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APPENDIX 4.

TASK INVENTORY BOOKLET  
(FORM N20-NURSES)

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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

11 October 1972

Dear Colleague,

As a member of the Navy Nurse Corps, you have been selected to perform an important service to the Navy Medical Department and to your profession by participating as a respondent in this job analysis study. The study, sponsored by the Bureau of Medicine and Surgery, is being conducted under contract to Technomics Inc.

During recent years, dramatic changes have taken place in health care delivery practices and many of our colleagues believe that the time has come for a reassessment of job and training requirements for all levels of personnel concerned with the health field. The present job analysis, of which the Nurse Corps task inventories are a part, will provide critical information for this reassessment. The analysis has been completed for Hospital Corps and Dental Technician personnel and is currently in process for the Medical and Dental Corps.

In completing the inventory, you are requested to follow carefully the instructions. Parts I and II will be completed by all Nurse Corps officers who receive an inventory and Part III by those officers who are specialists practicing their speciality. Although some of the tasks included in Part I may seem unimportant, a response is critical to job restructuring among the corps. Also, tasks included in Parts II and III are essential to job restructuring and training in the Nurse Corps.

I greatly appreciate your cooperation in providing the information requested in this inventory. It is anticipated that the inputs from these inventories will lead to the improvement of educational and career opportunities in the Nurse Corps and also improved patient care.

ALENE B. DUERK  
Rear Admiral, NC, USN  
Director, Navy Nurse Corps

PLEASE NOTE

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

- EACH CATEGORY OF PERSONNEL WILL RECEIVE A SPECIALLY PREPARED TASK INVENTORY.
- PART I 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" MEDICAL OR DENTAL 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 HOSPITAL CORPSMEN AND DENTAL TECHNICIANS.

IF YOUR CAREER CHOICE DOES NOT EMPHASIZE ADMINISTRATION, PART I 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. SOME PARTICIPANTS WILL NEED TO COMPLETE ONE BRIEF PORTION OF PART III.

## GENERAL INSTRUCTIONS

There are three 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 General Patient Care Tasks  
(answers to be recorded on pp. 09 to 20  
of accompanying RESPONSE BOOKLET)
- Part III List of Specialty Tasks  
(answers to be recorded on pp. 21 to 26  
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 green 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

N20 1668  
Form Serial No.

(1)

(7)

Name of your Duty Station \_\_\_\_\_

City & State (if applicable) \_\_\_\_\_

Your Name \_\_\_\_\_

Social Security Number \_\_\_\_\_

(14)

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:

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

Q1. \_\_\_ (23)

Q2. Indicate your military status:

1. USN
2. USNR

Q2. \_\_\_ (24)

Q3. Indicate your rank:

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

Q3. \_\_\_ (25)

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

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

Q4. \_\_\_ (26)

ENTER  
ANSWERS  
HERE

Q5. Select the number to indicate your current position:

Q5. \_\_\_ (27)

1. Staff Nurse
2. Charge Nurse
3. Supervisor
4. Asst. Chief Nurse
5. Chief Nurse
6. Asst. Senior Nurse
7. Senior Nurse
8. Clinical Practitioner
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:

Q8. \_\_\_ (39)

- 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

\_\_\_ (41)

\_\_\_ (43)

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	12 Pathology
02 Education	13 Pediatrics
03 Anesthesiology	14 Psychiatry
04 Coronary Care	15 Public Health
05 Dermatology	16 Radiology
06 General Practice	17 General Surgery
07 General Medicine	18 Urology
08 Obstetrics/Gynecology	19 Intensive Care
09 Ophthalmology	20 Operating Room
10 Orthopedics	00 Other (specify)_____
11 Otolaryngology	

- Q9. From the above list, write the two-digit CODE to indicate the specialty area in which you have the most work experience beyond your basic nursing preparation: Q9. \_\_ \_\_ (45)
- Q10. Select the number to indicate your years of experience corresponding to the specialty area stated in Q9: Q10. \_\_ (47)
- |                     |                       |
|---------------------|-----------------------|
| 1. Less than 1 year | 4. 6 to 10 years      |
| 2. 1 to 2 years     | 5. 11 to 15 years     |
| 3. 3 to 5 years     | 6. More than 15 years |
- Q11. If you have training in a specialty area(s) beyond your basic nursing preparation, indicate the specialty area(s). (Use coded list above): (Training refers to a formal training course or program. If you have not had specialty training, enter "99" in answer space for Q11 and Q12.) Q11a. \_\_ \_\_ (48)
- b. \_\_ \_\_ (50)
- Q12. Select the number to indicate the amount of training you have received corresponding to the specialty area(s) in Q11: Q12a. \_\_ (52)
- b. \_\_ (53)
- |                       |                      |
|-----------------------|----------------------|
| 1. Less than 3 months | 4. 1 to 2 years      |
| 2. 3 to 5 months      | 5. 3 to 4 years      |
| 3. 6 to 11 months     | 6. More than 4 years |
- Q13. Indicate the specialty area in which you are currently functioning. (Use coded list above): (If you are a supervisor, indicate the clinical specialty area where you are working.) Q13. \_\_ \_\_ (54)

ENTER  
ANSWERS  
HERE

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

Q14. \_\_\_\_\_ (56)

1. Department within a hospital
2. Dispensary with bed capacity
3. Dispensary without bed capacity
4. Ship or submarine
5. Navy Dental clinic
6. Non-patient care area
7. Other (specify) \_\_\_\_\_

## RESPONSE BOOKLET INSTRUCTIONS

- To complete Part II and Part III, you need this TASK BOOKLET and the accompanying RESPONSE BOOKLET. Record all your answers to Part II and Part III 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 green 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.



## PART II

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

PART II B LIST OF GENERAL PATIENT CARE TASKS (Pages 09 to 20)

### 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 block 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 & 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?

- 0 = No
- 1 = Yes

Column D

Would you delegate this task to appropriately trained 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 the side which reads, "How to Respond to Part IIA 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.
- After completing Parts II A and B, please read instructions for Part III on the green pages preceding page 21.

DO NOT LOSE THIS TAB

HOW TO RESPOND TO PART IIA AND B

PAGES 01 TO 20

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

A

FREQUENCY

- 0=DID NOT DO LAST MONTH
- 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

B

TIME CONSUMED

- 0=LESS THAN 1 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

C

DO YOU EVER  
DELEGATE  
THIS TASK?

- 0=NO
- 1=YES

D

WOULD YOU DELEGATE  
THIS TASK TO APPRO-  
PRIATELY TRAINED ALLIED  
HEALTH PERSONNEL?

- 0=NO
- 1=YES, BUT ONLY WITH  
DIRECT SUPERVISION
- 2=YES, WITHOUT  
DIRECT SUPERVISION

DO NOT LOSE THIS TAB

HOW TO RESPOND TO PART III

PAGES 21 TO 26

(RESPOND ONLY TO ASSIGNED SPECIALTY AREA(S))

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

A

FREQUENCY

0-DID NOT DO LAST MONTH  
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

B

TIME CONSUMED

0-LESS THAN 1 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

C

DO YOU EVER DELEGATE THIS TASK?

0=NO  
1=YES

D

WOULD YOU DELEGATE THIS TASK TO APPROPRIATELY TRAINED ALLIED HEALTH PERSONNEL?

0=NO  
1=YES, BUT ONLY WITH DIRECT SUPERVISION  
2=YES, WITHOUT DIRECT SUPERVISION

Part II A

LIST OF ADMINISTRATIVE TASKS

(Pages 01 to 08)

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 CORPSMEN/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/MENGS/LETTERS
- 6 REVIEW DUTY/WARD 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

TASK NO.	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 POSTER
50	MAINTAIN RECORDS OF SPECIAL DUTY NURSES/CIVILIAN NURSES EMPLOYED

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| 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. BOCK 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 INTO 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

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

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| 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. TOASTMASTERS, 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 OJT 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 VD 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

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

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.  
(NAVMED-6700/2)

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TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 6 OF RESPONSE BOOKLET
26	PREPARE LINEN INVENTORY (NAVMED-6770/1)
27	PREPARE LAUNDRY LIST (NAVMED-6770/3)
29	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	DO 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

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-CP
48	OBTAIN PATIENT'S PAST HOSPITALIZATION RECORDS/X-RAYS
49	ENTER PATIENT IDENTIFICATION INFORMATION ONTC REPORTS/RECORDS
50	COORDINATE PATIENT TRANSFER WITHIN HOSPITAL

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| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 8  
OF RESPONSE BOOKLET  
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- 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 (NAVMEC-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 | WRITE NURSING NOTES
- 15 | RECORD/TALLY FLUID INTAKE AND OUTPUT
- 16 | WRITE ORDERS IN PATIENT'S CHART FOR DOCTOR'S COUNTERSIGNATURE
- 17 | TRANSCRIBE PHYSICIAN'S ORDERS
- 18 | COMPLETE/VERIFY PRE-OP CHECK OFF LIST
- 19 | WRITE PRESCRIPTION RENEWALS FOR DOCTOR'S SIGNATURE
- 20 | ASSEMBLE PATIENT RECORDS FOR REVIEW BY DOCTOR
- 21 | MAKE ENTRIES ONTO TWENTY-FOUR HOUR NURSING REPORT
- 22 | MAKE ENTRIES ONTO SERIOUS/CRITICAL FORM AND NOTIFY NECESSARY  
DEPARTMENTS
- 23 | MAKE ENTRIES ON NAVMEC 6710/1 (NARCOTIC AND CONTROLLED DRUG  
ACCOUNT RECORD)
- 24 | MAKE ENTRIES ON NAVMEC 1397 (24 HOUR INVENTORY)
- 25 | UPDATE NARCOTIC LEDGER

GO TO RIGHT HAND PAGE

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

- 26 | CONTROL DISTRIBUTION OF NARCOTICS, I.E. CARRY UNIT NARCOTICS KEY
- 27 | INVENTORY PATIENTS VALUARLES AND PLACE IN SAFEKEEPING
- 28 | PREPARE PATIENTS/WARD FOR DOCTOR'S ROUNDS
- 29 | SUPERVISE PATIENT'S WORK ON WARD
- 30 | ASSEMBLE/PACK DRUG KITS ACCOPDING TO CHECK LIST
- 31 | MAKE UP STERILE TRAYS
- 32 | DISINFECT INSTRUMENTS/MATERIALS/EQUIPMENT
- 33 | PACK/WRAP ALL EQUIPMENT/SUPPLICS/REFUSE FROM ISOLATION UNITS  
| BEFORE REMOVAL
- 34 | DO TERMINAL CLEANING AND DISINFECTING OF ISOLATION ROOM/AREA
- 35 | DO HOUSEKEEPING/CLEANING DUTIES
- 36 | DIRECT/GUIDE THE CARE/PREPARATION OF ROOMS
- 37 | PROVIDE ADVICE ON IMPROVING HYGIENIC CONDITIONS
- 38 | ENSURE MAINTENANCE OF ASEPTIS IN O.R./DELIVERY ROOMS
- 39 | ADVISE/GIVE ASSISTANCE IN NURSING CARE PLANNING/DIRECTING, E.G.  
| PATIENT HANDLING/SEPARATION
- 40 | EVALUATE NURSING CARE PROCEDURES/STANDARDS
- 41 | REVIEW/RECOMMEND THE UTILIZATION OF NURSE STAFF WORK  
| SCHEDULES/TIME TABLES
- 42 | DETERMINE SCOPE AND FUNCTIONS OF NURSING SERVICE PERSONNEL

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

PROCEED TO PART IIB AND START ANSWERING ON PAGE 09 OF YOUR RESPONSE BOOKLET

Part II B

LIST OF GENERAL PATIENT CARE TASKS

(Pages 09 to 20)

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

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| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 9  
OF RESPONSE BOOKLET

- 1 | RECEIVE PATIENTS ON ARRIVAL, I.E. INTRODUCE SELF, OBTAIN  
| PATIENT'S NAME
- 2 | OBTAIN PATIENT'S CHIEF COMPLAINT
- 3 | OBTAIN PERTINENT MEDICAL HISTORY
- 4 | OBTAIN IMMUNIZATION HISTORY
- 5 | OBTAIN PSYCHOLOGICAL/EMOTIONAL HISTORY
- 6 | OBTAIN SYSTEMS REVIEW (HISTORY)
- 7 | OBTAIN PATIENT'S SOCIAL AND FAMILY HISTORY
- 8 | OBTAIN NURSING HISTORY
- 9 | INTERVIEW/EVALUATE PATIENT/FAMILY FOR REFERRAL/CONSULT
- 10 | ASK PATIENT/CHECK CHART FOR CONTRAINDICATION FOR TREATMENT,  
| PROCEDURE, TEST
- 11 | VERIFY IDENTIFICATION OF PATIENT, E.G. FOR TREATMENT,  
| MEDICATIONS, EXAMINATION
- 12 | ASCERTAIN IF PATIENT HAS BEEN PREPPED FOR TEST/TREATMENT  
| PROCEDURE
- 13 | CHECK PATIENT FOR SWEATING/DIAPHORESIS
- 14 | OBSERVE PATIENT FOR SIGNS OF CHILLING
- 15 | OBSERVE FOR/REPORT SYMPTOMS OF DEHYDRATION
- 16 | OBSERVE FOR/REPORT SYMPTOMS OF INFECTION OF ORAL MUCOSA, E.G.  
| THRUSH
- 17 | OBSERVE FOR/REPORT SYMPTOMS OF ASPIRATION
- 18 | OBSERVE/REPORT PATIENT'S MUSCLE TONE, E.G. RIGID, FLACCID,  
| SPASTIC, SPASMS
- 19 | OBSERVE/DESCRIBE OR REPORT CHARACTERISTICS OF  
| CONVULSIONS/SEIZURES
- 20 | OBSERVE FOR/REPORT EFFECTS OF ALCOHOL CONSUMPTION
- 21 | OBSERVE FOR/REPORT SYMPTOMS OF HYPERNATREMIA, HYPERKALEMIA,  
| UREMIA
- 22 | OBSERVE/REPORT SYMPTOMS OF HYPOVOLEMIC SHOCK ON KIDNEY (OVER  
| ULTRAFILTRATION)
- 23 | CHECK/OUTLINE AREA OF DRAINAGE ON CAST
- 24 | OBSERVE PATIENTS BODY MOVEMENTS/TONE/POSITIONING IN WARD/GROUP
- 25 | OBSERVE PHYSICAL PROXIMITY PATIENT MAINTAINS IN WARD/GROUP

GO TO RIGHT HAND PAGE

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| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 9  
OF RESPONSE BOOKLET

- 26 | OBSERVE PATIENT FOR CHARACTER DISORDER BEHAVIOR
- 27 | OBSERVE PATIENT FOR PSYCHOTIC BEHAVIOR
- 28 | ASSESS PATIENT'S GENERAL APPEARANCE
- 29 | SCREEN PATIENTS VIA TELEPHONE TO DETERMINE NEED FOR MEDICAL ATTENTION
- 30 | SCREEN PATIENTS ON ARRIVAL TO DETERMINE WHICH STAFF MEMBER PATIENT SHOULD SEE
- 31 | SCREEN AND ISOLATE PATIENTS WITH SUSPECTED COMMUNICABLE DISEASE
- 32 | SCREEN VISITORS FOR PATIENTS IN LINE WITH SPECIFIED REGULATIONS/ORDERS
- 33 | DETERMINE NEED FOR ADMISSION OF PATIENT TO HOSPITAL
- 34 | EVALUATE PATIENT'S PROGRESS/RESPONSE TO THERAPEUTIC REGIME
- 35 | DETERMINE IF PATIENT HAS COMPLIED WITH PRESCRIBED TREATMENT REGIMEN
- 36 | ASSESS PATIENT'S RESPONSE TO MEDICATION THERAPY
- 37 | DETERMINE WHEN TO GIVE P.R.N. MEDICATION, E.G. PAIN, SEDATIVE, LAXATIVE
- 38 | DETERMINE NEED FOR EMERGENCY EQUIPMENT/MEDICATION FOR POSSIBLE PATIENT USE
- 39 | EVALUATE THE NATURE OF PATIENT'S RESISTANCE TO TREATMENT
- 40 | ASSESS PATIENT'S TOLERANCE OF EXERCISE OR ACTIVITY
- 41 | ASSESS PATIENT'S LEVEL OF PHYSICAL ACTIVITY
- 42 | ASSESS EATING PATTERNS, E.G. TIME AND AMOUNT OF MEALS
- 43 | EVALUATE NUTRITIONAL ADEQUACY OF PATIENT'S/FAMILY'S FOOD PATTERNS
- 44 | EVALUATE PATIENT'S COMPLAINTS OR SYMPTOMS OF PAIN
- 45 | EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF INCISIONAL PAIN
- 46 | ASSESS PATIENT'S COMPLAINT FOR POSSIBLE PSYCHOSOMATIC ORIGIN
- 47 | EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF FATIGUE
- 48 | EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF HEADACHE
- 49 | EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF DIZZINESS
- 50 | EVALUATE PATIENT WITH ELEVATED TEMPERATURE

TURN PAGE

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

- 1 ASSESS SIGNS AND SYMPTOMS OF ELECTROLYTE IMBALANCE
- 2 EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF RASHES, SORES, WARTS, OR OTHER SKIN PROBLEMS
- 3 ASSESS SIGNS AND SYMPTOMS OF WOUND INFECTION
- 4 ASSESS CHARACTERISTICS OF DRAINAGE FROM INCISIONS/WOUNDS
- 5 ASSESS CHARACTERISTICS OF DRAINAGE FROM TUBES INSERTED INTO BODY ORGANS, E.G. GALL BLADDER, THORACIC CAVITY
- 6 EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF EYE TROUBLE E.G. RED EYE
- 7 ASSESS CHARACTERISTICS OF DRAINAGE FROM EYES/EARS
- 8 EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF EAR TROUBLE
- 9 MAKE PRELIMINARY DIAGNOSIS OF EXTERNAL EAR INFECTION
- 10 EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF NASAL OR SINUS PROBLEMS
- 11 EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF TROUBLE SWALLOWING
- 12 EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF SORE THROAT OR COUGH
- 13 ASSESS CHARACTERISTICS OF SPUTUM/MUCUS
- 14 ASSESS PATIENT'S RESPIRATORY STATUS, E.G. AIR EXCHANGE
- 15 EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF SHORTNESS OF BREATH
- 16 ASSESS ABNORMAL RESPIRATIONS
- 17 EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF CHEST PAIN
- 18 MAKE PRELIMINARY DIAGNOSIS OF CONGESTIVE HEART FAILURE
- 19 IDENTIFY AND DESCRIBE CARDIAC ARRHYTHMIAS WHICH APPEAR ON MONITOR AND/OR TRACING STRIP.
- 20 IDENTIFY AND DESCRIBE GROSS ABNORMALITIES IN PACEMAKER PATTERN
- 21 DETERMINE WHEN TO GIVE P.R.N. CARDIOVASCULAR MEDICATION, E.G. KYLOCAINE
- 22 DETERMINE NEED TO DEFIBRILLATE PATIENT
- 23 ASSESS PERIPHERAL CIRCULATION
- 24 COLLECT, COUNT AND LAYOUT USED SPONGES FOR CALCULATING BLOOD LOSS AND FOR SPONGE COUNT
- 25 WEIGH USED SPONGES FOR CALCULATING BLOOD LOSS

GO TO RIGHT HAND PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 10 OF RESPONSE BOOKLET
26	ESTIMATE/RECORD BLOOD LOSS FOLLOWING HEMORRHAGE
27	ASSESS DEGREE OF SHOCK
29	EVALUATE BOWEL/BLADDER FUNCTIONING
29	EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF URINARY PROBLEMS
30	EVALUATE SYMPTOMS OF DECREASED URINARY OUTPUT
31	EVALUATE PATIENT'S INABILITY TO VOID
32	MAKE PRELIMINARY DIAGNOSIS OF CYSTITIS
33	EVALUATE PATIENT PROGRESS AND RESPONSE TO DIALYSIS
34	EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF INDIGESTION
35	EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF NAUSEA, VOMITING OR DIARRHEA
36	ASSESS CHARACTERISTICS OF VOMITUS
37	EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF ABDOMINAL PAIN
38	EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF CONSTIPATION
39	EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF RECTAL BLEEDING
40	ASSESS CHARACTERISTICS OF FECES
41	EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF MUSCLE PAIN
42	EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF NONTRAUMATIC JOINT PAIN OR SWELLING
43	ASSESS MUSCLE COORDINATION/POSTURE/BALANCE
44	ASSESS CHARACTERISTICS OF NEURMUSCULAR IMPAIRMENT, E.G. TWITCHING, CONTRACTURE
45	ASSESS SIGNS AND SYMPTOMS OF IRRITABILITY, RESTLESSNESS, APPREHENSION
46	ASSESS PATIENT'S ABILITY TO RECEIVE OR EXPRESS SPOKEN, WRITTEN OR PRINTED COMMUNICATION
47	EVALUATE PATIENT'S SLEEPING PATTERNS
48	EVALUATE PATIENT'S RESPONSE TO ANESTHETIC AGENT
49	DETERMINE PATIENT'S LEVEL OF ANESTHESIA
50	ASSESS PATIENT'S LEVEL OF CONSCIOUSNESS

TURN PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 11 OF RESPONSE BOOKLET
1	ASSESS PATIENT'S ORIENTATION TO TIME, PLACE, PERSON
2	EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF MENSTRUAL DISORDERS
3	ASSESS CHARACTERISTICS OF DRAINAGE FROM VAGINA
4	ASSESS SIGNS AND SYMPTOMS OF HYPERGLYCEMIA
5	ASSESS SIGNS AND SYMPTOMS OF INSULIN SHOCK
6	REVIEW BLOOD SUGAR/FRACTIONAL URINE TESTS PRIOR TO ADMINISTRATION OF INSULIN
7	REVIEW PROTHROMBIN TIME/CLOTTING TIME PRIOR TO ADMINISTRATION OF ANTICOAGULANT
8	ASSESS SIGNS AND SYMPTOMS OF SICKLE CELL CRISIS
9	ASSESS SIGNS AND SYMPTOMS OF DRUG ABUSE
10	ASSESS PATIENT WITH A DRUG DEPENDENCY
11	ASSESS SIGNS AND SYMPTOMS OF DRUG OVERDOSE/CHEMICAL INGESTION (POISONING)
12	ASSESS SIGNS OF DELIRIUM TREMENS
13	EVALUATE PROGRESS OF PATIENT WITH PROSTHESIS
14	ESTABLISH NURSING DIAGNOSIS
15	ASSESS PATIENT'S GENERAL MENTAL ATTITUDE
16	ASSESS PATIENT'S MOOD
17	ASSESS PATIENT'S MODES OF COMMUNICATION, E.G. VERBAL, NONVERBAL
18	ASSESS PATIENT'S LEVEL OF COMMUNICATION, E.G. DIRECTNESS, AMOUNT, DEPTH
19	ASSESS CONTENT OF PATIENT'S VERBAL COMMUNICATION
20	ASSESS PATIENT'S THOUGHT/COGNITIVE PROCESSES
21	ASSESS PATIENT'S MEMORY PROCESS
22	ASSESS PATIENT'S ABILITY TO LEARN
23	ASSESS PATIENT'S LEVEL OF MOTIVATION
24	ASSESS PATIENT'S BEHAVIOR PATTERNS
25	ASSESS PATIENT'S NEED TO VENTILATE FEELINGS

GO TO RIGHT HAND PAGE

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| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 11  
OF RESPONSE BOOKLET

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| 26 | ASSESS PATIENT'S SURFACE (MANIFEST) FEELINGS   |
| 27 | IDENTIFY PATIENT'S SUPPRESSED/TRUE FEELINGS  |
| 28 | IDENTIFY FACTORS THAT INFLUENCE PATIENT'S PSYCHOLOGICAL STATE                                    |
| 29 | EVALUATE PSYCHOLOGICAL NEEDS OF PATIENT  |
| 30 | EVALUATE BEHAVIORAL CHANGES OF PATIENT   |
| 31 | ASSESS PATIENT'S SOCIAL BEHAVIOR   |
| 32 | DETERMINE PATIENT'S PATTERN OF INTERACTION WITH OTHERS   |
| 33 | ASSESS PATIENT'S ATTITUDE TOWARD STAFF   |
| 34 | ASSESS SPIRITUAL NEEDS OF PATIENT  |
| 35 | EVALUATE PATIENT'S SOCIO-CULTURAL BACKGROUND FOR INFLUENCES ON HEALTH CARE                       |
| 36 | ASSESS PATIENT'S ABNORMAL BEHAVIOR, E.G. POSTURING, RITUALISM                                    |
| 37 | EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF DEPRESSION   |
| 38 | ASSESS PATIENT'S DEGREE OF DEPRESSION  |
| 39 | EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF NERVOUSNESS  |
| 40 | ASSESS PATIENT'S LEVEL OF ANXIETY  |
| 41 | ASSESS SUICIDAL TENDENCIES, E.G. VERBALIZATIONS, BEHAVIOR  |
| 42 | IDENTIFY FACTORS THAT MAY CONTRIBUTE TO A SUICIDAL GESTURE                                       |
| 43 | IDENTIFY FACTORS THAT MAY CONTRIBUTE TO AN ACTING-OUT EPISODE                                    |
| 44 | IDENTIFY/DESCRIBE MANIFESTATIONS OF LOSS OF CONTACT WITH REALITY, E.G. HALLUCINATIONS, DELUSIONS |
| 45 | IDENTIFY FACTORS THAT MAY CONTRIBUTE TO A PSYCHOTIC EPISODE                                      |
| 46 | ASSESS WARD MILIEU/TONE  |
| 47 | EVALUATE FAMILY RELATIONSHIPS AND INTERACTION PATTERNS   |
| 48 | ASSESS PATIENT'S REACTION TO VISITORS  |
| 49 | ASSESS BEHAVIOR OF PATIENT'S VISITORS  |
| 50 | ASSESS/EVALUATE PATIENT'S/FAMILY'S UNDERSTANDING/ACCEPTANCE OF HEALTH PROBLEMS                   |

TURN PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 12 OF RESPONSE BOOKLET
1	ASSESS PATIENT'S KNOWLEDGE OF WHEN/WHOM TO CALL/WHERE TO GO WHEN IN NEED OF MEDICAL ATTENTION
2	EVALUATE PATIENT'S READINESS TO OBTAIN MEDICAL INFORMATION, E.G. ATTEND CLASS
3	ASSESS PATIENT'S REQUEST/NEED FOR SERVICE
4	ASSESS PATIENT'S USE OF AVAILABLE SERVICES
5	EVALUATE PATIENT/FAMILY RESOURCES/PREPARATION FOR ADMISSION/DISCHARGE, E.G. TRANSPORTATION, CHILD CARE
6	TAKE VITAL SIGNS
7	MEASURE/WEIGH PATIENT OR PERSONNEL
8	TAKE RENAL WEIGHTS, I.E. WEIGH BED PATIENT
9	CHECK CENTRAL VENOUS PRESSURE
10	EXAMINE HEAD, E.G., FOR TRAUMA
11	EXAMINE NOSE, THROAT, MOUTH, AND PHARYNX
12	EXAMINE GUMS AND TEETH, E.G., FOR GINGIVITIS OR CARIES
13	EXAMINE THYROID, E.G. FOR NODULES/ENLARGEMENT
14	EXAMINE EXTERNAL LYMPH NODES
15	EXAMINE EYES EXTERNALLY (I.E., CONJUNCTIVA, EXTRAOCULAR MUSCLES, PUPILLARY REACTION)
16	EXAMINE EYES USING OPHTHALMOSCOPE
17	EXAMINE EARS WITH OTOSCOPE
18	PERFORM BREAST EXAMINATION TO DETECT/RULE OUT ABNORMALITIES
19	CHECK PATIENT'S AIRWAY FOR PATENCY/OBSTRUCTION
20	AUSCULTATE LUNGS TO DETECT ABNORMAL SOUNDS, I.E. RALES, WHEEZE, RONCHI
21	AUSCULTATE HEART TO DETECT ABNORMAL SOUNDS, I.E. P.V.C., BRUITS, MURMURS
22	EXAMINE EXTREMITIES FOR PULSES, EDEMA, VARICOSSITIES
23	CHECK DEGREE OF PITTING EDEMA, I.E. 1ST-4TH DEGREE
24	CHECK BRUITS TO INTERPRET BLOOD FLOW THROUGH ARTERIAL/VENOUS SHUNTS
25	PALPATE ABDOMEN FOR ORGAN ENLARGEMENT, MASSES, DISTENSION, GUARDING

GO TO RIGHT HAND PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 12 OF RESPONSE BOOKLET
26	INSPECT VULVA AND PERINEUM TO DETECT/RULE OUT ABNORMALITIES
27	PERFORM RECTAL EXAMINATION TO DETECT/RULE OUT ABNORMALITIES
28	TEST REFLEXES
29	PERFORM NEUROLOGICAL (CRANIAL) CHECKS, E.G. PUPILS, VITAL SIGNS, PATIENT RESPONSE
30	EXAMINE MUSCLES FOR STRENGTH, SIZE, TONE, TENDERNESS
31	EXAMINE JOINTS FOR RANGE OF MOTION, SWELLING, INTERNAL DERANGEMENT, TENDERNESS
32	EXAMINE BONES FOR TENDERNESS, DEFORMITY, SIGNS OF FRACTURES
33	EXAMINE SKIN FOR TEXTURE, COLOR, ABNORMALITIES
34	EXAMINE FOR PRESENCE OF/OR CONTACT WITH LICE, FLEAS, TICKS, LEACHES
35	EXAMINE AND DESCRIBE BURNS, I. E. SOURCE, AREA, DEGREE
36	CHECK/EXAMINE INCISIONS/WOUNDS FOR PROGRESS OF HEALING
37	STAND BY DURING EXAMINATION OF FEMALE PATIENTS
38	ORDER DIAGNOSTIC TESTS
39	TAKE ELECTROCARDIOGRAPH (EKG, ECG)
40	MEASURE TIDAL VOLUME
41	PERFORM PATCH TESTS
42	PERFORM ALLERGY SKIN TEST BATTERY
43	GIVE AND/READ TUBERCULIN SKIN TEST
44	GIVE AND/READ HISTOPLASMOSIS/COCCIUMYCOSES SKIN TEST
45	CHECK BLOOD HEMATOCRIT
46	INTERPRET ROUTINE HEMATOLOGY LAB RESULTS
47	MEASURE BLOOD GLUCOSE LEVEL BY DEXTROSTIK
48	DETERMINE BLOOD PH
49	INTERPRET BLOOD ELECTROLYTE LAB RESULTS
50	CHECK SPECIFIC GRAVITY OF URINE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 13 OF RESPONSE BOOKLET
1	TEST URINE FOR SUGAR, PROTEIN, KETONES, PH BY PAPER OR DIP STICK
2	STRAIN URINE
3	TEST FOR OCCULT BLOOD
4	ASK/INSTRUCT PATIENT TO COLLECT SPECIMEN
5	COLLECT BLOOD BY VENIPUNCTURE
6	COLLECT CAPILLARY BLOOD SAMPLE, I.E. FROM FINGER TIP, TOE OR EAR LOBE
7	COLLECT SPUTUM SPECIMEN BY SUCTION TRAP
8	COLLECT TIMED SPECIMENS, E.G. 24 HOUR URINE, BLOOD FOR GLUCOSE TOLERANCE
9	ASSIST PATIENT IN COLLECTING CLEAN CATCH URINE
10	TAKE NASAL/EAR/THROAT SPECIMEN BY STERILE SWAB
11	TAKE WOUND SPECIMEN FROM PATIENT
12	ASPIRATE GASTRIC SECRETION FOR ANALYSIS
13	COLLECT RECTAL SPECIMENS USING STERILE SWAB
14	PREPARE, LABEL AND SEND SPECIMENS TO LAB
15	READ/REVIEW PATIENT'S HEALTH RECORD
16	REVIEW TEST/EXAMINATION/CONSULTATION REPORTS FOR ABNORMAL (POSITIVE) FINDINGS
17	PREPARE A NURSING CARE PLAN FOR PATIENT
18	INITIATE AND IMPLEMENT CHANGE IN PATIENT NURSING CARE PLAN
19	ESTABLISH SHORT AND LONG TERM PATIENT GOALS FOR NURSING CARE
20	MAKE SUGGESTION REGARDING NEED FOR DIAGNOSTIC TESTS
21	MAKE SUGGESTION REGARDING PATIENT CARE, E.G. NEED OF MEDICATION, TREATMENT
22	RECOMMEND PATIENT'S TRANSFER ACCORDING TO NEED/READINESS, E.G. FROM R.R., TO DELIVERY ROOM
23	RECOMMEND PSYCHOLOGICAL APPROACH TO USE WITH PATIENT
24	RECOMMEND RESTRICTION OF PATIENT'S VISITORS
25	RECOMMEND NEED FOR SPECIALTY CONSULT/REFERRAL

GO TO RIGHT HAND PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 13 OF RESPONSE BOOKLET
26	RECOMMEND NEED FOR PARAMEDICAL CONSULT OR REFERRAL, E.G. SOCIAL WORKER, O.T., P.T.
27	RECOMMEND PATIENT FOR/SUGGEST OCCUPATIONAL THERAPY FOR PATIENT
28	RECOMMEND OCCUPATION/NAVY ENVIRONMENT FOR PATIENT TO DOCTOR PLANNING DISCHARGE
29	MODIFY/CHANGE PATIENT TREATMENT PLAN
30	CALCULATE/PLAN ORAL FLUID RESTRICTIONS
31	PLAN PATIENT DISCHARGE, E.G. REFERRALS NEEDED, HEALTH EDUCATION NEEDS, FAMILY/HOME PREPARATION
32	DETERMINE NEED TO NOTIFY DOCTOR/NURSE OF PATIENT'S CONDITION
33	DETERMINE PRIORITIES FOR TREATMENT OF PATIENTS
34	DETERMINE METHOD OF MOVING/TRANSPORTING PATIENT
35	DETERMINE TYPE/CONCENTRATION/FREQUENCY OF RESPIRATORY THERAPY ACCORDING TO BLOOD GAS FINDINGS
36	MAKE PATIENT ROUNDS OF WARDS/SECTION/UNIT/HOSPITAL
37	MAKE PATIENT ROUNDS/SICK CALL WITH DOCTOR
38	MAKE PRE/POST OPERATIVE PATIENT VISIT
39	FOLLOW UP FAILED APPOINTMENT, E.G. BY PHONE, LETTER, HOME VISIT
40	MAKE HOME VISITS
41	ENSURE THAT DOCTOR'S ORDERS ARE CARRIED OUT
42	EVALUATE QUALITY OF NURSING CARE GIVEN TO INDIVIDUAL PATIENT
43	CONSULT DOCTOR OR NURSE TO OBTAIN INFORMATION/ADVICE ON PATIENT CARE
44	CONFER WITH PATIENT/FAMILY TO PLAN PATIENT CARE
45	CONFER WITH ALLIED HEALTH PERSONNEL TO DISCUSS PATIENT PROGRESS/PROBLEMS
46	CONFER WITH CHAPLAIN TO DISCUSS PATIENT/FAMILY NEEDS/PROBLEMS
47	CONFER WITH NON-MEDICAL PERSONNEL ABOUT PATIENT TREATMENT/PROGRESS, E.G. WORK SUPERVISOR
48	REVIEW DOCTOR'S ORDERS AND INSTRUCTIONS WITH DOCTOR
49	INFORM DOCTOR OF CONFLICT BETWEEN TREATMENT PLAN AND PATIENT'S RESOURCES
50	INFORM CARE PROVIDERS OF CULTURAL TRAITS OF PATIENT, E.G. ATTITUDES, FOOD PREFERENCES

TURN PAGE

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

- 1 | NOTIFY MEDICAL PERSONNEL OF TREATMENT NEEDS FOR PATIENT
- 2 | GIVE/RECEIVE VERBAL REPORTS ABOUT PATIENT
- 3 | CONDUCT TEAM/WARD CONFERENCE (CLASS) ON PROBLEM/PROGRESS OF  
| INDIVIDUAL PATIENT
- 4 | DETERMINE TYPE OF REFERRAL SUITABLE FOR PATIENT
- 5 | INITIATE NURSE CLINICIAN CONSULT
- 6 | REFER PATIENT TO VISITING NURSES/PUBLIC HEALTH NURSES FOR HOME  
| HEALTH CARE
- 7 | REFER PATIENT TO SPECIALIZED MEDICAL CLINICS, E.G. FAMILY  
| PLANNING, DRUG ABUSE
- 8 | REFER PATIENT FOR NUTRITIONAL COUNSELING
- 9 | POSITION PATIENT IN BODY ALIGNMENT
- 10 | LIFT, TURN, OR POSITION PATIENTS WITH INJURIES
- 11 | GOWN, DRAPE, POSITION PATIENT FOR EXAMINATION/TREATMENT
- 12 | GIVE BED BATH TO PATIENTS
- 13 | GROOM OR HELP PATIENT WITH GROOMING, E.G. ORAL HYGIENE, NAIL CARE
- 14 | GIVE BACK RUB TO PATIENTS
- 15 | GIVE MASSAGE FOR RELAXATION (SEDATIVE MASSAGE)
- 16 | ASSIST PATIENT WITH TUB, SITZ BATH, OR SHOWER
- 17 | GIVE SPONGE BATH TO REDUCE FEVER
- 18 | CHANGE PATIENT'S SOILED LINEN AND CLOTHING
- 19 | MAKE OCCUPIED BED
- 20 | SETTLE PATIENT FOR REST PERIOD/NIGHT
- 21 | GIVE CARE TO PATIENT IN A CAST, E.G. PAD/PETAL CAST, TURN
- 22 | GIVE CARE TO PATIENT WHO HAS RADIOACTIVE IMPLANT, E.G. RADIUM
- 23 | IMPROVISE EQUIPMENT/DEVICES FOR PATIENT CARE
- 24 | ASSIST PATIENTS IN/OUT OF BED, EXAM OR O.R. TABLES
- 25 | ASSIST PATIENT TO STAND/WALK/DANGLE

GO TO RIGHT HAND PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 14 OF RESPONSE BOOKLET
26	LOAD/UNLOAD PATIENTS FROM STRETCHERS (GURNEY)
27	ADJUST SIDERAILS/HEIGHT OF BED FOR PATIENT COMFORT/SAFETY
28	ACCOMPANY PATIENT TO OTHER DEPARTMENTS/CLINICS
29	ADMIT PATIENT UNDER SECURITY SURVEILLANCE, E.G. HANDCUFFS, POLICE GUARD
30	INSTITUTE SAFETY MEASURES TO PROTECT PATIENT FROM SELF-INFLICTED INJURY
31	PROTECT PATIENT FROM INJURY DURING CONVULSION
32	GROUND PATIENT, E.G. FOR ELECTRICAL CAUTERIZATION, DEFIBRILLATION, EKG
33	RESTRAIN PATIENTS, E.G. LINEN-LEATHER STRAPS, POSIE BELT, BLANKET WRAPS
34	PROTECT SELF/OTHER PATIENTS/VISITORS FROM AGITATED PATIENT
35	SCRUB FOR SURGERY/STERILE PROCEDURE
36	GLOVE FOR STERILE PROCEDURE
37	GOWN AND GLOVE PERSONNEL FOR STERILE PROCEDURE
38	PREPARE SKIN SITE WITH ANTISEPTIC SOLUTION PRIOR TO INCISION/SUTURING/TREATMENT OR EXAMINATION
39	SHAVE AND SCRUB PATIENT FOR SURGERY OR DELIVERY OR TREATMENT OR EXAMINATION
40	PASS STERILE MATERIALS, EQUIPMENT, MEDICATION, TO PERSONNEL PERFORMING STERILE PROCEDURE
41	OBTAIN EQUIPMENT, MEDICATIONS, INSTRUMENTS P.R.N. FOR PERSONNEL PERFORMING STERILE PROCEDURE
42	REPORT BREAK IN STERILE TECHNIQUE TO PERSONNEL
43	ADJUST SURGICAL SPOT LIGHT
44	CLEAN WOUND, CUT, ABRASION
45	APPLY/CHANGE STERILE DRESSINGS
46	REMOVE SUTURES
47	IRRIGATE WOUND
48	PACK INCISION/WOUND/CAVITY
49	GIVE CARE TO PATIENT IN REVERSE ISOLATION
50	INITIATE MEASURES TO IMPROVE PATIENT'S DIETARY INTAKE

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

- 1 FEED OR HELP PATIENTS IN EATING
- 2 FORCE FLUID INTAKE
- 3 ADMINISTER TUBE FEEDING, E.G. N.G., GASTROSTOMY
- 4 ASSIST PATIENT WITH BEDPANS/URINALS/COMMODE CHAIRS
- 5 INITIATE MEASURES TO PREVENT CONSTIPATION
- 6 INITIATE BOWEL TRAINING PROGRAM
- 7 INSERT RECTAL TUBE
- 8 GIVE ENEMA
- 9 REMOVE FECAL IMPACTION
- 10 PERFORM COLONIC IRRIGATION
- 11 INITIATE MEASURES TO PREVENT DIARRHEA
- 12 INITIATE MEASURE TO INDUCE VOIDING
- 13 CATHETERIZE THE URINARY BLADDER
- 14 GIVE FOLEY CARE, E.G. CLEAN MEATUS, CLAMP TUBE, USE LEG BAG
- 15 IRRIGATE BLADDER (FOLEY CATHETER)
- 16 MAINTAIN CONTINUOUS BLADDER IRRIGATION
- 17 INITIATE BLADDER TRAINING PROGRAM
- 18 ASSIST PATIENT TO VOID BY CREDES METHOD
- 19 INITIATE CONSULT/REFERRAL IN ABSENCE OF DOCTOR
- 20 PRESCRIBE SYMPTOMATIC TREATMENT FOR HEADACHE
- 21 PRESCRIBE MEASURES FOR SIMPLE NASAL BLEEDING
- 22 PRESCRIBE SYMPTOMATIC TREATMENT FOR FLU
- 23 PRESCRIBE SYMPTOMATIC TREATMENT FOR FEVER OF UNKNOWN ORIGIN
- 24 PRESCRIBE SYMPTOMATIC TREATMENT FOR INDIGESTION/HEARTBURN
- 25 PRESCRIBE SYMPTOMATIC TREATMENT FOR NAUSEA AND VOMITING

GO TO RIGHT HAND PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 15 OF RESPONSE BOOKLET
26	PRESCRIBE SYMPTOMATIC TREATMENT FOR DIARRHEA
27	PRESCRIBE SYMPTOMATIC TREATMENT FOR CONSTIPATION
28	PRESCRIBE SYMPTOMATIC TREATMENT FOR INSOMNIA
29	PRESCRIBE TREATMENT AND COUNSEL PATIENT WITH U.R.I.
30	PRESCRIBE SYMPTOMATIC TREATMENT FOR COUGH
31	PRESCRIBE TREATMENT AND COUNSEL PATIENT WITH HEMORRHOIDS
32	PRESCRIBE TREATMENT AND COUNSEL PATIENT WITH LOWER URINARY TRACT INFECTION
33	PRESCRIBE TREATMENT AND COUNSEL PATIENT WITH SPRAINS
34	PRESCRIBE TREATMENT AND COUNSEL PATIENT WITH MINOR SKIN OR MUSCLE INJURY
35	PRESCRIBE SYMPTOMATIC TREATMENT FOR SKIN RASHES
36	PRESCRIBE LOZENGES, THROAT GARGLES, EXPECTORANTS
37	APPLY/CHANGE BANDAGES, E.G. ROLLER, TRIANGULAR, KURLEX
38	APPLY WET COMPRESSES/SCAKS/PACKS
39	GIVE HEAT TREATMENT, E.G. HYDROCOLLATOR/K PACK, HEAT LAMP
40	GIVE ICE PACK TREATMENT
41	GIVE SPECIAL SKIN/DECUBITUS CARE, E.G. APPLY MEDICATION, DRESSINGS, IRRIGATE
42	GIVE CARE TO SKIN GRAFT DONOR SITE, E.G. AIR, GIVE HEAT TREATMENT
43	GIVE CARE TO BURN PATIENT, E.G. TURN, DRESSING CHANGE, FORCE FLUIDS
44	PATCH EYES
45	IRRIGATE EYES
46	REMOVE FOREIGN BODY FROM CONJUNCTIVAL SAC
47	IRRIGATE EARS
48	REMOVE SUPERFICIAL MATERIAL FROM EAR CANAL
49	IRRIGATE MOUTH/ORAL CAVITY
50	SUCTION NASAL/ORAL PASSAGE

TURN PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 16 OF RESPONSE BOOKLET
1	ADMINISTER OXYGEN THERAPY
2	GIVE STEAM/MIST TREATMENT
3	TREAT PATIENT/PERSONNEL WHO HYPERVENTILATE, E.G. GIVE BREATHING INSTRUCTIONS, CARBON DIOXIDE
4	PLACE PATIENT IN POSTURAL DRAINAGE POSITION
5	PERFORM CHEST VIBRATION AND CUPPING TREATMENT, I.E. CHEST PHYSIOTHERAPY
6	REMOVE ENDOTRACHEAL TUBE
7	SUCTION TRACHEA, I.E. DEEP ENDOTRACHEAL SUCTION
8	GIVE TRACHEOTOMY CARE, E.G. REMOVE AND CLEAN INNER CANNULA, SUCTION, INFLATE/DEFLATE CUFF
9	GIVE CARE TO PATIENT ON A RESPIRATOR, E.G. SUCTION, FEED, PLACE ON AND OFF MACHINE
10	ADJUST SETTINGS ON RESPIRATORY THERAPY EQUIPMENT ACCORDING TO PATIENT RESPONSE, E.G. RATE, PRESSURE
11	APPLY/CHANGE/ADJUST LEADS OR NEEDLE ELECTRODES, E.G. MONITOR, EKG, EEG
12	ROTATE TOURNIQUETS
13	MONITOR/REGULATE BODY TEMPERATURE OF PATIENT ON HYPO-HYPERTHERMIA BLANKET
14	INSERT N.G./LEVINE TUBE
15	ADVANCE CANTOR, MILLER ABBOTT TUBE OR STRING
16	IRRIGATE/MAINTAIN PATENCY OF DRAINAGE TUBES
17	GIVE CARE TO PATIENT WITH COLOSTOMY/ILEOSTOMY, E.G. APPLY DRESSING, SPECIAL APPLIANCE, DILATE STOMA
18	GIVE CARE TO PATIENT ON PERITONEAL DIALYSIS, E.G. MIX AND ADMINISTER DIALYSATE SOLUTIONS, RESTRICT FLUIDS
19	CONNECT/DISCONNECT PATIENT TO/FROM ARTIFICIAL KIDNEY
20	MAINTAIN DIALYSIS FLOW RATE
21	MAINTAIN ARTIFICIAL KIDNEY BATH SOLUTIONS AND TEMPERATURE DURING DIALYSIS
22	MAINTAIN VENOUS PRESSURE IN ACCORDANCE WITH ULTRAFILTRATION REQUIREMENTS
23	GIVE ARTERIAL/VENOUS SHUNT CARE
24	TAPE ANKLE, WRIST, KNEE, CHEST FOR IMMOBILIZATION
25	APPLY/REMOVE SLING, E.G. ARM, LEG

GO TO RIGHT HAND PAGE

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

- |    |  |
|----|--|
| 26 | APPLY FINGER/HAND SPLINT   |
| 27 | APPLY/REMOVE BRACE   |
| 28 | PLACE PATIENT IN SKIN TRACTION   |
| 29 | TAKE PATIENT IN AND OUT OF TRACTION  |
| 30 | GIVE CRUTCHFIELD TONG CARE   |
| 31 | WRAP STUMP FOR SHAPE/SHRINKAGE   |
| 32 | DETERMINE NEED AND INITIATE REALIGNMENT OF TRACTION, E.G. LINE OF PULL, CHANGE IN WEIGHT |
| 33 | TURN PATIENT ON STRYKER FRAME  |
| 34 | TURN PATIENT ON CIRCOELECTRIC BED  |
| 35 | INITIATE MEASURES TO PREVENT IMPENDING DELIRIUM TREMENS, E.G. FORCE FLUIDS               |
| 36 | GIVE POST MORTEM CARE  |
| 37 | ADMINISTER MEDICATION TO EYE/EAR/NOSE  |
| 38 | APPLY TOPICAL MEDICATION TO MUCOSAL TISSUE, E.G. ORAL, EYE, STOMA                        |
| 39 | APPLY TOPICAL ANESTHESIA   |
| 40 | ADMINISTER ORAL MEDICATION   |
| 41 | ADMINISTER INJECTIONS  |
| 42 | ADMINISTER INNOCULATIONS AND VACCINATIONS  |
| 43 | DESENSITIZE PATIENT WITH ALLERGY   |
| 44 | ADMINISTER TISSUE INFILTRATION/LOCAL ANESTHESIA  |
| 45 | START I.V. THERAPY   |
| 46 | ADMINISTER/MAINTAIN I.V. THERAPY   |
| 47 | ADMINISTER I.V. MEDICATION VIA SYLUSSET, PIGGY BACK, OR I.V. BOTTLE                      |
| 48 | ADMINISTER MEDICATION BY INJECTION INTO IV TUBING  |
| 49 | ADMINISTER I.V. MEDICATION DIRECTLY INTO VEIN  |
| 50 | ADD MEDICATION TO AND LABEL I.V. SOLUTIONS   |

TURN PAGE

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

- 1 | INSERT VAGINAL SUPPOSITORY
- 2 | INSERT RECTAL SUPPOSITORY OR MEDICATION
- 3 | MIX BLADDER IRRIGATION SOLUTION
- 4 | POUR/DRAW UP NARCOTICS AND CONTROLLED DRUGS
- 5 | CALCULATE DOSAGE OF DIAGNOSTIC PHARMACEUTICAL, E.G. BSP DYE
- 6 | INITIATE MEASURES TO PREVENT/CORRECT SKIN BREAKDOWN/PRESSURE SORES
- 7 | INITIATE MEASURES TO PROTECT PATIENT/PERSONNEL FROM INFECTION
- 8 | INITIATE PREVENTIVE LUNG CARE MEASURES
- 9 | INITIATE MEASURES TO PREVENT EYE DISORDERS
- 10 | INITIATE MEASURES TO PREVENT/CORRECT CONTRACTURES AND DEFORMITIES
- 11 | GIVE PASSIVE RANGE OF MOTION EXERCISES
- 12 | GIVE PASSIVE STRETCH AGAINST CONTRACTURE
- 13 | ASSIST PATIENT IN PERFORMING ACTIVE ASSISTIVE RANGE OF MOTION EXERCISES
- 14 | MOVE CASUALTY USING DRAGS/CARRIES
- 15 | CONTROL SIMPLE ANTERIOR NASAL BLEEDING
- 16 | REMOVE SUPERFICIAL FOREIGN BODY FROM THROAT
- 17 | GIVE EMERGENCY TREATMENT/FIRST AID FOR LARYNGOSPASM
- 18 | GIVE ARTIFICIAL RESPIRATION
- 19 | GIVE EMERGENCY TREATMENT/FIRST AID FOR SMOKE INHALATION
- 20 | GIVE EMERGENCY TREATMENT/FIRST AID FOR HEMO/PNEUMOTHORAX
- 21 | GIVE EXTERNAL CARDIAC MASSAGE
- 22 | DEFIBRILLATE PATIENT
- 23 | GIVE EMERGENCY TREATMENT/FIRST AID FOR LACERATION
- 24 | CONTROL BLEEDING BY PRESSURE DRESSING
- 25 | CONTROL BLEEDING BY APPLYING DIGITAL PRESSURE ON BLOOD VESSEL

GO TO RIGHT HAND PAGE

ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 17  
OF RESPONSE BOOKLET

- 26 CONTROL BLEEDING BY APPLYING TOURNIQUETS
- 27 REMOVE SUPERFICIAL BODY FROM TISSUE
- 28 GIVE EMERGENCY TREATMENT/FIRST AID FOR BITES
- 29 GIVE EMERGENCY TREATMENT/FIRST AID FOR BURNS
- 30 GIVE EMERGENCY TREATMENT/FIRST AID FOR SHOCK
- 31 GIVE EMERGENCY TREATMENT/FIRST AID FOR INTERNAL INJURIES
- 32 GIVE EMERGENCY TREATMENT/FIRST AID FOR INTERNAL HEMORRHAGE
- 33 GIVE EMERGENCY TREATMENT/FIRST AID FOR EXTERNAL HEMORRHAGE
- 34 GIVE EMERGENCY TREATMENT/FIRST AID FOR ANAPHYLACTIC REACTION
- 35 GIVE EMERGENCY TREATMENT/FIRST AID FOR SEVERE DRUG REACTION
- 36 GIVE EMERGENCY TREATMENT/FIRST AID FOR DRUG/CHEMICAL  
INGESTION/POISONING
- 37 LAVAGE STOMACH, I.E. IRRIGATE UNTIL CLEAR
- 38 GIVE EMERGENCY TREATMENT/FIRST AID FOR ELECTRIC SHOCK
- 39 GIVE EMERGENCY TREATMENT/FIRST AID FOR DROWNING
- 40 GIVE EMERGENCY TREATMENT/FIRST AID FOR SPRAIN/STRAIN/TORN  
LIGAMENT
- 41 GIVE EMERGENCY TREATMENT/FIRST AID FOR FRACTURES
- 42 GIVE EMERGENCY TREATMENT/FIRST AID FOR SPINAL CORD INJURY
- 43 GIVE EMERGENCY TREATMENT/FIRST AID FOR SYNCOPE (FAINTING)
- 44 GIVE EMERGENCY TREATMENT/FIRST AID FOR HEAD INJURY
- 45 GIVE EMERGENCY TREATMENT/FIRST AID FOR A CONVULSION
- 46 GIVE EMERGENCY TREATMENT/FIRST AID FOR ABDOMINAL EVISCERATION
- 47 GIVE EMERGENCY TREATMENT/FIRST AID FOR TRAUMATIC AMPUTATION
- 48 GIVE EMERGENCY TREATMENT/FIRST AID FOR COIL LEAK/RUPTURE DURING  
HEMODIALYSIS
- 49 GIVE EMERGENCY TREATMENT/FIRST AID FOR COLD INJURY, E.G., FROST  
BITE
- 50 GIVE EMERGENCY TREATMENT/FIRST AID FOR HEAT ILLNESS, E.G., HEAT  
EXHAUSTION, HEAT STROKE

TURN PAGE

ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 18  
OF RESPONSE BOOKLET

- 1 GIVE EMERGENCY TREATMENT/FIRST AID FOR PSYCHIATRIC  
CRISIS/EPISODE
- 2 PLAN RECREATIONAL/DIVERSIONAL THERAPY/ACTIVITIES FOR PATIENT,  
E.G. MOVIES, FIELD TRIPS
- 3 ADMINISTER BAPTISM
- 4 INITIATE INTERACTION WITH PATIENT
- 5 REASSURE/CALM PATIENTS BEFORE/AFTER TREATMENT/EXAMINATION
- 6 REASSURE/CALM APPREHENSIVE (ANXIOUS) PATIENT
- 7 REASSURE/SUPPORT PATIENT FOLLOWING TRAUMATIC INJURY, E.G. LOSS  
OF VISION, LIMB
- 8 PREPARE PATIENT PSYCHOLOGICALLY FOR LONG TERM TREATMENT, E.G.,  
DIALYSIS
- 9 INFORM PATIENT OF PROGRESS OF THERAPY
- 10 REINFORCE PATIENT'S POSITIVE RESPONSE TO THERAPY
- 11 ENCOURAGE PATIENT TO FOLLOW TREATMENT PLAN, E.G. TAKE MEDICATIONS  
PROPERLY
- 12 ENCOURAGE PATIENT INDEPENDENCE AND/INVOLVEMENT IN SELF CARE
- 13 ENCOURAGE FAMILY MEMBERS TO PARTICIPATE IN PATIENT'S THERAPY,  
E.G. ATTEND FAMILY THERAPY
- 14 PROGRESSIVELY LESSEN PATIENT'S DEPENDENCY ON MEDICAL PERSONNEL
- 15 LISTEN TO PATIENT/FAMILY DISCUSS THEIR PERSONAL PROBLEMS
- 16 LISTEN TO PATIENT/FAMILY EXPRESS FEELINGS, E.G. GRIEF, GUILT
- 17 LISTEN TO PATIENT/FAMILY EXPRESS FEELINGS ON DEATH
- 18 COUNSEL PATIENT WITH TERMINAL ILLNESS OR HIS FAMILY
- 19 COMFORT THE DYING PATIENT OR HIS FAMILY
- 20 ASSIST PATIENT IN HANDLING HIS FEELINGS, E.G. ELATION, DEPRESSION,  
ANGER
- 21 ASSIST PATIENT TO EXPRESS FEELINGS
- 22 ASSIST PATIENT TO DEFINE TYPE OF SERVICE NEEDED
- 23 ORIENT PATIENT TO TIME, PLACE, PERSON
- 24 FOSTER INTERACTION BETWEEN PATIENTS
- 25 INTERACT WITH WITHDRAWN/UNCOMMUNICATIVE PATIENT

GO TO RIGHT HAND PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 18 OF RESPONSE BOOKLET
26	DISCUSS PATIENT'S BEHAVIOR WITH PATIENT
27	ASSIST PATIENT TO INTERPRET SITUATION IN OBJECTIVE MANNER
28	ASSIST PATIENT TO PERCEIVE HOW HE RELATES TO OTHERS
29	ASSIST PATIENT TO PERCEIVE REALITY
30	GUIDE FAMILY MEMBERS IN DISCUSSING PROBLEMS TOGETHER
31	CHANNEL PATIENT'S EXPRESSION OF FEELINGS
32	DIRECT PATIENT TO OUTLETS FOR RELEASE OF TENSION OR AGGRESSION, E.G. SPORTS, OTHER PHYSICAL ACTIVITIES
33	DEVELOP COMMUNICATION TECHNIQUES FOR PATIENT WITH COMMUNICATION PROBLEM, E.G. CAPDS
34	INFORM PATIENT OF PROCEDURES REQUIRED PRIOR TO/CURING EXAMINATION/TEST/TREATMENT
35	EXPLAIN/ANSWER QUESTIONS ABOUT TREATMENT PROCEDURE VIA TELEPHONE
36	EXPLAIN/ANSWER PATIENT'S QUESTIONS REGARDING SYMPTOMS/DISEASE/TREATMENT
37	EXPLAIN PHYSIOLOGICAL BASIS FOR THERAPY/TREATMENT TO PATIENT/FAMILY
38	EXPLAIN/ANSWER QUESTIONS ABOUT DOCTOR'S INSTRUCTIONS TO PATIENT/FAMILY
39	EXPLAIN/ANSWER QUESTIONS ABOUT THERAPEUTIC DIETS TO PATIENT/FAMILY
40	EXPLAIN SCHEDULES TO PATIENTS/FAMILIES, I.E., TIME TO AND FROM D.R., APPOINTMENTS
41	INFORM PATIENT ON AVAILABILITY OF SERVICES IN THE COMMUNITY, E.G. LEGAL AID, EMPLOYMENT
42	INFORM PATIENT/FAMILY OF MILITARY SERVICES, E.G. NAVY RELIEF, VETERANS BENEFITS
43	COUNSEL PATIENT/FAMILY ON WHEN AND WHERE TO SEEK MEDICAL CARE
44	CONDUCT CLASSES FOR GROUPS OF PATIENTS REGARDING CARE OF SPECIFIC DISABILITY/DISEASE
45	TEACH FAMILY HOW TO CARE FOR PATIENT AT HOME
46	TEACH PATIENT/FAMILY SELF USE OF THERAPEUTIC EQUIPMENT/DEVICES
47	TEACH GENERAL MENTAL HEALTH CONCEPTS
48	TEACH PATIENT/FAMILY HEALTH PROMOTION PRACTICES, E.G. ROUTINE PHYSICALS, EXERCISE, DIET
49	TEACH WOMEN SELF BREAST EXAMINATION
50	INSTRUCT PATIENT IN PREPARING FOODS FOR WELL BALANCED/SPECIAL DIETS

1 TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 19  
OF RESPONSE BOOKLET

- 1 | COUNSEL AND INSTRUCT PATIENT IN THE SELECTION OF NUTRITIONAL FOODS
- 2 | TEACH PATIENT/FAMILY WARNING SIGNS OF CANCER
- 3 | TEACH PATIENT/FAMILY HOME ACCIDENT PREVENTION
- 4 | EXPLAIN MINOR SURGICAL PROCEDURE/OPERATION TO PATIENT/FAMILY
- 5 | EXPLAIN MAJOR SURGICAL PROCEDURE/OPERATION TO PATIENT/FAMILY
- 6 | INSTRUCT PATIENT ON PRE AND POST SPINAL ANESTHESIA PROCEDURES
- 7 | EXPLAIN TO PATIENT/FAMILY POST-OP PROCEDURES/CARE FOR RADICAL SURGERY
- 8 | EXPLAIN ISOLATION PROCEDURES TO PATIENT/FAMILY
- 9 | TEACH PATIENT/FAMILY SIDE EFFECTS OF MEDICATION, E.G. DROWSINESS, URINE DISCOLORATION
- 10 | INFORM PATIENT/FAMILY OF SYMPTOMS OF INTOLERANCE/OVERDOSE TO MEDICATION, E.G. BLEEDING GUMS, COMA
- 11 | TEACH PATIENT SELF-ADMINISTRATION OF MEDICATIONS (OTHER THAN INJECTIONS)
- 12 | TEACH PATIENT/FAMILY ADMINISTRATION OF INJECTIONS
- 13 | INSTRUCT PATIENT/FAMILY ON POST IMMUNIZATION CARE AND SCHEDULE
- 14 | EXPLAIN RADIATION THERAPY PROCEDURES TO PATIENT
- 15 | COUNSEL AND INSTRUCT PATIENT IN THE TREATMENT REGIMEN FOR ACNE
- 16 | COUNSEL AND INSTRUCT PATIENT IN THE TREATMENT REGIMEN FOR MINOR CELLULITIS
- 17 | INSTRUCT PATIENT IN PREVENTIVE CARE OF FINGER AND TOENAIL ABNORMALITIES
- 18 | COUNSEL AND INSTRUCT PATIENT WITH ALLERGIES
- 19 | COUNSEL AND INSTRUCT PATIENT IN THE TREATMENT REGIMEN FOR ACUTE OTITIS MEDIA
- 20 | COUNSEL AND INSTRUCT PATIENT IN THE TREATMENT REGIMEN FOR ACUTE TONSILLITIS
- 21 | COUNSEL AND INSTRUCT PATIENT IN THE TREATMENT REGIMEN FOR STREPTOCOCCAL SORE THROAT
- 22 | COUNSEL AND INSTRUCT PATIENT IN THE TREATMENT REGIMEN FOR RESPIRATORY ALLERGY
- 23 | COUNSEL AND INSTRUCT PATIENT IN THE TREATMENT REGIMEN FOR URI (UPPER RESPIRATORY INFECTION)
- 24 | COUNSEL AND INSTRUCT PATIENT IN TREATMENT REGIMEN FOR PNEUMONIA
- 25 | COUNSEL AND INSTRUCT PATIENT IN THE TREATMENT REGIMEN FOR ACUTE BRONCHITIS

GO TO RIGHT HAND PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 19 OF RESPONSE BOOKLET
26	COUNSEL AND INSTRUCT PATIENT IN THE TREATMENT REGIMEN FOR ASTHMA
27	COUNSEL AND INSTRUCT PATIENT IN THE TREATMENT REGIMEN FOR EMPHYSEMA
28	TEACH POSTURAL DRAINAGE EXERCISES
29	TEACH BREATHING EXERCISES
30	COUNSEL AND INSTRUCT PATIENT IN THE TREATMENT REGIMEN FOR MYOCARDIAL INFARCTION
31	COUNSEL AND INSTRUCT PATIENT IN THE TREATMENT REGIMEN FOR ARTERIOSCLEROTIC HEART DISEASE
32	COUNSEL AND INSTRUCT PATIENT IN THE TREATMENT REGIMEN FOR ESSENTIAL HYPERTENSION
33	COUNSEL AND INSTRUCT PATIENT IN THE TREATMENT REGIMEN FOR CONGENITAL HEART DISEASE
34	COUNSEL AND INSTRUCT PATIENT IN THE TREATMENT REGIMEN FOR RHEUMATIC FEVER
35	TEACH VASCULAR EXERCISES, E.G. BUEPGER-ALLEN
36	COUNSEL AND INSTRUCT PATIENT IN THE TREATMENT REGIMEN FOR PHLEBITIS
37	COUNSEL AND INSTRUCT PATIENT IN THE TREATMENT REGIMEN FOR VARICOSE VEINS
38	COUNSEL AND INSTRUCT PATIENT IN THE TREATMENT REGIMEN FOR INDIGESTION
39	COUNSEL AND INSTRUCT PATIENT IN THE TREATMENT REGIMEN FOR ABDOMINAL PAIN
40	COUNSEL AND INSTRUCT PATIENT IN THE TREATMENT REGIMEN FOR CHRONIC CONSTIPATION
41	COUNSEL AND INSTRUCT PATIENT IN THE TREATMENT REGIMEN FOR GASTROENTERITIS
42	COUNSEL AND INSTRUCT PATIENT IN THE TREATMENT REGIMEN FOR DUODENAL ULCER
43	COUNSEL AND INSTRUCT PATIENT IN THE TREATMENT REGIMEN FOR HEMORRHOIDS
44	COUNSEL AND INSTRUCT PATIENT IN THE TREATMENT REGIMEN FOR COLITIS
45	COUNSEL AND INSTRUCT PATIENT IN TREATMENT REGIMEN FOR INTESTINAL WORMS
46	COUNSEL AND INSTRUCT PATIENT IN THE TREATMENT REGIMEN FOR LOWER URINARY TRACT INFECTION
47	COUNSEL AND INSTRUCT PATIENT IN THE TREATMENT REGIMEN FOR A WEIGHT PROBLEM
48	COUNSEL AND INSTRUCT PATIENT IN THE TREATMENT REGIMEN FOR IRON DEFICIENCY ANEMIAS
49	COUNSEL AND INSTRUCT PATIENT IN THE TREATMENT REGIMEN FOR SICKLE CELL ANEMIA
50	COUNSEL AND INSTRUCT PATIENT IN THE TREATMENT REGIMEN FOR UNCOMPLICATED, ADULT-ONSET DIABETES MELLITUS

TURN PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 20 OF RESPONSE BOOKLET
1	COUNSEL AND INSTRUCT PATIENT IN THE TREATMENT REGIMEN FOR VENEREAL DISEASE
2	COUNSEL AND INSTRUCT PATIENT IN THE TREATMENT REGIMEN FOR VAGINITIS
3	COUNSEL SEXUAL MATE OF PATIENT WITH VAGINITIS/VENEREAL DISEASE
4	COUNSEL AND INSTRUCT PATIENT IN THE TREATMENT REGIMEN FOR ALCOHOLISM
5	COUNSEL AND INSTRUCT PATIENT IN THE TREATMENT REGIMEN FOR ABRASIONS
6	INSTRUCT PATIENT IN CARE OF INCISION
7	COUNSEL AND INSTRUCT PATIENT IN THE POST OPERATIVE REGIMEN FOR MASTECTOMY
8	COUNSEL AND INSTRUCT PATIENT IN THE POST OPERATIVE REGIMEN FOR BILIARY/PANCREATIC SURGERY
9	COUNSEL AND INSTRUCT PATIENT IN THE POST OPERATIVE REGIMEN FOR INTESTINAL RESECTION
10	COUNSEL AND INSTRUCT PATIENT IN THE POST OPERATIVE REGIMEN FOR RECTAL SURGERY
11	COUNSEL AND INSTRUCT PATIENT IN THE POST OPERATIVE REGIMEN FOR SPINAL FUSION/LAMINECTOMY
12	COUNSEL AND INSTRUCT PATIENT IN THE POST OPERATIVE REGIMEN FOR GASTRECTOMY
13	TEACH PATIENTS TO USE CANES, CRUTCHES, OR WALKERS
14	INSTRUCT PATIENT ON ORTHOPEDIC EXERCISES
15	TEACH ACTIVE RANGE OF MOTION EXERCISES
16	TEACH MUSCLE STRENGTHENING/PROGRESSIVE RESISTANT EXERCISES
17	INSTRUCT PATIENT HOW TO ACTIVELY STRETCH CONTRACTURE
18	COUNSEL AND INSTRUCT PATIENT IN THE TREATMENT REGIMEN FOR MUSCLE CONTUSION
19	COUNSEL AND INSTRUCT PATIENT IN THE TREATMENT REGIMEN FOR ARTHRITIS
20	TEACH PATIENT/FAMILY TRANSFER TECHNIQUES, E.G. BED TO CHAIR, CHAIR TO COMMUNE
21	TEACH PATIENT HOW TO APPLY AND USE LIMB PROSTHESIS
22	INSTRUCT AND SUPERVISE PATIENT IN STUMP DYNAMICS TO STRENGTHEN MUSCLE-GROUPS
23	COUNSEL AND INSTRUCT PATIENT IN THE TREATMENT REGIMEN FOR C.V.A.
24	COUNSEL AND INSTRUCT PATIENT IN THE TREATMENT REGIMEN FOR NON-FEBRILE CONVULSIVE DISORDERS
25	TEACH APHASIC PATIENT TO COMMUNICATE VIA WRITING

GO TO RIGHT HAND PAGE

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| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 20  
OF RESPONSE BOOKLET  
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- |    |  |
|----|--|
| 26 | SELECT AND ARRANGE MATERIALS TO TEACH PATIENTS ACTIVITY OF DAILY LIVING                        |
| 27 | TEACH HANDICAPPED PERSON TO ACCOMPLISH SELF CARE BY SEQUENTIAL BODY MOVEMENTS                  |
| 28 | TEACH PATIENT TO FEED SELF   |
| 29 | TEACH SELF-HELP TECHNIQUES TO BLIND PATIENT  |
| 30 | EXPLAIN/ANSWER PATIENT/FAMILY QUESTIONS ABOUT BEHAVIORAL CHANGES, E.G. DEPRESSION, MEMORY LOSS |
| 31 | EXPLAIN/ANSWER PATIENTS' QUESTIONS ABOUT BEHAVIOR, TREATMENT OF ANOTHER PATIENT                |
| 32 | COUNSEL PARENTS ON CHILDREN'S BEHAVIOR   |
| 33 | COUNSEL PATIENT WITH DRUG ABUSE PROBLEM  |
| 34 | INSTRUCT PATIENT ABOUT MEDICAL SYMPTOMS/LEGAL CONSEQUENCE OF DRUG ABUSE                        |
| 35 | COUNSEL FAMILY IN CARE OF GERIATRIC PATIENT  |

READ FOLLOWING INSTRUCTIONS

## PART III

### LIST OF SPECIALTY TASKS

(PAGES 21 to 26)

Part III is to be completed only by nurses who last month were assigned to one or more of the specialties listed below. If you were not assigned to any of these specialties last month, you have completed the job survey. Turn to the last page of this booklet for final instruction.

Nurse Anesthetist  
Operating Room Nursing  
Obstetrical and Gynecological Nursing  
Neonatal Nursing  
Pediatric Nursing  
Psychiatric Nursing

Part III consists of frequently performed tasks in the specialty areas. Respond only to the tasks listed on the page corresponding to the specialty to which you were assigned last month. You may respond to more than one specialty area if appropriate.

For each task in the appropriate specialty area(s), indicate on the proper response page under:

COLUMN A: How often you performed the task last month.

COLUMN B: The approximate time spent the last time you performed it.

COLUMN C: Do you ever delegate this task?

COLUMN D: Would you delegate this task to appropriately trained allied health personnel?

- Please remember to match the page and statement numbers in your task booklet with the proper page and statement numbers in your response booklet.
- The instructions to this part are repeated on the other side of the tab you have been using as a guide.
- 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.

PART III  
LIST OF SPECIALTY TASKS  
(PAGES 21 TO 26)

List of Nursing Specialties

Nurse Anesthetist . . . . .	p. 21
Operating Room Nursing. . . . .	p. 22
Obstetrical and Gynecological Nursing . . . . .	p. 23
Neonatal Nursing. . . . .	p. 24
Pediatric Nursing . . . . .	p. 25
Psychiatric Nursing . . . . .	p. 26

ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 21  
OF RESPONSE BOOKLET

- 1 EVALUATE PATIENT'S SUITABILITY TO UNDERGO SURGERY
- 2 DETERMINE TYPE, DOSE AND SCHEDULE FOR PRE-OPERATIVE MEDICATIONS
- 3 DETERMINE DOSE AND TYPE OF ANESTHETIC AGENT
- 4 DETERMINE AIRWAY TO USE DURING ADMINISTRATION OF ANESTHESIA
- 5 DETERMINE NEED FOR USE OF VENTILATOR DURING/AFTER ANESTHESIA
- 6 PRESCRIBE TYPE AND AMOUNT OF INTRAVENOUS FLUID THERAPY
- 7 INTUBATE PATIENT'S TRACHEA/LARYNX
- 8 MONITOR BLOCK AID
- 9 MONITOR PRECORDIAL HEART BEAT
- 10 DETECT PRESENCE OF EMBOLUS USING DOPPLER MONITOR
- 11 ADMINISTER ETHER ANESTHESIA
- 12 ADMINISTER NITROUS OXIDE ANESTHESIA
- 13 ADMINISTER CYCLOPROPANE ANESTHESIA
- 14 ADMINISTER PENTHRANE ANESTHESIA
- 15 ADMINISTER FLUOTHANE ANESTHESIA
- 16 ADMINISTER COMBINATION OF NEUROLEPTIC DRUG ANALGESIC AND NITROUS OXIDE ANESTHESIA
- 17 ADMINISTER I.V. SODIUM PENTOTHAL ANESTHESIA
- 18 ADMINISTER I.V. REGIONAL ANESTHESIA (BIEP BLOCK)
- 19 ADMINISTER RECTAL PENTATHOL ANESTHESIA
- 20 ADMINISTER CAUDAL ANESTHESIA
- 21 ADMINISTER EPIDURAL ANESTHESIA
- 22 ADMINISTER SADDLE BLOCK ANESTHESIA
- 23 ADMINISTER HYPERBARIC SPINAL ANESTHESIA
- 24 ADMINISTER HYPOBARIC SPINAL ANESTHESIA
- 25 ADMINISTER ISOBARIC SPINAL ANESTHESIA

GO TO RIGHT HAND PAGE

ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 21  
OF RESPONSE BOOKLET

- |    |   |
|----|---|
| 26 | ADMINISTER TAYLOR SPINAL ANESTHESIA   |
| 27 | ADMINISTER DIGITAL BLOCK ANESTHESIA   |
| 28 | ADMINISTER BRACHIAL BLOCK ANESTHESIA  |
| 29 | ADMINISTER AXILLARY BLOCK ANESTHESIA  |
| 30 | ADMINISTER LOCAL INTERCOSTAL BLOCK ANESTHESIA                               |
| 31 | ADMINISTER INTERSCALENE BLOCK ANESTHESIA                                    |
| 32 | ADMINISTER LOCAL ELBOW BLOCK ANESTHESIA                                     |
| 33 | ADMINISTER REGIONAL BLOCK ANESTHESIA  |
| 34 | ADMINISTER PARAVERTEBRAL ANESTHESIA   |
| 35 | ADMINISTER LOCAL ANKLE BLOCK ANESTHESIA                                     |
| 36 | ADMINISTER SCIATIC NERVE BLOCK ANESTHESIA                                   |
| 37 | ADMINISTER ANESTHESIA USING OPEN MACHINE TECHNIQUE                          |
| 38 | ADMINISTER ANESTHESIA USING SEMI-OPEN (DROP METHOD) MACHINE<br>TECHNIQUE    |
| 39 | ADMINISTER ANESTHESIA USING SEMI-CLOSED MACHINE TECHNIQUE                   |
| 40 | ADMINISTER ANESTHESIA USING MASK TECHNIQUE                                  |
| 41 | ADMINISTER ANESTHESIA USING NON-REBREATHING TECHNIQUE                       |
| 42 | ADMINISTER ANESTHESIA USING CLOSE-TO-TOTAL REBREATHING MACHINE<br>TECHNIQUE |
| 43 | ADMINISTER ANESTHESIA USING PARTIAL REBREATHING MACHINE<br>TECHNIQUE        |
| 44 | PERFORM VENTILATING BRONCHOSCOPY USING SANDERS INJECTOR                     |
| 45 | DETERMINE TREATMENT FOR PATIENT WITH HYPOTHERMIA/HYPERPYREXIA               |
| 46 | DETERMINE LENGTH OF STAY FOR PATIENT IN RECOVERY ROOM                       |
| 47 | DETERMINE TREATMENT FOR PATIENT WITH CHRONIC PAIN                           |
| 48 | MAKE ENTRIES ONTO ANESTHESIA RECORD   |
| 49 | MAINTAIN ANESTHESIA LOG   |
| 50 | ENSURE SAFE HANDLING AND STORAGE OF EXPLOSIVE MATERIALS                     |

END OF TASK LIST FOR THIS SPECIALTY - TURN PAGE FOR NEXT SPECIALTY

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 22 OF RESPONSE BOOKLET
1	ENSURE COMPLETENESS OF PREOPERATIVE PATIENT PREPARATION, E.G. BLOOD TYPED, SKIN PREPPEO
2	DETERMINE WHEN TO GIVE PREOPERATIVE MEDICATION
3	CLEAN AND REPOSITION INSTRUMENTS DURING SURGICAL PROCEDURE
4	ADJUST SURGICAL INSTRUMENTS/EQUIPMENT DURING SURGICAL PROCEDURE
5	COUNT SPONGES DURING/AFTER SURGICAL PROCEDURE
6	COUNT NEEDLES/INSTRUMENTS PRE/POST SURGERY
7	FLASH STERILIZE INSTRUMENTS
8	REMOVE CONTAMINATED GLOVES FROM SURGICAL TEAM
9	SUPPLY PHYSICAL COMFORT TO SURGICAL TEAM, E.G. WIPE BROW, RUB BACK
10	OBTAIN PROSTHESIS FOR SURGICAL PROCEDURE, E.G. AORTIC GRAPH, PIN, PLATE, IMPLANT
11	TIE UP SURGICAL GOWN FOR SCRUBBED PERSONNEL
12	MAINTAIN DRY STERILE FIELD DURING SURGERY
13	LABEL MEDICINE GLASSES WITH NAME AND AMOUNT OF DRUG FOR STERILE FIELD
14	GOWN FOR STERILE PROCEDURE
15	SET UP MAYO STAND WITH INSTRUMENTS
16	SET UP SURGICAL BACK TABLE WITH STERILE INSTRUMENTS/EQUIPMENT
17	PASS INSTRUMENTS TO PHYSICIAN
18	PASS STERILE ACCESSORIES, EQUIPMENT, E.G. TUBING, CORD TO CIRCULATOR FOR CONNECTION
19	PASS STERILE DRAPES TO SURGEON
20	REMOVE FLUID FROM SURGICAL SITE WITH SPONGES OR SUCTION
21	CUT SUTURES AT SURGICAL SITE
22	PREPARE SILK, COTTON, WIRE SUTURES FOR STERILIZATION
23	SELECT/SET UP INSTRUMENTS FOR SPECIAL SURGICAL PROCEDURE
24	BREAK DOWN SURGICAL INSTRUMENTS FOR POST OPERATIVE CLEANING
25	ESTABLISH/MAINTAIN SUTURE/INSTRUMENT TRAY CARDS

GO TO RIGHT HAND PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 22 OF RESPONSE BOOKLET
26	ESTABLISH SURGERY SCHEDULE
27	LOG CHANGES/DELETIONS OF OPERATING PROCEDURES ON SLATE IN OPERATING ROOM
28	PREPARE OPERATIVE REPORTS FOR WARD CLERK
29	CLEAN/DISINFECT O.R. FLOORS/FURNITURE AFTER EACH CASE
30	SET UP O.R. ROOM FOR SEPTIC CASE
31	DETERMINE TYPES OF EQUIPMENT/SUPPLIES TO USE FOR HOUSEKEEPING PROCEDURES
32	MAINTAIN PROPER HUMIDITY/TEMPERATURE IN O.R.
33	SPECIFY CLOTHING REQUIRED FOR PROTECTION FROM EQUIPMENT AND ENVIRONMENTAL HAZARDS
34	INSPECT FOR HEALTH HAZARDS IN OPERATING ROOMS
35	ENSURE PERFORMANCE OF CONDUCTIVITY AND ELECTRICAL HAZARD CHECKS

END OF TASK LIST FOR THIS SPECIALTY - TURN PAGE FOR NEXT SPECIALTY

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 23 OF RESPONSE BOOKLET
1	OBTAIN OBSTETRICAL HISTORY
2	OBTAIN PRENATAL HISTORY
3	ASCERTAIN PATIENT'S ATTITUDES/EXPECTATION OF PREGNANCY AND CHILDBEARING
4	EVALUATE SYMPTOMS OF PATIENT COMPLAINING OF MINOR DISCOMFORTS OF PREGNANCY
5	MEASURE FUNDAL HEIGHT DURING PREGNANCY
6	ASSESS SIGNS AND SYMPTOMS OF PREECLAMPSIA/ECLAMPSIA
7	TEACH PRE-NATAL CLASSES
8	TEACH PATIENT/PARENTS ABOUT PHYSIOLOGY OF PREGNANCY E.G. FETAL GROWTH
9	COUNSEL AND INSTRUCT PATIENT IN TREATMENT REGIMEN FOR PREECLAMPSIA
10	OBTAIN HISTORY OF PRESENT LABOR
11	EXAMINE PATIENT TO DETERMINE PRESENCE OF LABOR
12	SUPPORT, COACH AND REMAIN WITH PATIENT DURING LABOR
13	PALPATE UTERUS FOR LENGTH, STRENGTH AND FREQUENCY OF CONTRACTIONS
14	EVALUATE EFFECTIVENESS OF UTERINE CONTRACTIONS
15	EVALUATE PATIENT'S RESPONSE TO LABOR, E.G. NEED FOR MEDICATION SUPPORT
16	PALPATE UTERUS TO DETERMINE POSITION AND PRESENTATION OF FETUS
17	PERFORM DIGITAL EXAM TO DETERMINE CERVICAL DILATATION AND EFFACEMENT
18	CHECK PATIENT IN LABOR FOR CROWNING/BREECH/CORD
19	CHECK FETAL HEART BEAT RATE/RHYTHM/VOLUME
20	DETECT FETAL HEART RATE WITH ULTRASOUND
21	INTERPRET FETAL MONITOR READOUT
22	ASSESS FETAL WELL-BEING DURING LABOR
23	DO NITRAZINE/FERN TEST ON AMNIOTIC FLUID
24	ADMINISTER NASAL/BUCCAL OXYTOCIN
25	ADMINISTER/PROVIDE TRILENE MASK TO PATIENT

GO TO RIGHT HAND PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 23 OF RESPONSE BOOKLET
26	GIVE EMERGENCY TREATMENT/FIRST AID FOR FETAL BRADYCARDIA/TACHYCARDIA
27	ASSIST PHYSICIAN/CNM WITH VAGINAL DELIVERIES
28	DELIVER BABY
29	TREAT NEWBORN'S EYES WITH PROPHYLAXIS
30	COLLECT CORD BLOOD SAMPLES
31	TAKE FINGERPRINTS, FOOTPRINTS
32	MAKE ENTRIES ON LABOR/DELIVERY RECORD
33	MONITOR PATIENT DURING FIRST HOUR AFTER DELIVERY
34	PALPATE FUNDUS/UTERUS FOR FIRMNESS AND/OR LEVEL OF INVOLUTION
35	MASSAGE FUNDUS OF POSTPARTUM PATIENT
36	PERFORM POSTPARTUM CHECKS, E.G. BREASTS, ABDOMEN, PERINEUM, EXTREMITIES
37	COUNT VAGINAL PADS FOR ESTIMATING BLOOD LOSS
38	EXPLAIN/ANSWER MOTHER'S QUESTIONS REGARDING POST PARTUM CARE
39	OBTAIN POST PARTUM HISTORY
40	OBTAIN MENSTRUAL, FERTILITY AND CONTRACEPTIVE HISTORY
41	ASCERTAIN PATIENT'S ATTITUDES/PREFERENCES FOR FAMILY PLANNING
42	INSERT INTRAUTERINE DEVICE (IUD)
43	INITIATE ORAL CONTRACEPTIVE REGIMEN FOR PATIENT
44	COUNSEL AND INSTRUCT PATIENT/SPOUSE IN THE USE OF CONTRACEPTIVE MEASURE
45	EVALUATE SUITABILITY OF CONTRACEPTIVE METHOD USED BY PATIENT
46	EVALUATE PATIENT WITH SIDE EFFECTS FROM CONTRACEPTIVE MEASURE
47	TAKE PAP SMEAR SPECIMEN
48	COUNSEL AND INSTRUCT PATIENT IN THE TREATMENT REGIMEN FOR MENOPAUSAL SYNDROME
49	COUNSEL AND INSTRUCT PATIENT IN THE POST OPERATIVE REGIMEN FOR GYNECOLOGICAL SURGERY
50	REMOVE VAGINAL PACKING

END OF TASK LIST FOR THIS SPECIALTY - TURN PAGE FOR NEXT SPECIALTY

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 24 OF RESPONSE BOOKLET
1	MAKE PROVISIONS FOR FATHER/RELATIVES TO SEE NEWBORN
2	TAKE INFANT'S VITAL SIGNS
3	MONITOR INFANT'S TRANSITION TO EXTRA-UTERINE LIFE DURING FIRST TWELVE HOURS
4	CHECK STARTLE REFLEX/MORO REFLEX
5	CHECK ROOTING REFLEX
6	IDENTIFY/REPORT ABNORMAL CRY OF BABY, E.G. WEAK, HIGH PITCHED
7	PALPATE FONTANELS FOR EDEMA AND/OR CLOSURE
8	ASSESS INFANT'S RESPONSE TO FEEDING METHOD, E.G. GAVAGE, NIPPLE
9	MONITOR TEMPERATURE OF INFANT IN ISOLETTE/INCUBATOR
10	MONITOR INFANT DURING EXCHANGE TRANSFUSION
11	WASH NEW BORN BABIES
12	PREPARE AND TAKE INFANTS TO MOTHER
13	GIVE UMBILICAL CORD CARE, E.G. CLEAN, DRESS CORD, REMOVE CLAMP
14	HELP NEW MOTHER BREAST FEED/BOTTLE FEED NEWBORN
15	COUNSEL AND INSTRUCT MOTHER ON BREAST FEEDING OF NEWBORN
16	FEED INFANTS
17	PLACE BABY IN PHOTOTHERAPY (BILIRUBIN LIGHT)
18	GIVE PREMATURE INFANT CARE, E.G. BATHE, FEED, POSITION IN INCUBATOR
19	GAVAGE PREMATURE INFANT
20	ADMINISTER CLEFT LIP CARE
21	EXPLAIN/ANSWER PARENT'S QUESTIONS REGARDING NEWBORN CARE
22	TEACH POST PARTUM CLASSES, E.G. BABY BATH DEMONSTRATIONS, FEEDINGS
23	COUNSEL AND INSTRUCT PARENTS REGARDING INFANT ANOMALIES
24	COUNSEL AND INSTRUCT PARENTS ON ADJUSTMENT OF FAMILY TO NEWBORN
25	COLLECT HEEL PUNCH BLOOD SPECIMEN FOR PKU TESTING

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RIGHT PAGE 24

NEONATAL NURSING

| TASK NO. | ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 24  
OF RESPONSE BOOKLET

26

COLLECT URINE SPECIMEN FROM INFANTS

END OF TASK LIST FOR THIS SPECIALTY - TURN PAGE FOR NEXT SPECIALTY

ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 25  
OF RESPONSE BOOKLET

- 1 OBTAIN BIRTH HISTORY
- 2 OBTAIN DEVELOPMENTAL HISTORY OF CHILD
- 3 PERFORM DEVELOPMENTAL SCREENING EXAMINATION OF CHILDREN, E.G.  
DENVER DEVELOPMENTAL
- 4 PLOT FINDINGS ON DENVER DEVELOPMENTAL SCORE SHEET
- 5 PLOT GROWTH CURVE, E.G. BOSTON CURVE
- 6 TEST HEARING ACUITY, E.G., WITH WATCH
- 7 TEST HEARING WITH A TUNING FORK
- 8 GIVE SPEECH DISCRIMINATION TEST USING OWN MODULATED VOICE
- 9 DO VISUAL ACUITY TEST USING SNELLEN CHART
- 10 MEASURE SKULL
- 11 PALPATE CHEST FOR MASSES/NODES
- 12 EXAMINE FOR HERNIAS (INGUINAL, FEMORAL OR VENTRAL)
- 13 EXAMINE VERTEBRAL COLUMN FOR ABNORMAL DEVELOPMENT, E.G.  
KYPHOSIS, LORDOSIS
- 14 EXAMINE CHILD'S FEET FOR PIGEON TOE (TALIPES VARUS)
- 15 EVALUATE GROWTH AND DEVELOPMENT OF CHILD FOR  
STRUCTURAL/FUNCTIONAL DEVIATIONS
- 16 OBSERVE FOR EMOTIONAL DISTURBANCE IN CHILDREN
- 17 ASSESS SIGNS OF HYPERACTIVITY IN CHILDREN
- 18 ASSESS CHILD MANIFESTING SIGNS OF CHILD ABUSE
- 19 REASSURE APPREHENSIVE PARENTS OF PEDIATRIC PATIENT
- 20 COUNSEL AND INSTRUCT PARENTS ABOUT WELL BABY CARE, E.G.  
IMMUNIZATIONS, NUTRITIONAL NEEDS
- 21 INSTRUCT PARENTS ABOUT ACTIVITIES THAT PROMOTE INFANT  
DEVELOPMENT
- 22 COUNSEL AND INSTRUCT PARENTS ON DIETARY REGIMEN FOR INFANT
- 23 COUNSEL AND INSTRUCT PARENTS ON NORMAL CHILD GROWTH AND  
DEVELOPMENT
- 24 COUNSEL AND INSTRUCT PARENTS IN THE TREATMENT REGIMEN FOR CRADLE  
CAP
- 25 PRESCRIBE TREATMENT AND COUNSEL PARENTS FOR CRADLE CAP

GO TO RIGHT HAND PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 25 OF RESPONSE BOOKLET
26	COUNSEL AND INSTRUCT PARENTS IN THE TREATMENT REGIMEN FOR THRUSH
27	PRESCRIBE TREATMENT AND COUNSEL PARENTS FOR THRUSH
28	COUNSEL AND INSTRUCT PARENTS IN THE TREATMENT REGIMEN FOR COLIC
29	PRESCRIBE TREATMENT AND COUNSEL PARENTS FOR COLIC
30	COUNSEL AND INSTRUCT PARENTS IN THE TREATMENT REGIMEN FOR INFANT RASHES
31	PRESCRIBE TREATMENT AND COUNSEL PARENTS FOR INFANT RASHES
32	COUNSEL PARENTS ABOUT CHILD REARING PRACTICES, E.G. DISCIPLINE
33	EXPLAIN/ANSWER PARENT'S QUESTIONS ON CHILD DEVELOPMENT PROBLEMS, E.G. TOILET TRAINING
34	COUNSEL PARENT ON SEX EDUCATION OF CHILDREN
35	INSTRUCT PARENTS ON CARE OF CHILDREN WITH COMMUNICABLE DISEASES, E.G. MEASLES, MUMPS
36	TEACH PARENT RECOGNITION AND PREVENTION OF FOOD ALLERGIES IN CHILDREN
37	COUNSEL AND INSTRUCT ON THE MANAGEMENT OF BEHAVIORAL CHANGES IN CHILDREN, E.G. WITHDRAWAL
38	COUNSEL AND INSTRUCT PARENTS IN THE TREATMENT REGIMEN FOR ECZEMA
39	COUNSEL AND INSTRUCT PARENTS IN TREATMENT REGIMEN FOR CROUP
40	COUNSEL AND INSTRUCT PARENTS IN THE TREATMENT REGIMEN FOR MILD DEHYDRATION
41	PRESCRIBE TREATMENT AND COUNSEL PARENTS FOR MILD DEHYDRATION OF INFANT
42	COUNSEL AND INSTRUCT PARENTS IN TREATMENT REGIMEN OF CHILD WITH BLOOD DYSCRASIA
43	COUNSEL AND INSTRUCT PATIENT IN THE TREATMENT REGIMEN FOR FEBRILE TWITCHING AND CONVULSIONS
44	COUNSEL AND SUPPORT PARENTS OF CHILD WITH NONGENETIC CONGENITAL DISORDER
45	COUNSEL AND SUPPORT PARENTS OF CHILD WITH GENETIC DISORDER
46	COUNSEL AND SUPPORT PARENTS OF CHILD WITH INTELLECTUAL DEFICITS
47	COUNSEL AND INSTRUCT PARENTS IN TREATMENT OF UMBILICAL HERNIA
48	COUNSEL AND INSTRUCT PATIENT IN THE POST OPERATIVE REGIMEN FOR TONSILLECTOMY

END OF TASK LIST FOR THIS SPECIALTY - TURN PAGE FOR NEXT SPECIALTY

TASK NO. ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 26 OF RESPONSE BOOKLET

- 1 CONDUCT INTAKE INTERVIEW ON PSYCHIATRIC PATIENT
- 2 RECOGNIZE ROLES PATIENT/STAFF PLAY WITHIN GROUP ENVIRONMENT
- 3 ASSESS PATIENT'S DEGREE OF PSYCHOTIC BEHAVIOR
- 4 ASSESS PATIENT'S DEGREE OF NEUROTIC BEHAVIOR
- 5 IDENTIFY PATIENT'S UNDERLYING(REPRESSED) EMOTIONAL PROBLEMS
- 6 IDENTIFY PATIENT WHOSE PERSONALITY INDICATES A POTENTIAL BEHAVIORAL PROBLEM, E.G. ANGER, IMPULSIVENESS
- 7 INVOLVE PATIENTS IN THERAPEUTIC INTERACTION WITH EACH OTHER
- 8 CONFRONT PATIENT WITH INAPPROPRIATENESS OF HIS BEHAVIOR
- 9 ENGAGE IN INDIVIDUAL (EXPLORATIVE) THERAPY WITH PATIENT, E.G. UNCOVER PAST CONFLICTS, DYNAMIC ISSUES
- 10 ASSIST PATIENT TO GAIN INSIGHT AND SELF AWARENESS THROUGH VERBALIZATION
- 11 CONDUCT PATIENT WARD/GROUP MEETINGS, E.G. WARD GOVERNMENT
- 12 WATCH/GUARD PATIENT WHO IS ON PRECAUTION, E.G. ESCAPE
- 13 CARE FOR PATIENT IN LOCKED QUIET ROOM, E.G. MONITOR BEHAVIOR, TAKE TO BATHROOM
- 14 TAKE AWAY/REMOVE PATIENT PRIVILEGES
- 15 SET LIMITS ON PATIENT BEHAVIOR, I.E. DEFINE ACCEPTABLE BEHAVIOR
- 16 RESTRAIN/CONTROL PATIENT PHYSICALLY, E.G. ARM HOLD
- 17 STOP FIGHTS
- 18 PREVENT PATIENT'S ATTEMPT AT SUICIDE
- 19 PARTICIPATE IN RECREATIONAL THERAPY FOR PATIENTS, E.G. PLAY CARDS, GAMES, SPORTS
- 20 PLAN SCHEDULE OF DAILY ACTIVITIES FOR PSYCHIATRIC PATIENT
- 21 ENCOURAGE PATIENT TO PARTICIPATE IN SOCIAL ACTIVITIES, E.G. PARTIES, SPORTS
- 22 OBSERVE PATIENT IN OCCUPATIONAL THERAPY ACTIVITIES
- 23 SCREEN/SURVEY JOBS TO SELECT WORK THERAPY FOR PATIENT
- 24 FOLLOW UP ON PATIENT'S WORK THERAPY TO DETERMINE PERFORMANCE, SATISFACTION
- 25 GIVE CARE TO PATIENT DURING ELECTRIC SHOCK THERAPY

GO TO RIGHT HAND PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 26 OF RESPONSE BOOKLET
26	DETERMINE WHEN AND EXTENT TO WHICH PATIENT MAY RESUME ACTIVITIES AFTER ECT
27	EVALUATE AND COUNSEL PATIENT WITH MARITAL PROBLEMS
28	COUNSEL/INSTRUCT PATIENTS WITH SEXUAL PROBLEMS
29	COUNSEL PATIENT WITH PSYCHOSOMATIC COMPLAINT
30	ADVISE NON-NP PERSONNEL, VISITORS ABOUT THEIR BEHAVIOR WITH PSYCHIATRIC PATIENTS
31	EXPLAIN/PROVIDE INFORMATION TO PATIENT REGARDING THERAPY SESSION, E.G. QUESTIONS, DOUBTS
32	PARTICIPATE AS MEMBER OF GROUP IN GROUP THERAPY
33	PARTICIPATE AS CO-LEADER IN GROUP THERAPY
34	PARTICIPATE AS CO-LEADER IN PATIENT-FAMILY GROUP THERAPY
35	EXPLORE DYNAMICS OF GROUP INTERACTIONS WITH THERAPY GROUP
36	BRING ABOUT CONTROLLED CONFRONTATION DURING GROUP THERAPY
37	PROVIDE FEEDBACK TO PATIENTS DURING GROUP THERAPY
38	ENCOURAGE PATIENTS IN GROUP THERAPY TO DISCUSS GROUP EVENTS, E.G., OUTWARD HOSTILITY, EXPULSION OF MEMBER
39	ENCOURAGE PATIENTS TO VOICE COMPLAINTS IN GROUP THERAPY SESSION
40	REINFORCE APPROPRIATE BEHAVIOR OF PATIENT IN GROUP THERAPY THROUGH OTHER PATIENTS
41	ASK PATIENT TO LEAVE THERAPY GROUP SESSION
42	SUMMARIZE ACTIVITY OF GROUP THERAPY SESSION DURING GROUP THERAPY
43	ENCOURAGE GROUP DECISION/ACTION IN GROUP THERAPY
44	DISTINGUISH GROUP PROCESS FROM GROUP CONTENT
45	RECOGNIZE GROUP PROCESSES IN THERAPY GROUP
46	PARTICIPATE IN FEEDBACK SESSION FOR THERAPY GROUP WITH PATIENTS PRESENT
47	PARTICIPATE IN GROUP THERAPY FEEDBACK SESSIONS WITH STAFF
48	DETERMINE PATIENT/STAFF RATIO (FOR INDIVIDUAL PATIENT)
49	DETERMINE NEED FOR ADDITIONAL STAFF TO CONTROL COMBATIVE/DISRUPTIVE BEHAVIOR
50	RECHANNEL INAPPROPRIATE/DEVIANT BEHAVIOR

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