
| 36 | CLAMP BLOOD VESSELS |
| 37 | APPLY TEMPORARY SEDATIVE CROWN (CAP) TO FRACTURED TOOTH |
| 38 | APPLY TEMPORARY SPLINT TO FRACTURED TOOTH |
| 39 | REDUCE SHARP EDGES OF FRACTURED TOOTH |
| 40 | OPEN TOOTH FOR DRAINAGE |
| 41 | APPLY TEMPORARY SPLINTS TO FRACTURED FACIAL BONES |
| 42 | GIVE EMERGENCY TREATMENT/FIRST AID FOR BURNS |
| 43 | EXTRACT RETAINED ROOT (TOOTH) FRAGMENTS |
| 44 | CONTROL BLEEDING BY PRESSURE DRESSING |
| 45 | GIVE OR HELP PATIENT WITH ORAL HYGIENE, E.G. BRUSH TEETH, CLEAN DENTURES, MOUTHWASH |
| 46 | PERFORM ORAL PROPHYLAXIS |
| 47 | PERFORM THREE AGENT STANNOUS FLUORIDE CARIOSTATIC TREATMENT |
| 48 | BLEACH DISCOLORED TOOTH |
| 49 | REMOVE SUB-GINGIVAL CALCULUS |
| 50 | POLISH TEETH |

TURN PAGE

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 12
OF RESPONSE BOOKLET

- 1 | ADAPT RUBBER DAM TO TEETH
- 2 | RETRACT GINGIVA FOR RESTORATIVE PROCEDURE
- 3 | PLACE SEPARATORS TO FACILITATE PLACEMENT OF PROXIMAL RESTORATIONS
- 4 | EXCAVATE DENTAL CARIES
- 5 | FLUSH OUT/DRY CAVITY PREPARATION
- 6 | PREPARE GOLD FOIL FOR TOOTH RESTORATION
- 7 | PREPARE ZINC OXIDE/EUGENOL CEMENT FOR TOOTH RESTORATION
- 8 | PREPARE ZINC PHOSPHATE FOR DENTAL RESTORATION
- 9 | PREPARE ACRYLIC RESIN FOR DENTAL RESTORATION
- 10 | PREPARE SILICATE CEMENT FOR DENTAL RESTORATION
- 11 | INSERT CEMENT BASE INTO EXCAVATED CAVITY
- 12 | INSERT AMALGAM INTO EXCAVATED CAVITY
- 13 | INSERT PULP CAP INTO EXCAVATED CAVITY
- 14 | INSERT TEMPORARY SEDATIVE FILLING IN CARIOUS TOOTH
- 15 | APPLY VARNISH/LUBRICANT TO PROTECT SILICATE/RESIN RESTORATION
- 16 | ACID ETCH ENAMEL FOR RETENTION OF RESIN RESTORATION
- 17 | PREPARE AND PLACE PIT AND FISSURE SEALANTS
- 18 | PERFORM SILICATE/RESIN RESTORATION, E.G. SINGLE/MULTIPLE
- 19 | PERFORM SINGLE/MULTIPLE SURFACE AMALGAM(S)
- 20 | PERFORM GOLD FOIL RESTORATION
- 21 | CONSTRUCT FULL AMALGAM CROWN
- 22 | CONSTRUCT STAINLESS STEEL CROWN
- 23 | INSERT PINS FOR RETENTION OF RESTORATION
- 24 | CARVE AND RESTORE ANATOMICAL LANDMARKS ON DENTAL RESTORATION
- 25 | SMOOTH AND POLISH RESTORATION

GO TO RIGHT HAND PAGE

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 10
OF RESPONSE BOOKLET

- | | |
|----|---|
| 26 | PERFORM SIALOGRAPHY |
| 27 | DETECT TOOTH ABNORMALITIES ON X-RAY FILM |
| 28 | TAKE ROUTINE FACIAL X-RAYS |
| 29 | TAKE ROUTINE X-RAYS OF MANDIBLE |
| 30 | TAKE ROUTINE X-RAYS OF TEMPOROMANDIBULAR JOINTS |
| 31 | SCREEN PATIENT VIA TELEPHONE TO DETERMINE NEED FOR MEDICAL ATTENTION |
| 32 | SCREEN PATIENT ON ARRIVAL TO DETERMINE WHICH STAFF MEMBER PATIENT SHOULD SEE |
| 33 | OBSERVE/RECORD PATIENT'S PHYSICAL/EMOTIONAL RESPONSE TO TREATMENT/DIAGNOSTIC PROCEDURES |
| 34 | ASSESS SIGNS AND SYMPTOMS OF IRRITABILITY, RESTLESSNESS, APPREHENSION |
| 35 | MAKE PATIENT RECORDS OF WARDS/SECTION/UNIT/HOSPITAL |
| 36 | ASSESS PATIENT'S RESPONSE TO MEDICATION THERAPY |
| 37 | ASSESS/EVALUATE PATIENT'S/FAMILY'S UNDERSTANDING/ACCEPTANCE OF HEALTH PROBLEMS |
| 38 | EVALUATE PATIENT'S PROGRESS/RESPONSE TO THERAPEUTIC REGIME |
| 39 | DETERMINE IF PERSONNEL AT SICK CALL ARE FIT FOR DUTY |
| 40 | EVALUATE THE NATURE OF PATIENT'S RESISTANCE TO TREATMENT |
| 41 | DETERMINE WHEN TO GIVE P.R.N. MEDICATION, E.G. PAIN, SEDATIVE, LAXATIVE |
| 42 | DETERMINE PRIORITIES FOR TREATMENT OF PATIENTS |
| 43 | DETERMINE IF PATIENT HAS COMPLIED WITH PRESCRIBED TREATMENT REGIMEN |
| 44 | REVIEW TEST/EXAMINATION/CONSULTATION REPORTS FOR ABNORMAL (POSITIVE) FINDINGS |
| 45 | PLAN/MODIFY DIAGNOSTIC PROCEDURES ACCORDING TO PATIENT'S RESPONSE/NEED |
| 46 | RECOMMEND PATIENT'S TRANSFER ACCORDING TO NEED/READINESS, E.G. FROM R.R. TO DELIVERY ROOM |
| 47 | CONFER WITH PATIENT/FAMILY TO PLAN PATIENT CARE |
| 48 | GIVE/RECEIVE VERBAL REPORTS ABOUT PATIENT |
| 49 | REVIEW DOCTOR'S ORDERS AND INSTRUCTIONS WITH DOCTOR |
| 50 | REFER PATIENT TO NURSE FOR TREATMENT |

TURN PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 11 OF RESPONSE BOOKLET
1	CONFER WITH CORPSMAN TO DISCUSS PATIENT TREATMENT/PROGRESS/PROBLEM
2	RECOMMEND NEED FOR PARAMEDICAL CONSULT OR REFERRAL, E.G. SOCIAL WORKER, O.T., P.T.
3	RECOMMEND NEED FOR SPECIALTY CONSULT/REFERRAL
4	MAKE SUGGESTION REGARDING PATIENT CARE, E.G. NEED OF MEDICATION, TREATMENT
5	CONSULT DOCTOR OR NURSE TO OBTAIN INFORMATION/ADVICE ON PATIENT CARE
6	READ/REVIEW PATIENT'S HEALTH RECORD
7	CONFER WITH ALLIED HEALTH PERSONNEL TO DISCUSS PATIENT PROGRESS/PROBLEMS
8	CONDUCT TEAM/WARD CONFERENCE (CLASS) ON PROBLEM/PROGRESS OF INDIVIDUAL PATIENT
9	VERIFY IDENTIFICATION OF PATIENT, E.G. FOR TREATMENT, MEDICATIONS, EXAMINATION
10	POSITION/HOLD PATIENT FOR EXAMINATION, TREATMENT, SURGERY
11	RESTRAIN/CONTROL PATIENT VERBALLY
12	HELP PATIENT TO RINSE, EXPECTORATE DURING DENTAL PROCEDURE
13	GIVE THROAT IRRIGATION/GARGLE
14	ORDER DIAGNOSTIC TESTS
15	PRESCRIBE MEDICATIONS
16	ADMINISTER INJECTION
17	ADMINISTER ORAL MEDICATION
18	SET UP UNIT BRACKET TABLE WITH DENTAL INSTRUMENT/MATERIAL
19	EXCHANGE BURS, MANDRELS, MOUNTED STONES, DIAMONDS IN DENTAL HANDPIECE
20	SHARPEN HAND INSTRUMENTS
21	DETERMINE NEED FOR ADMISSION OF PATIENT TO HOSPITAL
22	EVALUATE NEED FOR EMERGENCY TREATMENT
23	CHECK PATIENT'S AIRWAY FOR PATENCY/OBSTRUCTION
24	GIVE EMERGENCY TREATMENT/FIRST AID FOR SHOCK
25	CLEAN WOUND, CUT, ABRASION

GO TO RIGHT HAND PAGE

ENTER RESPONSES TO STATEMENTS BELGW IN RIGHT SICE OF PAGE 12
OF RESPONSE BOOKLET

- 26 | DESENSITIZE ERODED AREAS CF TEETH
- 27 | ADAPT MATRIX BAND AND RETAINER TO TEETH
- 28 | REPAIR DAMAGED RESTORATION WITH SILVER/GOLD
- 29 | APPLY MEDICATION TO CARIOUS LESION
- 30 | PERFORM OCCLUSAL EQUILIBRATION
- 31 | STAIN PLAQUE
- 32 | SCALE TEETH
- 33 | REMOVE SUPRA-GINGIVAL CALCULUS
- 34 | EXCISE IMPACTED DENTITION
- 35 | PERFORM ROOT PLANING
- 36 | PERFORM GINGIVAL CURETTAGE
- 37 | PERFORM GINGIVECTOMY
- 38 | APPLY PERIODONTAL PACKS
- 39 | APPLY TOPICAL SKIN/LIP MEDICATION, E.G. OINTMENT, POWDER
- 40 | APPLY TOPICAL MEDICATION TO MUCOSAL TISSUE, E.G. ORAL, EYE,
STOMA
- 41 | APPLY DEHYDRATING AGENT TO HERPES LABIALIS
- 42 | GIVE ANTISEPTIC IRRIGATION, E.G. FOR GINGIVITIS, VINCENT'S
DISEASE
- 43 | IRRIGATE AND INSERT PERICORNITIS DRAIN
- 44 | APPLY SPLINTS TO MOBILE TEETH
- 45 | DETERMINE TYPE,DOSE AND SCHEDULE FOR PRE-OPERATIVE MEDICATIONS
- 46 | APPLY TOPICAL ANESTHESIA
- 47 | ADMINISTER TISSUE INFILTRATION/LOCAL ANESTHESIA
- 48 | ADMINISTER MANDIBULAR BLGCK ANESTHESIA
- 49 | ADMINISTER REGIONAL BLOCK ANESTHESIA
- 50 | ADMINISTER ANESTHESIA FOR MEMOSTASIS

TURN PAGE

ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 13
OF RESPONSE BOOKLET

- 1 ADMINISTER ANESTHESIA FOR DEBRIDEMENT OF CARIOUS PULP EXPOSURE
- 2 STIMULATE/AROUSE PATIENT AFTER ANESTHESIA
- 3 FLASH STERILIZE INSTRUMENTS
- 4 PREPARE SKIN SITE WITH ANTISEPTIC SOLUTION PRIOR TO
INCISION/SUTURING/TREATMENT OR EXAMINATION
- 5 GLOVE FOR STERILE PROCEDURE
- 6 SCRUB FOR SURGERY/STERILE PROCEDURE
- 7 GOWN FOR STERILE PROCEDURE
- 8 MAKE INCISION FOR MINOR SURGERY
- 9 PERFORM TRACHEOTOMY/TRACHEOSTOMY
- 10 EXTRACT TOOTH
- 11 SUTURE MUCOSAL TISSUE
- 12 SUTURE FASCIA
- 13 PREPARE AND POSITION PROSTHESIS/GRAFT TISSUE DURING SURGICAL
PROCEDURE
- 14 PERFORM BONE BURNISHING TO CONTROL BLEEDING
- 15 REMOVE FLUID FROM SURGICAL SITE WITH SPONGES OR SUCTION
- 16 CUT SUTURES AT SURGICAL SITE
- 17 DRIVE IN SURGICAL PIN/ROD/FASTENER
- 18 POSITION/HOLD RETRACTORS TO MAINTAIN OPEN INCISION
- 19 TIE SUTURES/LIGATURES FOR HEMOSTASIS
- 20 REMOVE SUTURES
- 21 CONTROL MINOR BLEEDING, E.G. AFTER EXTRACTION OR INCISION
- 22 CAUTERIZE BLEEDERS WITH ELECTRIC CAUTERY (BOVIE)
- 23 CAUTERIZE BLEEDERS WITH CHEMICAL AGENT
- 24 APPLY WIRE SPLINTS TO REDUCED MANDIBLE AND MAXILLA
- 25 REDUCE DISLOCATED MANDIBLE

GO TO RIGHT HAND PAGE

ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 13
OF RESPONSE BOOKLET

- | | |
|----|--|
| 26 | IRRIGATE AND PACK DRY SOCKET |
| 27 | IRRIGATE WOUND |
| 28 | DEBRIDE WOUND/BURN |
| 29 | PACK INCISION/WOUND/CAVITY |
| 30 | ESTABLISH DRAINAGE IN PERIAPICAL ABSCESS |
| 31 | ESTABLISH DRAINAGE IN PERIODONTAL CYST/ABSCESS |
| 32 | INSERT DRAIN/WOUND CATHETER |
| 33 | REMOVE/SHORTEN DRAIN |
| 34 | PERFORM CURETTAGE/REMOVAL OF ORAL ABSCESS/CYST |
| 35 | REMOVE MINOR ORAL LESIONS, E.G. MUCOCELE |
| 36 | EXCISE POLYP |
| 37 | PERFORM OPEN/CLOSED TOOTH EXTRACTION |
| 38 | PERFORM REMOVAL OF IMPACTED DENTITION |
| 39 | PERFORM REMOVAL OF TORI |
| 40 | PERFORM SUBPERIOSTEAL ABSCESS DISSECTION |
| 41 | PERFORM DRAINAGE INSERTION FOR OSTEOMYELITIS |
| 42 | PERFORM GRANULECTOMY |
| 43 | PERFORM SOFT TISSUE GRAFT |
| 44 | PERFORM REPAIR OF SOFT TISSUE FACIAL INJURY |
| 45 | PERFORM EXCISION OF SALIVARY GLAND |
| 46 | PERFORM TOOTH TRANSPLANT |
| 47 | PERFORM REMOVAL OF SALIVARY CALCULUS (STONE) |
| 48 | PERFORM APICOECTOMY |
| 49 | PERFORM ALVEOLECTOMY |
| 50 | PERFORM BIOPSY OF ORAL LESION |

TURN PAGE

1 TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 14
OF RESPONSE BOOKLET

- | | |
|----|---|
| 1 | PERFORM FRENECTOMY |
| 2 | PERFORM PERIODONTAL SOFT TISSUE FLAP PROCEDURES |
| 3 | PERFORM ODONTOPLASTY |
| 4 | PERFORM GINGIVOPLASTY |
| 5 | PERFORM PERIAPICAL CURETTAGE |
| 6 | PERFORM MANDIBULAR PROGNATHIC REDUCTION |
| 7 | PERFORM MANDIBULAR ADVANCEMENT PROCEDURE |
| 8 | PERFORM MANDIBULAR OSTEOTOMY |
| 9 | PERFORM GENIUPLASTY |
| 10 | PERFORM MAXILLARY OSTEOTOMY |
| 11 | PERFORM MANDIBULAR VESTIBULOPLASTY |
| 12 | PERFORM VESTIBULOPLASTY AND MOUTH FLOOR PLASTY |
| 13 | PERFORM ATROPHIC MANDIBULAR RIDGE AUGMENTATION |
| 14 | PERFORM SUBMUCCUS RESECTION |
| 15 | PERFORM MAXILLARY VESTIBULOPLASTY |
| 16 | PERFORM MAXILLARY ALVEOLAR RIDGE AUGMENTATION |
| 17 | PERFORM CLOSED REDUCTION OF MAXILLARY/MANDIBULAR FRACTURE |
| 18 | PERFORM OPEN REDUCTION OF MAXILLARY/MANDIBULAR FRACTURE |
| 19 | PERFORM TREATMENT OF MIDFACIAL FRACTURE |
| 20 | PERFORM RANULA REPAIR |
| 21 | PERFORM BONE GRAFT |
| 22 | REPAIR CLEFT LIP |
| 23 | REPAIR CLEFT PALATE |
| 24 | PERFORM LIP SHAVE |
| 25 | PERFORM WEDGE RESECTION OF LOWER LIP |

GO TO RIGHT HAND PAGE

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 14
OF RESPONSE BOOKLET

- | | |
|----|---|
| 26 | LOCATE TOOTH CANAL |
| 27 | CUT TOOTH TO ACCESS CANAL FOR ENDOODONTIC TREATMENT |
| 28 | PERFORM APEXIFICATION |
| 29 | PERFORM PULPECTOMY |
| 30 | PERFORM PULPOTOMY |
| 31 | INSTRUMENT AND DEBRIDE ROOT CANAL |
| 32 | MEDICATE CHAMBER AND ROOT CANAL |
| 33 | FIT AND FILL ROOT CANAL |
| 34 | PERFORM ROOT RESECTION |
| 35 | CREATE ARTIFICIAL FISTULA |
| 36 | PERFORM TOOTH HEMISECTION |
| 37 | PERFORM TOOTH REIMPLANTATION |
| 38 | FIT TEMPORARY CROWN/BRIDGE |
| 39 | ISOLATE TEETH FOR IMPRESSION |
| 40 | RETRACT GINGIVA FOR IMPRESSION |
| 41 | TAKE IMPRESSIONS FOR TEMPORARY BRIDGE |
| 42 | TAKE DIRECT WAX PATTERNS |
| 43 | PREPARE/CUT TEETH FOR CROWN/INLAY/BRIDGE |
| 44 | PREPARE AND OPAQUE METAL FOR PYROPLAST |
| 45 | PREPARE/APPLY PYROPLAST TO GOLD CASTING |
| 46 | PREPARE AND OPAQUE METAL FOR PORCELAIN |
| 47 | PREPARE/APPLY PORCELAIN TO METAL CASTING |
| 48 | PREPARE/APPLY STAIN TO PYROPLAST FACING |
| 49 | PREPARE/APPLY STAIN TO PORCELAIN FACING |
| 50 | PROCESS/BAKE PYROPLAST/ACRYLIC FACING |

TURN PAGE

1 TASK NO. 1 ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 15
OF RESPONSE BOOKLET

- 1 PROCESS/FIRE PORCELAIN FACINGS
- 2 CONSTRUCT AMALGAM DIES AND TRIM
- 3 CONSTRUCT STONE DIES AND TRIM
- 4 CONSTRUCT COPPER PLATED DIES AND TRIM
- 5 CONSTRUCT PLASTIC COPINGS
- 6 CONSTRUCT METAL COPINGS
- 7 WAX UP AND SPRUE CROWN/BRIDGE/INLAY
- 8 INVEST AND BURN OUT CROWN/BRIDGE/INLAY
- 9 CAST CROWN/BRIDGE/INLAY IN GOLD
- 10 PICKLE GOLD APPLIANCES
- 11 REPLACE BROKEN FACINGS
- 12 GOLD PLATE CROWN/BRIDGE
- 13 SOLDER BRIDGE
- 14 GRIND/POLISH CROWN
- 15 SELECT SHADE FOR VENEERS/FACINGS
- 16 MODIFY/STAIN VENEERS IN THE MOUTH
- 17 SEAT, FINISH, CEMENT CROWN/BRIDGE/INLAY IN THE MOUTH
- 18 PREPARE ROOT CANAL FOR DOWEL
- 19 FIT CAST DOWEL
- 20 CEMENT CAST DOWEL
- 21 REPLACE BROKEN FACINGS
- 22 RECEMENT LOOSE CROWN/BRIDGE
- 23 REMOVE DEFECTIVE CROWN/BRIDGE
- 24 PREPARE-MIX IMPRESSION MATERIAL
- 25 CONSTRUCT CUSTOM IMPRESSION TRAYS

GO TO RIGHT HAND PAGE

ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 15
OF RESPONSE BOOKLET

- | | |
|----|--|
| 26 | FIT CUSTOM TRAYS TO MOUTH |
| 27 | TAKE IMPRESSIONS FOR DENTURE REPAIR |
| 28 | TAKE WAX BITE REGISTRATION |
| 29 | TAKE IMPRESSIONS FOR STUDY CAST |
| 30 | TAKE IMPRESSIONS FOR MOUTH GUARDS |
| 31 | TAKE FINAL IMPRESSIONS |
| 32 | FABRICATE TEMPORARY BRIDGE-PLASTIC |
| 33 | FABRICATE FRACTURE SPLINT |
| 34 | FABRICATE CLEFT PALATE PROSTHETIC APPLIANCE |
| 35 | CONSTRUCT PROTECTIVE MOUTH GUARDS E.G. BOXING GUARDS |
| 36 | CONSTRUCT MOULDS FOR PROTOTYPE |
| 37 | FABRICATE PLASTIC HEAD CAPS |
| 38 | FABRICATE PROSTHETIC AIDS USED IN RADIOTHERAPY |
| 39 | PREPARE CEMENT E.G. LINERS PRIMERS INSULATION |
| 40 | PLAN/DESIGN INTRA-ORAL PROSTHESIS |
| 41 | PREPARE DIAGNOSTIC CAST |
| 42 | LOCATE HINGE AXIS |
| 43 | PERFORM HINGE AXIS-FACE BOW TRANSFER |
| 44 | MOUNT AND ADJUST CASTS ON ARTICULATOR |
| 45 | MAKE PANTOGRAPHIC TRACINGS |
| 46 | MAKE INTEROCCLUSAL RECORDS |
| 47 | DESIGN FRAMEWORK FOR REMOVABLE PARTIAL DENTURE |
| 48 | WAX PATTERN FOR REMOVABLE PARTIAL DENTURE |
| 49 | SPRUE WAX PATTERN FOR REMOVABLE PARTIAL DENTURE |
| 50 | INVEST WAX PATTERN OF PARTIAL DENTURE |

TURN PAGE

1 TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 16
OF RESPONSE BOOKLET

- 1 | CAST REMOVABLE PARTIAL DENTURE
- 2 | SAND BLAST PARTIAL DENTURE FRAMEWORK CASTING
- 3 | FIT CAST FRAMEWORK OF REMOVABLE PARTIAL DENTURE IN PATIENT'S MOUTH
- 4 | MAKE ALTERED CAST IMPRESSION
- 5 | ARRANGE TEETH ON FINAL CAST
- 6 | ELIMINATE WAX IN BURN OUT FURNACE
- 7 | PREPARE DESIRABLE UNDERCUTS FOR RETENTION
- 8 | PREPARE ABUTMENT TEETH FOR PROSTHETIC DEVICE
- 9 | WAX CONTOUR DENTURE FOR PROCESSING
- 10 | CONSTRUCT RECORD BASES - ACRYLIC, WAX, SHELLAC
- 11 | CHECK RETENSION/EXTENSION/STABILITY OF RECORD BASES
- 12 | SELECT TEETH FOR DENTURES
- 13 | TRY IN AND MODIFY WAXED TRIAL DENTURE
- 14 | PERFORM PHGENETIC TESTS WITH DENTURE IN PATIENT'S MOUTH
- 15 | SPRUE MOLD FOR FLUID RESIN DENTURE
- 16 | BOIL OUT AND REMOVE WAX FROM THE MOULD
- 17 | PREPARE CAST FOR FLUID RESIN DENTURE
- 18 | PERFORM FLASKING OF DENTURE
- 19 | CHECK TISSUE ADAPTATION OF DENTURE USING PRESSURE INDICATOR PASTE
- 20 | EQUILIBRATE OCCLUSION OF ORAL PROSTHESIS IN THE MOUTH
- 21 | REFINE OCCLUSION OF ORAL PROSTHESIS ON ARTICULATOR
- 22 | RELIEVE SORE SPOTS FROM DENTURE
- 23 | REBASE DENTURE
- 24 | REPAIR DENTURE
- 25 | REPLACE BROKEN FACINGS

GO TO RIGHT HAND PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 16 OF RESPONSE BOOKLET
26	MODIFY DENTURE TO ADD SUBSEQUENTLY LOST TEETH
27	RELINE DENTURE
28	FABRICATE ORTHODONTIC APPLIANCE-HAWLEY
29	ADJUST ORTHODONTIC APPLIANCES
30	RECONTOUR NATURAL TOOTH BY STRIPPING/DISCING
31	PERFORM MINOR ORTHODONTICS TO REPOSITION ABUTMENT TEETH
32	INSERT SPACE MAINTAINERS
33	REINFORCE PATIENT'S POSITIVE RESPONSE TO THERAPY
34	EXPLAIN MAJOR SURGICAL PROCEDURE/OPERATION TO PATIENT/FAMILY
35	EXPLAIN MINOR SURGICAL PROCEDURE/OPERATION TO PATIENT/FAMILY
36	EXPLAIN TO PATIENT/FAMILY PCST-CP PROCEDURES/CARE FOR RADICAL SURGERY
37	TEACH PATIENT/FAMILY WARNING SIGNS OF CANCER
38	TEACH PATIENT/FAMILY HEALTH PROMOTION PRACTICES, E.G. ROUTINE PHYSICALS, EXERCISE, DIET
39	COUNSEL AND INSTRUCT PATIENT IN THE SELECTION OF NUTRITIONAL FOODS
40	EXPLAIN/ANSWER PATIENT'S QUESTIONS REGARDING SYMPTOMS/DISEASE/TREATMENT
41	COUNSEL PATIENT/FAMILY ON WHEN AND WHERE TO SEEK MEDICAL CARE
42	INFORM PATIENT OF PROCEDURES REQUIRED PRIOR TO/DURING EXAMINATION/TEST/TREATMENT
43	INFORM PATIENT ON AVAILABILITY OF SERVICES IN THE COMMUNITY, E.G. LEGAL AID, EMPLOYMENT
44	EXPLAIN/ANSWER PATIENT/FAMILY QUESTIONS ABOUT MEDICATIONS, E.G. PURPOSE, DOSE, SCHEDULE
45	TEACH PATIENT/FAMILY SIDE EFFECTS OF MEDICATION, E.G. DROWSINESS, URINE DISCOLORATION
46	COUNSEL PATIENT WITH PSYCHOSOMATIC COMPLAINT
47	REASSURE/CALM APPREHENSIVE (ANXIOUS) PATIENT
48	TEACH PATIENT/FAMILY SELF USE OF THERAPEUTIC EQUIPMENT/DEVICES
49	TEACH PATIENT SELF-CARE PREVENTIVE DENTISTRY MEASURES, E.G. USE OF TOOTHBRUSH, WATER PIC
50	REASSURE/CALM PATIENT BEFORE SURGERY

TURN PAGE

1 TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 17
OF RESPONSE BOOKLET

- 1 | WRITE STANDARD INSTRUCTIONS FOR PATIENT CONCERNING
EXAMINATIONS/THERAPY OR PROCEDURES
- 2 | INFORM PATIENT OF PROGRESS OF THERAPY
- 3 | EXPLAIN/ANSWER QUESTIONS ABOUT TREATMENT PROCEDURE VIA TELEPHONE
- 4 | PREPARE PATIENT PSYCHOLOGICALLY FOR LONG TERM TREATMENT, E.G.,
DIALYSIS
- 5 | TEACH FAMILY HOW TO CARE FOR PATIENT AT HOME
- 6 | COUNSEL PATIENT/FAMILY ABOUT THE NEED FOR ORTHODONTIC CARE
- 7 | EXPLAIN/ANSWER QUESTIONS ABOUT THERAPEUTIC DIETS TO
PATIENT/FAMILY
- 8 | INSTRUCT PATIENT IN CARE OF INCISION
- 9 | INSTRUCT PATIENT IN CARE OF CROWN/BRIDGE/DENTURE
- 10 | TEACH PATIENT PLAQUE REMOVING PROCEDURES

END OF TASK BOOKLET

Please write in the space below any time consuming patient-care tasks you perform which were not included in this task booklet. When you are through, please put Task and Response Booklets in the accompanying self-addressed envelope. Seal and return to the officer who gave you this package.

THANK YOU FOR YOUR PARTICIPATION