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A SYSTEM APPROACH TO NAVY MEDICAL EDUCATION AND TRAINING, APPEN--ETC(U)
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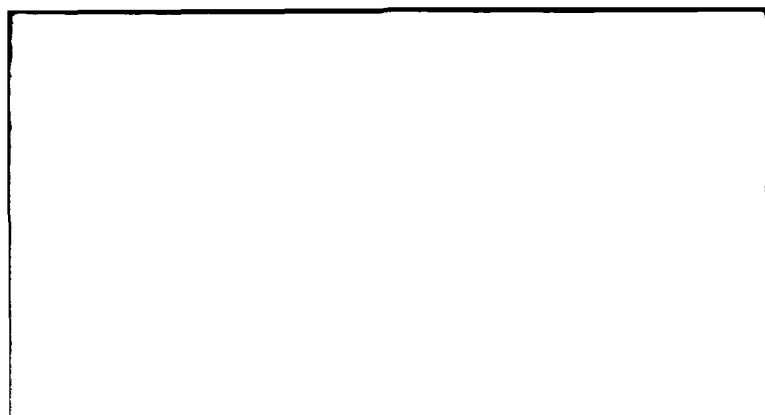
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APPENDIX 23.

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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 needs. The system, however, remains untested and unevaluated. ADO 43-03X called for feasibility test 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 reapplied 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 of 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 up-dating, 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.

NAVY MEDICAL DEPARTMENT

TASK INVENTORY BOOKLET

UROLOGY
(HOSPITAL CORPS)

CONSTRAINTS AND ETHICAL USE

This task inventory was developed three years ago in a first-version key punch format for education and training research purposes.

The present "operational" format, using a mark-sense response booklet (Opscan), is recommended for future applications. The task and equipment statements comprising the bulk of the inventory are precisely the same (less duplicate entries) as in the original research tools but rearranged for Opscan mode. Biographical data questions have also been reformatted for Opscan (NEC codes should be updated).

The processing, administering and formatting of this inventory have thus been readied for operational application.

It is strongly recommended that this inventory be updated in its task and equipment statement sections before actual operational use. These reasons pertain:

- Changes in medical or related procedures or techniques
- Some tasks may violate current policy or be obsolete
- Equipment changes may have occurred
- The objective of task comprehensiveness may change
- Objectives may shift to embrace manpower utilization as well as education and training

In the latter regard, the present operational format includes a "time to perform" dimension (as well as frequency of performance and two additional optional blank response dimension fields). As a response dimension, "time to perform" has been validated within the context of inventories for professional personnel where the objectives embraced utilization (i.e., time associated with shared and delegable tasks). The original Enlisted inventory content was directed to education and training factors only. If "time to perform" is to be used operationally, each task and equipment statement should be examined by expert job incumbents to remove possible overlaps which could confound "time to perform" data. This review process would also serve other purposes cited above.

A general precaution is in order.

When task analysis inventories are poorly prepared, loosely administered, administered according to less than rigorous sampling, or are handled casually in processing or interpretation, they will inevitably produce poor or questionable data, at best. At worst, such practices will result in loss of money and time, and produce dangerous data. Inventories should be prepared, applied, processed and interpreted only by knowledgeable professional and technical personnel. As in the cases of ethically controlled behavior tests, inventories should not be casually copied or distributed, and should remain under the control of authorized, trained personnel. Factors effecting reliability and validity should be fully appreciated.

GENERAL INSTRUCTIONS

There are two parts to be completed for this survey:

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

- Part II A List of Tasks (answers to be
 recorded on the accompanying
 RESPONSE BOOKLET)

- B List of Instruments and
 Equipment (answers to be
 recorded on the 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 tinted 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

Check that the Form and Serial Number in this box match those on the cover of this Booklet

Please fill out completely

Name of your Duty Station _____

City & State (if applicable) _____

Your Name _____

Social Security Number _____

DO NOT FILL IN

____ (1)

N _____ (7)
Form Serial No.

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 Technician
2. Hospital Corps

Q1. ____ (23)

Q2. Indicate your military status:

1. USN
2. USNR

Q2. ____ (24)

Q3. Indicate your pay grade:

- | | |
|-------|-------|
| 1. E1 | 6. E6 |
| 2. E2 | 7. E7 |
| 3. E3 | 8. E8 |
| 4. E4 | 9. E9 |
| 5. E5 | |

Q3. ____ (25)

Q4. Indicate your total years of active duty in the Navy to date: (estimate to the nearest year)

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 present immediate supervisor:	Q5. __	(27)
	1. Physician		
	2. Dentist		
	3. Nurse		
	4. MSC Officer		
	5. HM or DT		
	6. Other (Specify) _____		
Q6.	Select the number to indicate the average number of hours you work per week: (estimate to the nearest hour)	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	1. __ __%	(29)
	2. Outpatient care	2. __ __%	(31)
	3. Teaching	3. __ __%	(33)
	4. Administration	4. __ __%	(35)
	5. Other (specify) _____	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 <u>most</u> to your job satisfaction:	Q8. __ __	(39)
		__ __	(41)
		__ __	(43)
	01 Salary and/or promotion opportunities		
	02 Retirement benefits		
	03 Housing		
	04 Educational advancement opportunities		
	05 Stability of tour of duty		
	06 Physical facilities and equipment		
	07 Administrative and clerical support		
	08 Work load		
	09 Personal career planning		
	10 Opportunity to attend professional meetings		

- | | ENTER
ANSWERS
HERE | |
|--|-------------------------------|------|
| Q9. Using the list on page <u>vii</u> specify your current NEC by writing the <u>last two digits</u> of the CODE. | Q9. _ _ | (45) |
| Q10. Select the number to indicate your years of experience corresponding to the NEC stated in Q9: (estimate to the nearest year) | Q10. _ _ | (47) |
| <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> 1. Less than 1 year
 2. 1 to 2 years
 3. 3 to 5 years </div> <div style="width: 45%;"> 4. 6 to 10 years
 5. 11 to 15 years
 6. More than 15 years </div> </div> | | |
| Q11. If you have other NEC(s) in addition to the one specified in Q9, check page <u>vii</u> and indicate the last two digits of the CODE(s). If you have none, enter "99" in answer space for <u>Q11</u> and <u>Q12</u> . | Q11a. _ _ (48)
b. _ _ (50) | |
| Q12. Select the number to indicate the years of experience you had in the NEC(s) stated in Q11 (estimate to the nearest year). | Q12a. _ _ (52)
b. _ _ (53) | |
| <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> 1. Less than 1 year
 2. 1 to 2 years
 3. 3 to 5 years </div> <div style="width: 45%;"> 4. 6 to 10 years
 5. 11 to 15 years
 6. More than 15 years </div> </div> | | |
| Q13. From the list below, write the <u>two-digit</u> CODE to indicate the specialty of the department in which you are <u>currently</u> functioning. | Q13. _ _ | (54) |

CODE

- | | |
|--------------------------|--------------------|
| 01 Administration | 18 Urology |
| 02 Education | 19 Intensive Care |
| 03 Anesthesiology | 20 Operating Room |
| 04 Coronary Care | 21 Emergency Room |
| 05 Dermatology | 00 Other (specify) |
| 06 Medicine - OPD | |
| 07 Medicine - Wards | |
| 08 Obstetrics/Gynecology | |
| 09 Ophthalmology | |
| 10 Orthopedics | |
| 11 Otolaryngology | |
| 12 Medical Laboratory | |
| 13 Pediatrics | |
| 14 Psychiatry | |
| 15 Public Health | |
| 16 Radiology | |
| 17 General Surgery-Wards | |

ENTER
ANSWER
HERE

Q14. Select the number to indicate the type of duty station at which you currently work, and have been working for at least 30 days:

Q14.____ (56)

1. Hospital
2. Dispensary
3. Aboard ship/sub, no M.O. (or D.O.) aboard
4. Aboard ship/sub, M.O. (or D.O.) aboard
5. Aviation squadron/wing, Navy or Marine
6. Marine ground forces
7. Administrative Commands
8. Research Commands or PMUs
9. Dental Clinic
0. Other _____

Q15. Indicate the number of people you normally supervise:

Q15.____ (57)

- | | |
|---------|------------|
| 0. None | 3. 6-10 |
| 1. 1-2 | 4. 11-20 |
| 2. 3-5 | 5. over 20 |

MEDICAL/DENTAL NEC (NAVAL ENLISTED CODE) AND TITLE

0000 General Service, Hospital or Dental Corpsman
3371 Health Physics & Process Control Technician
3391 Nuclear Power Plant Operator
8402 Nuclear Submarine Medicine Technician
8403 Submarine Medicine Technician
8404 Medical Field Service Technician
8405 Advanced Hospital Corps Technician (Class B)
8406 Aviation Medicine Technician
8407 Nuclear Medicine Technician
8408 Cardiopulmonary Technician
8409 Aviation Physiology Technician
8412 Clinical Laboratory Assistant Technician
8413 Tissue Culture Technician
8414 Clinical Chemistry Technician
8415 Medical Technology Technician
8416 Radioactive Isotope Technician
8417 Clinical Laboratory Technician
8432 Preventive Medicine Technician
8433 Tissue Culture and Tissue Bank Technician
8442 Medical Administrative Technician
8452 X-ray Technician
8453 Electrocardiograph/Basal Metabolism Technician
8454 Electroencephalograph Technician
8462 Optician (General) Technician
8463 Optician Technician
8466 Physical and Occupational Technician
8472 Medical Photography Technician
8482 Pharmacy Technician
8483 Operating Room Technician
8484 Eye, Ear, Nose, & Throat Technician
8485 Neuropsychiatry Technician
8486 Urological Technician
8487 Occupational Therapy Technician
8488 Orthopedic Appliance Mechanic
8489 Orthopedic Cast Room Technician
8492 Special Operations Technician
8493 Medical Deep Sea Diving Technician
8494 Physical Therapy Technician
6495 Dermatology Technician
8496 Embalming Technician
8497 Medical Illustration Technician
6498 Medical Equipment Repair Technician
8703 DT General, Advanced
8707 DT Field Service
8713 DT Clinical Laboratory
8714 DT Research Assistant
8722 DT Administrative
8732 DT Repair
8752 DT Prosthetic, Basic
8753 DT Prosthetic, Advanced
8765 DT Maxillofacial Prosthetic

RESPONSE BOOKLET INSTRUCTIONS

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

DO NOT MARK IN THESE BOXES	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9
	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9
	RESPONSE BOOKLET			
	Serial No. 0233			

My name is

1 NAME

Mary Smith

Ignore these boxes

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

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

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

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

TASK ADMINISTRATION BOOKLET

6	0 1 2 3 4 5 6 7 8 9	13 0 1
	0 1 2 3 4 5 6 7 8 9	14 0 1
	0 1 2 3 4 5 6 7 8 9	15 0 1
	0 1 2 3 4 5 6 7 8 9	16 0 1
7	0 1 2 3 4 5 6 7 8 9	17 0 1
	0 1 2 3 4 5 6 7 8 9	18 0 1
	0 1 2 3 4 5 6 7 8 9	19 0 1
	0 1 2 3 4 5 6 7 8 9	20 0 1
8	0 1 2 3 4 5 6 7 8 9	21 0 1
	0 1 2 3 4 5 6 7 8 9	22 0 1
	0 1 2 3 4 5 6 7 8 9	23 0 1
	0 1 2 3 4 5 6 7 8 9	24 0 1
9	0 1 2 3 4 5 6 7 8 9	25 0 1
	0 1 2 3 4 5 6 7 8 9	26 0 1
	0 1 2 3 4 5 6 7 8 9	27 0 1
	0 1 2 3 4 5 6 7 8 9	28 0 1
10	0 1 2 3 4 5 6 7 8 9	29 0 1
	0 1 2 3 4 5 6 7 8 9	30 0 1
11	0 1 2 3 4 5 6 7 8 9	31 0 1
	0 1 2 3 4 5 6 7 8 9	32 0 1
12	0 1 2 3 4 5 6 7 8 9	33 0 1
	0 1 2 3 4 5 6 7 8 9	34 0 1

SEE COVER OF YOUR TASK BOOKLET Form N20, Ser. No. 0233

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

My birthday is July 10, 1940
July = 07
1940 = 40

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

Ignore these boxes

PART II

PART II A LIST OF TASKS

PART II B LIST OF INSTRUMENTS AND EQUIPMENT

HOW TO RESPOND TO TASK STATEMENTS AND INSTRUMENTS

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 the 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.

Tear the Response Guide (p. xiii) at the perforation, and use the correct side to respond to each task or instrument found on the following white pages. Note the following detailed explanation of responses.

Column A - (the responses to Column A differ for Part II A and Part II B, be sure to use the appropriate set of responses.)

Part II A

How often did you do 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

Part II B

How often did you use this instrument or piece of equipment within the last month? (If you were on leave, consider your immediate past working month.)

- 0 = Did not use
- 1 = Used less than 5 times
- 2 = Used 5-20 times
- 3 = Used 21-50 times
- 4 = Used 51-100 times
- 5 = Used 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 on a single
performance 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 feel you need additional training to perform
this task?

0 = No

1 = Yes

RESPONSE GUIDE

(DO NOT LOSE THIS TAB)

HOW TO RESPOND TO PART IIA - LIST OF TASKS

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

xiii

A	B	C	D
FREQUENCY	TIME CONSUMED (single performance the last time performed)	DO YOU FEEL YOU NEED ADDITIONAL TRAINING TO PER- FORM THIS TASK?	OPTION (Additional instructions will be given if this column is used)
0=DID NOT DO LAST MONTH	0=LESS THAN 1 MINUTE	0=NO	
1=DID LESS THAN 5 TIMES	1=1 TO 4 MINUTES	1=YES	
2=DID 5 TO 20 TIMES	2=5 TO 10 MINUTES		
3=DID 21 TO 50 TIMES	3=11 TO 20 MINUTES		
4=DID 51 TO 100 TIMES	4=21 TO 30 MINUTES		
5=DID MORE THAN 100 TIMES	5=31 TO 60 MINUTES		
	6=1 TO 2 HOURS		
	7=MORE THAN 2 HOURS		

RESPONSE GUIDE

(DO NOT LOSE THIS TAB)

HOW TO RESPOND TO PART IIB - LIST OF INSTRUMENTS AND EQUIPMENT

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

A	B	C	D
FREQUENCY	TIME CONSUMED (last time used)	DO YOU FEEL YOU NEED ADDITIONAL TRAINING TO PER- FORM THIS TASK?	OPTION (Additional instructions will be given if this column is used)
0=DID NOT USE LAST MONTH	0=LESS THAN 1 MINUTE	0=NO	
1=USED LESS THAN 5 TIMES	1=1 TO 4 MINUTES	1=YES	
2=USED 5 TO 20 TIMES	2=5 TO 10 MINUTES		
3=USED 21 TO 50 TIMES	3=11 TO 20 MINUTES		
4=USED 51 TO 100 TIMES	4=21 TO 30 MINUTES		
5=USED MORE THAN 100 TIMES	5=31 TO 60 MINUTES		
	6=1 TO 2 HOURS		
	7=MORE THAN 2 HOURS		

Part II A
LIST OF TASKS

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 01 OF RESPONSE BOOKLET
1	RECEIVE PATIENTS ON ARRIVAL, I.E. INTRODUCE SELF, OBTAIN PATIENT'S NAME
2	EXPLAIN SCHEDULES TO PATIENTS/FAMILIES, I.E., TIME TO AND FROM O.R., APPOINTMENTS
3	INSTRUCT OR HELP PATIENT/FAMILY FILL OUT FORMS
4	VERIFY IDENTIFICATION OF PATIENT, E.G. FOR TREATMENT, MEDICATIONS, EXAMINATION
5	OBTAIN PRELIMINARY MEDICAL HISTORY, I.E. PAST/PRESENT COMPLAINTS, ALLERGIES, MEDICATIONS
6	OBTAIN PATIENT'S SOCIAL AND FAMILY HISTORY
7	ASSIST PATIENTS IN/OUT OF BED, EXAM OR O.R. TABLES
8	ASSIST PATIENT WITH BEDPANS/URINALS/COMMODE CHAIRS
9	TRANSPORT NON AMBULATORY PATIENT TO OTHER DEPARTMENTS/CLINICS
10	LOAD/UNLOAD PATIENTS FROM STRETCHERS (GURNEY)
11	POSITION/HOLD PATIENT FOR EXAMINATION, TREATMENT, SURGERY
12	MOVE/POSITION COMATOSE/ANESTHETIZED PATIENT
13	STIMULATE/AROUSE PATIENT AFTER ANESTHESIA
14	MOVE/POSITION PATIENT WITH SUSPECTED INTERNAL INJURIES
15	DRAPE/GOWN PATIENT FOR EXAMINATION/TREATMENT
16	DRAPE/UNDRAPE PATIENT FOR SURGERY
17	CLEAN AND CLOTHE PATIENTS AFTER SURGERY/TREATMENT/EXAMINATION
18	REASSURE/CALM PATIENT BEFORE SURGERY
19	REASSURE/CALM APPREHENSIVE (ANXIOUS) PATIENT
20	REASSURE APPREHENSIVE PARENTS OF PEDIATRIC PATIENT
21	REASSURE/CALM CHILDREN FOR EXAMINATION OR TREATMENT
22	RESTRAIN/CONTROL CHILDREN FOR EXAMINATION/TREATMENT/TEST
23	TEACH PATIENT/FAMILY SIDE EFFECTS OF MEDICATION, E.G. DROWSINESS, URINE DISCOLORATION
24	INFORM PATIENT/FAMILY OF SYMPTOMS OF INTOLERANCE/OVERDOSE TO MEDICATION, E.G. BLEEDING GUMS, COMA
25	EXPLAIN/ANSWER PATIENT/FAMILY QUESTIONS ABOUT MEDICATIONS, E.G. PURPOSE, DOSE, SCHEDULE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 01 OF RESPONSE BOOKLET
26	ANSWER PATIENT INQUIRIES REGARDING NONPRESCRIPTION DRUGS
27	EXPLAIN/ANSWER QUESTIONS ABOUT TREATMENT PROCEDURE VIA TELEPHONE
28	INFORM PATIENT OF PROCEDURES REQUIRED PRIOR TO/DURING EXAMINATION/TEST/TREATMENT
29	EXPLAIN/ANSWER PATIENT'S QUESTIONS REGARDING EXAMINATION/TEST/ TREATMENT PROCEDURES
30	TEACH PATIENT SELF-ADMINISTRATION OF MEDICATIONS (OTHER THAN INJECTIONS)
31	TEACH PATIENT/FAMILY ADMINISTRATION OF INJECTIONS
32	TEACH PATIENT/FAMILY NURSING CARE PROCEDURES, E.G. DRESSING CHANGE, CAST CARE
33	EXPLAIN/ANSWER QUESTIONS ABOUT DOCTOR'S INSTRUCTIONS TO PATIENT/ FAMILY
34	EXPLAIN/ANSWER PATIENT'S QUESTIONS REGARDING SYMPTOMS/DISEASE/ TREATMENT
35	INSTRUCT PARENTS ON CARE OF CHILDREN WITH COMMUNICABLE DISEASES, E.G. MEASLES, MUMPS
36	INFORM PATIENT OF PROGRESS OF THERAPY
37	INFORM PATIENT/FAMILY OF MILITARY SERVICES, E.G. NAVY RELIEF, VETERANS BENEFITS
38	PREPARE PATIENT PSYCHOLOGICALLY FOR LONG TERM TREATMENT
39	INTERVIEW/EVALUATE PATIENT/FAMILY FOR REFERRAL/CONSULT
40	ELICIT INFORMATION TO ASCERTAIN PATIENT'S UNDERSTANDING/ ACCEPTANCE OF ILLNESS/TREATMENT
41	ASK PATIENT/CHECK CHART FOR CONTRAINDICATION FOR TREATMENT, PROCEDURE, TEST
42	REVIEW WITH PATIENT PRINTED INSTRUCTIONS FOR EXAMINATION/THERAPY PROCEDURES
43	CONDUCT CLASSES FOR GROUPS OF PATIENTS REGARDING CARE OF SPECIFIC DISABILITY/DISEASE
44	EXPLAIN MINOR SURGICAL PROCEDURE/OPERATION TO PATIENT/FAMILY
45	INSTRUCT PATIENT ON PRE AND POST SPINAL ANESTHESIA PROCEDURES
46	EXPLAIN MAJOR SURGICAL PROCEDURE/OPERATION TO PATIENT/FAMILY
47	EXPLAIN TO PATIENT/FAMILY POST-OP PROCEDURES/CARE FOR RADICAL SURGERY
48	TEACH PATIENT/FAMILY HOME DIALYSIS
49	EXPLAIN/ANSWER QUESTIONS ABOUT METHODS OF CONTRACEPTION
50	EXPLAIN X-RAY PROCEDURES TO PATIENT

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 02 OF RESPONSE BOOKLET
1	EXPLAIN/ANSWER QUESTIONS ABOUT VENEREAL DISEASE, E.G. PREVENTION, SYMPTOMS
2	TAKE BLOOD PRESSURE
3	CHECK RADIAL (WRIST) PULSE
4	DETERMINE APICAL PULSE RATE/RHYTHM WITH STETHESCOPE
5	CHECK PATIENTS TEMPERATURE
6	CHECK/COUNT RESPIRATIONS
7	OBSERVE/RECORD OR DESCRIBE CHARACTERISTICS OF DRAINAGE FROM INTERNAL BODY ORGANS
8	OBSERVE/RECORD OR DESCRIBE CHARACTERISTICS OF DRAINAGE FROM INCISIONS/WOUNDS
9	OBSERVE/REPORT SYMPTOMS OF SIDE EFFECTS TO TREATMENT/MEDICATION
10	OBSERVE/RECORD PATIENT'S PHYSICAL/EMOTIONAL RESPONSE TO TREATMENT/DIAGNOSTIC PROCEDURES
11	EVALUATE PATIENT'S COMPLAINTS OR SYMPTOMS OF PAIN
12	OBSERVE FOR/REPORT SYMPTOMS OF SHOCK
13	DETERMINE IF PERSONNEL AT SICK CALL ARE FIT FOR DUTY
14	SCREEN PATIENT VIA TELEPHONE TO DETERMINE NEED FOR MEDICAL ATTENTION
15	SCREEN PATIENT ON ARRIVAL TO DETERMINE WHICH STAFF MEMBER PATIENT SHOULD SEE
16	CHECK COLOR OF SKIN, E.G. CYANOSIS, BLANCHING, JAUNDICE, MOTTLING
17	CHECK TEXTURE OF SKIN, E.G. DRY, OILY, SCALY
18	CHECK FOR EDEMA (SWELLING) OF EXTREMITIES, EYES
19	OBSERVE FOR/REPORT SYMPTOMS OF DEHYDRATION
20	EXAMINE FOR SYMPTOMS OF DISHYDROSIS AND HYPERHYDROSIS
21	EXAMINE FOR VIRAL INFECTIONS OF THE SKIN, E.G. WARTS
22	EXAMINE FOR PRESENCE OF/OR CONTACT WITH LICE, FLEAS, TICKS, LEACHES
23	EXAMINE FOR SYMPTOMS OF VENEREAL DISEASE
24	TAKE RETROGRADE CYSTOGRAM
25	TAKE RETROGRADE PYELOGRAM

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 02 OF RESPONSE BOOKLET
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| 26 | TAKE URETHROGRAMS |
| 27 | TAKE CYSTOGRAMS |
| 28 | TAKE INTRAVENOUS PYELOGRAMS |
| 29 | TAKE RENAL LOOPOGRAM |
| 30 | DO CYSTOMETROGRAM |
| 31 | TAKE HYPERTENSIVE INTRAVENOUS PYELOGRAMS |
| 32 | TAKE INFERIOR VENACAVAGRAMS |
| 33 | TAKE RENAL ARTERIOGRAMS |
| 34 | TAKE CIXU, I.E. CONSTANT INFUSION |
| 35 | DO RENAL SPLIT FUNCTION TEST, E.G. STAMEY |
| 36 | TAKE ROUTINE X-RAYS OF KIDNEY/URETER/BLADDER |
| 37 | CHECK FOR/REPORT PRESENCE OF FETUS OR STONES ON KUB X-RAY |
| 38 | POINT OUT POSSIBLE ABNORMALITIES ON X-RAY FILM TO DOCTOR |
| 39 | OBSERVE FOR/REPORT SYMPTOMS OF URINARY TRACT INFECTION |
| 40 | CHECK/OBSERVE ELIMINATION PATTERNS, E.G. FREQUENCY, URGENCY, INCONTINENCE |
| 41 | PALPATE (FEEL) BLADDER FOR DISTENSION (FULLNESS) |
| 42 | OBSERVE FOR/REPORT DECREASED URINE OUTPUT OF PATIENTS SUSCEPTIBLE TO RENAL SHUTDOWN |
| 43 | OBSERVE/REPORT SYMPTOMS OF HYPOVOLEMIA SHOCK ON KIDNEY (OVER ULTRAFILTRATION) |
| 44 | MAKE PRELIMINARY DIAGNOSIS OF NEPHRITIS |
| 45 | MAKE PRELIMINARY DIAGNOSIS OF CYSTITIS |
| 46 | MAKE PRELIMINARY DIAGNOSIS OF URETHRITIS |
| 47 | MAKE PRELIMINARY DIAGNOSIS OF EPIDIDYMITIS |
| 48 | MAKE PRELIMINARY DIAGNOSIS OF PROSTATITIS |
| 49 | MAKE PRELIMINARY DIAGNOSIS OF CHANCROID |
| 50 | MAKE PRELIMINARY DIAGNOSIS OF RENAL COLIC |

TASK NO. ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 03
OF RESPONSE BOOKLET

- 1 CONSTRUCT CATHETERS FOR SPECIAL X-RAY EXAMINATIONS
- 2 DETERMINE EXPOSURE TECHNIQUE FOR X-RAY SERIES
- 3 TAKE STEREOSCOPIC X-RAYS
- 4 DETERMINE AND SET KILOVOLTAGE-MAJOR/MINOR-PEAK METER ON X-RAY UNIT
- 5 DETERMINE AND SET MA METER ON X-RAY UNIT
- 6 DETERMINE AND SET IMPULSE TIMER ON X-RAY UNIT
- 7 SELECT ALTERNATIVE TECHNIQUES IN SETTING X-RAY UNIT
- 8 WRITE EXPOSURE TECHNIQUE CHART FOR X-RAY
- 9 TAKE X-RAYS USING SCREEN TECHNIQUE
- 10 TAKE X-RAYS USING BUCKY TECHNIQUE
- 11 READ X-RAY FILMS FOR TECHNICAL ADEQUACY
- 12 REPEAT SHOOTING OF X-RAY UNTIL X-RAY IS READABLE
- 13 CHECK DARK ROOM SAFE LIGHTS
- 14 REVIEW RADIATION EXPOSURE REPORTS
- 15 INVESTIGATE CASES OF LOST AND DAMAGED PERSONNEL MONITORING DEVICES
- 16 INVESTIGATE CASES OR REPORTS OF OVEREXPOSURES TO RADIATION
- 17 MAKE ENTRIES ON NAVMED 6710/1 (NARCOTIC AND CONTROLLED DRUG ACCOUNT RECORD)
- 18 PREPARE STORAGE FOR SUPPLY OF NARCOTICS/CONTROLLED DRUGS
- 19 ORDER NARCOTICS AND CONTROLLED DRUGS FROM THE PHARMACY
- 20 ORDER STOCK MEDICATIONS FROM PHARMACY
- 21 ORDER DRUGS LISTED IN FEDERAL SUPPLY CATALOGUE
- 22 MAKE LOCAL OPEN PURCHASES OF PHARMACEUTICALS
- 23 POUR/DRAW UP NARCOTICS AND CONTROLLED DRUGS
- 24 MAKE ENTRIES INTO CONTROLLED DRUG/ALCOHOL LOG
- 25 ANSWER PERSONNEL INQUIRIES REGARDING MIXING/ADMINISTERING DRUGS

GO TO RIGHT HAND PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 03 OF RESPONSE BOOKLET
26	ANSWER INQUIRIES REGARDING DRUG REACTION
27	DISPOSE OF/RETURN MEDICATIONS/DRUGS WHOSE SHELF-LIFE HAS EXPIRED
28	DETERMINE NEED FOR EMERGENCY EQUIPMENT/MEDICATION FOR POSSIBLE PATIENT USE
29	DETERMINE MEDICATIONS AND SUPPLIES FOR DRUG KITS
30	CHECK/COUNT NARCOTICS/CONTROLLED DRUGS
31	DO AN INVENTORY OF DRUGS OTHER THAN NARCOTICS AND CONTROLLED DRUGS
32	CLASSIFY AND STORE DRUGS
33	CHECK DRUGS FOR VISIBLE CONTAMINATION/DETERIORATION, E.G. CLOUDINESS, COLOR CHANGE
34	NEGOTIATE WITH CIVILIAN SUPPLIERS REGARDING NEW DRUGS
35	NEGOTIATE WITH PHARMACEUTICAL COMPANY REPRESENTATIVES FOR FREE INTRODUCTORY SAMPLES
36	READ/USE PHARMACEUTICAL MANUALS, FORMULARY, PDR
37	WEIGH/MEASURE CHEMICALS
38	CONVERT MEDICATION DOSAGE FROM CC TO MINIMS, GRAINS TO GRAM
39	CONVERT COMMON WEIGHTS AND MEASURES FROM ONE SYSTEM TO ANOTHER, E.G. CC TO TSP, LBS TO KG
40	CONVERT SOLUTION CONCENTRATIONS FROM GM/MG % TO MEQ/L AND VICE VERSA
41	COMPUTE AMOUNTS OF INGREDIENTS FOR COMPOUNDING/PREPARING PHARMACEUTICALS
42	DILUTE OR MIX POWDERED MEDICATIONS
43	MAKE DILUTIONS OF MEDICINALS
44	MIX OR PREPARE CONTRAST MEDIA SUCH AS BARIUM
45	PREPARE LOCAL ANESTHETIC SOLUTIONS FOR USE
46	PREPARE AND MAINTAIN ANTIDOTE SECTION/LOCKER
47	MIX BLADDER IRRIGATION SOLUTION
48	STOCK ANESTHETIC CART
49	FILL PATIENT PRESCRIPTIONS
50	ISSUE FILLED PRESCRIPTIONS

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 04 OF RESPONSE BOOKLET
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| 1 | ISSUE NON-PRESCRIPTION MEDICATIONS F.G. ASPIRIN |
| 2 | RECEIVE AND LOG INCOMING PHARMACEUTICALS IN BULK |
| 3 | NOTIFY DOCTOR OF ERRORS IN MEDICATION ORDERS |
| 4 | CALCULATE DOSAGE OF DIAGNOSTIC PHARMACEUTICAL, E.G. BSP DYE |
| 5 | CALCULATE RATE OF I.V. FLOW, E.G. DROPS PER MINUTE |
| 6 | CALCULATE/PLAN ORAL FLUID RESTRICTIONS |
| 7 | LABEL MEDICINE GLASSES WITH NAME AND AMOUNT OF DRUG FOR STERILE FIELD |
| 8 | ADMINISTER ORAL MEDICATION |
| 9 | ADMINISTER SUBLINGUAL/BUCCAL MEDICATION |
| 10 | APPLY TOPICAL SKIN/LIP MEDICATION, E.G. OINTMENT, POWDER |
| 11 | APPLY TOPICAL ANESTHESIA |
| 12 | ADMINISTER TISSUE INFILTRATION/LOCAL ANESTHESIA |
| 13 | ADMINISTER DIGITAL BLOCK ANESTHESIA |
| 14 | ADMINISTER MEDICATION BY SUBCUTANEOUS INJECTION |
| 15 | ADMINISTER INTRADERMAL INJECTION |
| 16 | ADMINISTER MEDICATION BY INTRAMUSCULAR INJECTION |
| 17 | START/HANG BLOOD TRANSFUSION |
| 18 | ADMINISTER BLOOD EXPANDER OTHER THAN BLOOD, E.G. PLASMA, ALBUMIN |
| 19 | ADMINISTER I.V. MEDICATION DIRECTLY INTO VEIN |
| 20 | INSTILL MEDICATION INTO TUBE, MACHINE, E.G. TRACH TUBE, CATHETERS, I.P.P.B. MACHINE |
| 21 | ADMINISTER I.V. MEDICATION VIA SOLUSET, PIGGY BACK, OR I.V. BOTTLE |
| 22 | ADMINISTER MEDICATION BY INJECTION INTO IV TUBING |
| 23 | ADMINISTER I.V. DOSE OF NON RADIOACTIVE TEST MATERIAL, E.G. BSP DYE, RADIOPAQUE DYE |
| 24 | ADD/CHANGE I.V. BOTTLE DURING CONTINUOUS INFUSION |
| 25 | IRRIGATE I.V. TUBING |

GO TO RIGHT HAND PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 04 OF RESPONSE BOOKLET
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| 26 | MONITOR/REGULATE INTRAVENOUS SOLUTION FLOW RATE |
| 27 | DISCONTINUE I.V. THERAPY |
| 28 | ADMINISTER INNOCULATIONS AND VACCINATIONS |
| 29 | TERMINATE INTRAVENOUS DYE FLOW AND REMOVE INJECTOR |
| 30 | PRESCRIBE ANTIHISTAMINES |
| 31 | CHECK DRESSINGS, E.G. FOR CLEANLINESS |
| 32 | APPLY/CHANGE STERILE DRESSINGS |
| 33 | APPLY/CHANGE BANDAGES, E.G. ROLLER, TRIANGULAR, KURLEX |
| 34 | INCISE AND DRAIN SUPERFICIAL ABSCESS |
| 35 | START I.V. THERAPY VIA MEDICUT (ANGIOCATH, JELCO) |
| 36 | START I.V. THERAPY VIA NEEDLE/SCALP VEIN/BUTTERFLY |
| 37 | GIVE PHISOX/HEX/BETADINE SCRUB TO PATIENTS |
| 38 | SHAVE AND SCRUB PATIENT FOR SURGERY OR DELIVERY OR TREATMENT OR EXAMINATION |
| 39 | PREPARE SKIN SITE WITH ANTISEPTIC SOLUTION PRIOR TO INCISION/SUTURING/TREATMENT OR EXAMINATION |
| 40 | GROUND PATIENT, E.G. FOR ELECTRICAL CAUTERIZATION, DEFIBRILLATION, EKG |
| 41 | POSITION/HOLD RETRACTORS TO MAINTAIN OPEN INCISION |
| 42 | REMOVE FLUID FROM SURGICAL SITE WITH SPONGES OR SUCTION |
| 43 | PREPARE AND POSITION PROSTHESIS/GRAFT TISSUE DURING SURGICAL PROCEDURE |
| 44 | REMOVE SUTURES |
| 45 | CUT SUTURES AT SURGICAL SITE |
| 46 | TIE SUTURES/LIGATURES FOR HEMOSTASIS |
| 47 | SUTURE SKIN |
| 48 | SUTURE FASCIA |
| 49 | SUTURE NERVE |
| 50 | SUTURE MUSCLE |

TURN PAGE

LEFT PAGE 05 URQL (HOSP CORPS) TASK BOOKLET

TASK NO. (ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 05
OF RESPONSE BOOKLET

- 1 SUTURE INTERCOSTAL TISSUE
- 2 SUTURE SUBCUTANEOUS TISSUE
- 3 SUTURE MUCOSAL TISSUE
- 4 CUT TISSUE AS DIRECTED BY SURGEON
- 5 MAKE INCISION FOR MAJOR SURGERY
- 6 MAKE INCISION FOR MINOR SURGERY
- 7 FIRST ASSIST DURING MAJOR SURGERY
- 8 PERFORM SECONDARY CLOSURE OF WOUND, E.G. DEBRIDE, INSERT DRAIN,
SUTURE
- 9 CLAMP BLOOD VESSELS
- 10 CONTROL MINOR BLEEDING, E.G. AFTER EXTRACTION OR INCISION
- 11 CAUTERIZE BLEEDERS WITH ELECTRIC CAUTERY (BOVIE)
- 12 CONTROL BLEEDING BY PRESSURE DRESSING
- 13 CAUTERIZE BLEEDERS WITH CHEMICAL, E.G. SILVER NITRATE STICK,
POWDER
- 14 DEBRIDE WOUND/BURN
- 15 PACK INCISION/WOUND/CAVITY
- 16 INSERT DRAIN/WOUND CATHETER, E. G. PENROSE, RUBBER BAND
- 17 REMOVE SUPERFICIAL FOREIGN BODY FROM TISSUE
- 18 OBTAIN EQUIPMENT, MEDICATIONS, INSTRUMENTS P.R.N. FOR PERSONNEL
PERFORMING STERILE PROCEDURE
- 19 OBTAIN PROSTHESIS FOR SURGICAL PROCEDURE, E.G. AORTIC GRAPH,
PIN, PLATE, IMPLANT
- 20 SET UP MAYO STAND WITH INSTRUMENTS
- 21 SET UP SURGICAL BACK TABLE WITH STERILE INSTRUMENTS/EQUIPMENT
- 22 SET UP SUTURE BOOK/TOWEL
- 23 PREPARE SUTURE BOLSTERS
- 24 CLEAN AND REPOSITION INSTRUMENTS DURING SURGICAL PROCEDURE
- 25 ADJUST SURGICAL INSTRUMENTS/EQUIPMENT DURING SURGICAL PROCEDURE

GO TO RIGHT HAND PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 05 OF RESPONSE BOOKLET
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| 26 | ADJUST SURGICAL SPOT LIGHT | |
| 27 | FLASH STERILIZE INSTRUMENTS | |
| 28 | COUNT NEEDLES/INSTRUMENTS PRE/POST SURGERY | |
| 29 | COUNT SPONGES DURING/AFTER SURGICAL PROCEDURE | |
| 30 | COLLECT, COUNT AND LAYOUT USED SPONGES FOR CALCULATING BLOOD LOSS AND FOR SPONGE COUNT | |
| 31 | WEIGH USED SPONGES FOR CALCULATING BLOOD LOSS | |
| 32 | PASS STERILE DRAPES TO SURGEON | |
| 33 | PASS INSTRUMENTS TO PHYSICIAN | |
| 34 | PASS STERILE MATERIALS, EQUIPMENT, MEDICATION, TO PERSONNEL PERFORMING STERILE PROCEDURE | |
| 35 | PASS STERILE ACCESSORIES, EQUIPMENT, E.G. TUBING, CORD TO CIRCULATOR FOR CONNECTION | |
| 36 | PASS CONTAMINATED MATERIAL TO CIRCULATOR | |
| 37 | PASS SPECIMEN TO CIRCULATOR | |
| 38 | MAINTAIN DRY STERILE FIELD DURING SURGERY | |
| 39 | SCRUB FOR SURGERY/STERILE PROCEDURE | |
| 40 | GOWN FOR STERILE PROCEDURE | |
| 41 | GLOVE FOR STERILE PROCEDURE | |
| 42 | REPORT BREAK IN STERILE TECHNIQUE TO PERSONNEL | |
| 43 | GOWN AND GLOVE PERSONNEL FOR STERILE PROCEDURE | |
| 44 | TIE UP SURGICAL GOWN FOR SCRUBBED PERSONNEL | |
| 45 | REMOVE CONTAMINATED GLOVES FROM SURGICAL TEAM | |
| 46 | SUPPLY PHYSICAL COMFORT TO SURGICAL TEAM, E.G. WIPE BROW, RUB BACK | |
| 47 | POUR STERILE SOLUTION, E.G. STERILE WATER, SALINE | |
| 48 | INCISION AND DRAINAGE | SCRUB |
| 49 | INCISION AND DRAINAGE | CIRCULATE |
| 50 | SKIN GRAFTS | SCRUB |

TURN PAGE

TASK NO. ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 06
OF RESPONSE BOOKLET

1	SKIN GRAFTS	CIRCULATE
2	HOMO GRAFTS	SCRUB
3	HOMO GRAFTS	CIRCULATE
4	ADRENALECTOMY	SCRUB
5	ADRENALECTOMY	CIRCULATE
6	CYSTECTOMY	SCRUB
7	CYSTECTOMY	CIRCULATE
8	HYDROCELECTOMY	SCRUB
9	HYDROCELECTOMY	CIRCULATE
10	NEPHRECTOMY	SCRUB
11	NEPHRECTOMY	CIRCULATE
12	ORCHIECTOMY	SCRUB
13	ORCHIECTOMY	CIRCULATE
14	PYLOLITHOTOMY	SCRUB
15	PYLOLITHOTOMY	CIRCULATE
16	CYSTOSTOMY	SCRUB
17	CYSTOSTOMY	CIRCULATE
18	NEPHROSTOMY	SCRUB
19	NEPHROSTOMY	CIRCULATE
20	CYSTOSCOPY	SCRUB
21	CYSTOSCOPY	CIRCULATE
22	URETHROSCOPY	SCRUB
23	URETHROSCOPY	CIRCULATE
24	CIRCUMCISION	SCRUB
25	CIRCUMCISION	CIRCULATE

GO TO RIGHT HAND PAGE

RIGHT PAGE 06 UROL (HOSP CORPS) TASK BOOKLET

TASK NO. ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 06
OF RESPONSE BOOKLET

26	URETHRAL DILATATION	SCRUB
27	URETHRAL DILATATION	CIRCULATE
28	BIOPSY PROSTATE	SCRUB
29	BIOPSY PROSTATE	CIRCULATE
30	SUPRAPUBIC CYSTOTOMY	SCRUB
31	SUPRAPUBIC CYSTOTOMY	CIRCULATE
32	SUPRAPUBIC PROSTATECTOMY	SCRUB
33	SUPRAPUBIC PROSTATECTOMY	CIRCULATE
34	PERINEAL PROSTATECTOMY	SCRUB
35	PERINEAL PROSTATECTOMY	CIRCULATE
36	HYPOSPADIAS	SCRUB
37	HYPOSPADIAS	CIRCULATE
38	URETEROLITHOTOMY	SCRUB
39	URETEROLITHOTOMY	CIRCULATE
40	URETERO-INTESTINAL ANASTOMOSIS	SCRUB
41	URETERO-INTESTINAL ANASTOMOSIS	CIRCULATE
42	TRANSURETHRAL RESECTION	SCRUB
43	TRANSURETHRAL RESECTION	CIRCULATE
44	MARSHALL-MARCHETTI	SCRUB
45	MARSHALL-MARCHETTI	CIRCULATE
46	VASECTOMY	SCRUB
47	VASECTOMY	CIRCULATE
48	NEPHROPEXY, URETEROPEXY	SCRUB
49	NEPHROPEXY, URETEROPEXY	CIRCULATE
50	ORCHIOPEXY	SCRUB

TURN PAGE

LEFT PAGE 07 UROL (HOSP CORPS) TASK BOOKLET

TASK NO. ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 07
OF RESPONSE BOOKLET

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|----|---|-----------|
| 1 | ORCHIDPEXY | CIRCULATE |
| 2 | RENAL TRANSPLANT | SCRUB |
| 3 | RENAL TRANSPLANT | CIRCULATE |
| 4 | URETERAL DILATATION | SCRUB |
| 5 | URETERAL DILATATION | CIRCULATE |
| 6 | EXCISE POLYP | |
| 7 | EXCISE SEBACEOUS CYST/LIPOMA | |
| 8 | TREAT WART WITH CHEMICAL AGENT, E. G. TRICHLORACETIC ACID | |
| 9 | IRRIGATE URETEROSTOMY TUBE | |
| 10 | IRRIGATE SUPRAPUBIC TUBE | |
| 11 | IRRIGATE BLADDER (FOLEY CATHETER) | |
| 12 | MAINTAIN CONTINUOUS BLADDER IRRIGATION | |
| 13 | GIVE FOLEY CARE, E.G. CLEAN MEATUS, CLAMP TUBE, USE LEG BAG | |
| 14 | REMOVE FOLEY CATHETER | |
| 15 | INSERT VAGINAL SUPPOSITORY | |
| 16 | PERFORM VASECTOMY | |
| 17 | PERFORM MEATOTOMY | |
| 18 | PERFORM CIRCUMCISION ON ADULT | |
| 19 | CATHETERIZE THE URINARY BLADDER, MALE | |
| 20 | CATHETERIZE THE URINARY BLADDER, FEMALE | |
| 21 | CATHETERIZE URINARY BLADDER, CHILDREN | |
| 22 | CONNECT/DISCONNECT PATIENT TO/FROM ARTIFICIAL KIDNEY | |
| 23 | MAINTAIN DIALYSIS FLOW RATE | |
| 24 | ASK/INSTRUCT PATIENT TO COLLECT SPECIMEN | |
| 25 | CHECK WITH PATIENT TO ENSURE THAT HE HAS COLLECTED SPECIMEN AS INSTRUCTED | |

GO TO RIGHT HAND PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 07 OF RESPONSE BOOKLET
26	COLLECT UNORDERED SPECIMENS FOR NURSE/DOCTOR TO EVALUATE
27	ASCERTAIN IF PATIENT HAS BEEN PREPPED FOR TEST/TREATMENT PROCEDURE
28	PICK UP/DELIVER SPECIMENS
29	LABEL/ACCESSION SPECIMEN CONTAINERS, E.G. TUBES, SLIDES
30	ASSIST PATIENT IN COLLECTING CLEAN CATCH URINE
31	ASSIST PATIENT TO VOID BY CREDES METHOD
32	PREPARE, LABEL AND SEND CULTURE SPECIMENS TO LABORATORY
33	PREPARE, LABEL AND SEND BIOPSY SPECIMENS TO LABORATORY
34	PREPARE, LABEL AND SEND ROUTINE SPECIMENS E.G. URINE, BLOOD TO LABORATORY
35	PREPARE/PRESERVE ROUTINE (NON-TISSUE) LAB SPECIMEN FOR SHIPMENT
36	COLLECT BLOOD BY VENIPUNCTURE
37	COLLECT URINE SPECIMEN FROM INFANTS
38	COLLECT BLOOD FROM CHILDREN/INFANTS
39	STRAIN URINE
40	MEASURE/DILUTE/PRESERVE LAB SPECIMEN E.G. URINE, BLOOD FOR SUBSEQUENT TESTING
41	CENTRIFUGE URINE
42	CHECK SPECIFIC GRAVITY OF URINE
43	CHECK URINE PH BY PAPER STRIP/DIP STIK
44	CHECK URINE SUGAR BY DIP STIK/CLINITEST
45	CHECK URINE PROTEIN BY DIP STIK
46	EXAMINE URINE FOR CASTS /PUS/RBC
47	CHECK URINE FOR ACETONE/KETONE BODIES
48	CALCULATE KIDNEY CLEARANCE, EG. UREA, CREATININE, INULIN
49	IDENTIFY BACTERIA BY STAINING METHODS
50	CHECK FOR BACTERIAL PRESENCE IN URINE USING COMMERCIAL KIT

LEFT PAGE OF UROL (HOSP CORPS) TASK BOOKLET

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 03 OF RESPONSE BOOKLET
1	CHECK FOR BACTERIAL PRESENCE IN URINE BY MICROSCOPIC EXAMINATION
2	EXAMINE URETHRAL SMEARS FOR GONOCOCCUS
3	DETERMINE SPERM COUNTS
4	EXAMINE SEMINAL FLUID FOR SPERM MORPHOLOGY
5	PREPARE SMEARS FOR MICROSCOPIC ANALYSIS
6	PREPARE STAINED SPECIMENS USING CELLULAR STAIN E.G. GRAM
7	STREAK CULTURE MEDIA
8	SET UP AND MAINTAIN STAINING PROCEDURE
9	PREPARE BLOOD FILM ON SLIDE
10	CALCULATE AND PREPARE PERCENT SOLUTIONS
11	PREPARE ROUTINE STAINS
12	DISPOSE OF HAZARDOUS MATERIAL E.G. CULTURES/ ACIDS
13	DEPYROGENATE/STERILIZE CHEMICAL COMPOUNDS
14	READ EQUIPMENT MANUALS FOR OPERATION AND MAINTENANCE OF EQUIPMENT
15	INITIATE TREATMENT PROCEDURES IN THE ABSENCE OF A DOCTOR
16	RECOMMEND NEED FOR PARAMEDICAL CONSULT OR REFERRAL, E.G. SOCIAL WORKER, O.T., P.T.
17	RECOMMEND NEED FOR SPECIALTY CONSULT/REFERRAL
18	FOLLOW UP PATIENT TO DETERMINE IF NEEDED SERVICES WERE OBTAINED
19	DETERMINE NEED TO NOTIFY DOCTOR/NURSE OF PATIENT'S CONDITION
20	REFER PATIENT TO DOCTOR FOR TREATMENT
21	INFORM DOCTOR/NURSE OF PATIENT'S CONDITION, E.G. DESCRIPTION OF INJURY, SYMPTOMS, RESPONSE
22	INFORM DOCTOR OF UNEXPECTED X-RAY FINDINGS
23	CONSULT DOCTOR OR NURSE TO OBTAIN INFORMATION/ADVICE ON PATIENT CARE
24	REVIEW DOCTOR'S ORDERS AND INSTRUCTIONS WITH DOCTOR
25	MODIFY/CHANGE PATIENT TREATMENT PLAN

GO TO RIGHT HAND PAGE

RIGHT PAGE OR JROL (HJSP CORPS) TASK BOOKLET

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE OR OF RESPONSE BOOKLET
26	MAKE SUGGESTION REGARDING NEED FOR DIAGNOSTIC TESTS
27	INITIATE AND ORDER DIAGNOSTIC TEST
28	REVIEW TEST/EXAMINATION/CONSULTATION REPORTS FOR ABNORMAL (POSITIVE) FINDINGS
29	PLAN/MODIFY DIAGNOSTIC PROCEDURES ACCORDING TO PATIENT'S RESPONSE/NEED
30	ARRANGE FURNITURE/SET UP EQUIPMENT/SUPPLIES FOR PROCEDURE, E.G. EXAM, TREATMENT
31	CONFER WITH CORPSMAN TO DISCUSS PATIENT TREATMENT/PROGRESS/ PROBLEM
32	CONDUCT TEAM/WARD CONFERENCE (CLASS) ON PROBLEM/PROGRESS OF INDIVIDUAL PATIENT
33	RECOMMEND PATIENT'S TRANSFER ACCORDING TO NEED/READINESS, E.G. FROM R.R., TO DELIVERY ROOM
34	GIVE TRANSFER REPORT TO WARD OR RECEIVING UNIT ON PATIENT'S CONDITION, TREATMENT AND CARE PLAN
35	NOTIFY MEDICAL PERSONNEL OF TREATMENT NEEDS FOR PATIENT
36	VERIFY/UPDATE PATIENT'S DIAGNOSIS IN RECORD/CARDEX
37	VERIFY COMPLETENESS OF DOCTOR'S ORDERS, E.G. FOR ALL ROUTINE ADMISSION OR PRE-OP ORDERS
38	MAKE ENTRIES ON DOCTOR'S PROGRESS NOTES
39	WRITE NURSING NOTES
40	WRITE ORDERS IN PATIENT'S CHART FOR DOCTOR'S COUNTERSIGNATURE
41	DETERMINE PRIORITIES FOR TREATMENT OF PATIENTS
42	INTERVIEW VD PATIENT TO PLAN TREATMENT AND FOLLOW UP OF CONTACTS
43	REVIEW PAST AND PRESENT MEDICAL/DENTAL HISTORY TO PLAN CARE
44	INTERPRET LABORATORY FINDINGS TO MODIFY DIALYSIS ROUTINE ACCORDING TO SPECIFIED GUIDELINES
45	EVALUATE PATIENT PROGRESS AND RESPONSE TO DIALYSIS
46	CLEAN/DISINFECT O.R. ROOM AFTER LAST CASE OF THE DAY
47	CLEAN/DISINFECT O.R. FLOORS/FURNITURE AFTER EACH CASE
48	SET UP O.R. ROOM FOR SEPTIC CASE
49	CLEAN/DISINFECT O.R. ROOM AFTER SEPTIC CASE
50	REVIEW AND EVALUATE ASEPTIC TECHNIQUES

TURN PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 09 OF RESPONSE BOOKLET
1	REVIEW AND EVALUATE BACTERIAL DECONTAMINATION PROCEDURES
2	WRITE STANDARD INSTRUCTIONS FOR PATIENT CONCERNING EXAMINATIONS/ THERAPY OR PROCEDURES
3	ESTABLISH SURGERY SCHEDULE
4	REQUEST SPECIFIC LAB TEST/PHYSICALS FOR PERSONNEL EXPOSED TO IONIZING RADIATION
5	REMIND PERSONNEL IN OCCUPATIONALLY HAZARDOUS AREAS TO GET REQUIRED LAB TEST/PHYSICALS
6	INSPECT FOR AVAILABILITY AND USE OF SAFETY EQUIPMENT IN HAZARDOUS AREAS
7	INSPECT FOR USE OF PROTECTIVE CLOTHING IN OCCUPATIONALLY HAZARDOUS AREAS
8	SPECIFY CLOTHING REQUIRED FOR PROTECTION FROM EQUIPMENT AND ENVIRONMENTAL HAZARDS
9	CHECK COMPRESSED GAS TANKS FOR LEAK, E.G. OXYGEN
10	CHECK EQUIPMENT FOR ELECTRICAL HAZARDS AND GROUNDS
11	CHECK LEVEL OF STATIC ELECTRICITY (CONDUCTIVITY) OF FLOOR/AIR
12	CHECK LEVEL OF STATIC ELECTRICITY (CONDUCTIVITY) OF O.R. EQUIPMENT
13	DO PERIODIC MECHANICAL SAFETY CHECKS ON POWER OPERATED EQUIPMENT
14	CHECK INSTRUMENTS AND SUPPLIES FOR STERILIZATION INDICATORS
15	CHECK PRESSURIZED TANKS FOR QUANTITY OF GAS, E.G. OXYGEN, HELIUM
16	ATTACH IDENTIFYING TAG TO COMPONENTS/EQUIPMENT
17	INSPECT THAT SUPPLIES/MATERIALS/EQUIPMENT ARE STORED PROPERLY
18	INSPECT CONDITION OF FILM STORAGE AREAS, I.E. FOR PROPER TEMPERATURE/LIGHT/HUMIDITY
19	INSPECT SUPPLIES/EQUIPMENT FOR ACCEPTABILITY/DAMAGE/LOSS/ PILFERAGE
20	ISSUE SUPPLIES/INSTRUMENTS/EQUIPMENT/MATERIALS
21	ESTABLISH SUPPLY USAGE RATE
22	MAINTAIN STOCK OF STERILE SUPPLIES
23	MAINTAIN STOCK OF CHEMICAL SOLUTIONS
24	MAINTAIN STOCK OF SUPPLIES/MATERIALS/SPARE PARTS FOR UNIT
25	MAINTAIN STOCK OF EXCESS EQUIPMENT

RIGHT PAGE 09 UROL (HOSP CORPS) TASK BOOKLET

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 09 OF RESPONSE BOOKLET
26	PICK UP/DELIVER EQUIPMENT
27	STORE SUPPLIES
28	STORE UNEXPOSED FILMS
29	STORE INSTRUMENTS
30	UNPACK EQUIPMENT
31	MAKE UP STERILE TRAYS
32	MAKE SPECIAL SURGICAL SPONGES
33	COUNT SPONGES FOR D.P. PACKS
34	SELECT/SET UP STANDARD INSTRUMENT TRAYS FOR SCHEDULED SURGERY
35	SELECT/SET UP INSTRUMENTS FOR SPECIAL SURGICAL PROCEDURE
36	SELECT/SET UP INSTRUMENTS FOR SMALL PACKS
37	ASSEMBLE/SELECT NEEDLES FOR NEEDLE BOOK
38	PREPARE GLOVES, E.G. WASH/TEST/POWDER/PACK/SORT/SIZE
39	PACKAGE (WRAP/DATE/LABEL) STERILE SUPPLIES
40	REPLENISH OPERATING ROOM WITH SUPPLIES
41	VERIFY/SIGN OFF ON REQUISITIONS/RECEIPTS FOR SUPPLIES/EQUIPMENT/ MATERIAL
42	VERIFY AND CO-SIGN INVENTORY
43	DO SUPPLY/EQUIPMENT INVENTORY
44	WASH GLASSWARE/INSTRUMENTS
45	MAINTAIN/ACCOUNT FOR BULK ALCOHOL
46	PREPARE CONDUCTIVE PASTES
47	PREPARE FILM PROCESSING CHEMICALS
48	DEVELOP MEDICAL X-RAY FILMS
49	TEST CASSETTES FOR SCREEN FILM CONTACT
50	TEST CASSETTES FOR SCREEN LAG

TURN PAGE

LEFT PAGE 10 (HOSP CORPS) TASK BOOKLET

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 10 OF RESPONSE BOOKLET
1	PREPARE NORMAL SALINE SOLUTION
2	PREPARE DISTILLED WATER
3	PREPARE TISSUE BOTTLES
4	INSPECT X-RAY FILM QUALITY TO EVALUATE DEVELOPMENT TECHNIQUES
5	REVIEW/INSPECT X-RAY FILMS FOR DISPOSAL
6	DISINFECT INSTRUMENTS/MATERIALS/EQUIPMENT
7	DETERMINE METHOD OF STERILIZATION FOR INSTRUMENTS/EQUIPMENT
8	DETERMINE/SELECT AGENTS/PROCESSES FOR EQUIPMENT/INSTRUMENT STERILIZATION
9	PREPARE SILK, COTTON, WIRE SUTURES FOR STERILIZATION
10	STERILIZE NEEDLES
11	TEST AUTOCLAVE EFFECTIVENESS WITH CULTURE STRIPS
12	BREAK DOWN SURGICAL INSTRUMENTS FOR POST OPERATIVE CLEANING
13	LOAN X-RAY FILMS TO DOCTORS/OTHER DEPARTMENTS
14	FILE COMPLETED/RETURNED CHITS/REPORTS IN PATIENT RECORD
15	LOG X-RAY NUMBERS OR IDENTIFICATION ON TO RECORDS
16	PREPARE X-RAY FILMS FOR MAILING
17	PREPARE AND MAINTAIN X-RAY FILE ENVELOPES
18	PREPARE NOMINAL INDEX CARDS ON INCOMING PATIENTS
19	ASSEMBLE PATIENT RECORDS FOR REVIEW BY DOCTOR
20	IDENTIFY RADIOGRAPH
21	PREPARE RADIOGRAPHS FOR VIEWING BY DOCTOR
22	MAKE FORMAL REQUESTS FOR RADIATION SOURCE CHANGES
23	LOG PERSONNEL EXPOSURES ON DD1141
24	PREPARE EVALUATION REPORTS OF PERSONNEL RADIATION MONITORING DEVICES
25	ISSUE PERSONNEL MONITORING DEVICES, E.G. POCKET DOSIMETER, FILM BADGE

GO TO RIGHT HAND PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 10 OF RESPONSE BOOKLET
26	COLLECT PERSONNEL MONITORING DEVICES FOR PROCESSING
27	SUPERVISE DARKROOM PROCEDURES
28	CHECK CONSULTATION REQUESTS TO INSURE THE CORRECT STUDY IS TO BE CARRIED OUT
29	INFORM DOCTOR OF ANY CONTRAINDICATIONS TO STUDY
30	REVIEW AND FOLLOW THROUGH ON COMPLETED CONSULT REPORTS
31	SCHEDULE APPOINTMENTS FOR CLINIC/DEPARTMENT, E.G., MAINTAIN APPOINTMENT BOOK
32	MAINTAIN DAILY RECORDS ON PATIENT PROCEDURES/EXAMINATIONS PERFORMED
33	ASSIGN WORK TO PATIENTS
34	MAINTAIN PATIENT REGISTER
35	PREPARE REPORT/FEEDEER REPORT ON NUMBERS OF INPATIENT/OUTPATIENT SERVICES PERFORMED
36	ASSIGN PERSONNEL TO DUTIES/WORK ACCORDING TO SCHEDULE
37	ANSWER TELEPHONE/TAKE MESSAGES, MEMOS
38	ASSIGN SPACE FOR EQUIPMENT AND SUPPLIES
39	ARRANGE FOR BRIEFINGS
40	CALCULATE LAB/DIAGNOSTIC TEST RESULTS
41	COORDINATE WITH OTHER SECTIONS FOR ASSISTANCE IN FABRICATING EQUIPMENT
42	LOCATE MISPLACED CHARTS/HEALTH RECORDS
43	LOG CHANGES/DELETIONS OF OPERATING PROCEDURES ON SLATE IN OPERATING ROOM
44	MAINTAIN TECHNIQUE CHARTS
45	MAINTAIN ROENTGEN DIAGNOSTIC INDEX
46	MAINTAIN X-RAY FILM LIBRARY/FILE
47	LOG NUMBER OF X-RAY EXPOSURES MADE ON EACH PATIENT
48	FILE RADIOGRAPHS
49	MAINTAIN CARDEX FILE/SYSTEM
50	MAINTAIN DUTY/CALL/EMERGENCY RECALL ROSTER

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 11 OF RESPONSE BOOKLET
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| 1 | MAINTAIN A SET OF REFERENCE BOOKS/MANUALS/PUBLICATIONS |
| 2 | ESTABLISH/MAINTAIN SUTURE/INSTRUMENT TRAY CARDS |
| 3 | MAINTAIN CALL LIST TO FILL BROKEN/CANCELLED APPOINTMENTS |
| 4 | PREPARE REQUISITIONS FOR DIAGNOSTIC PROCEDURES, E.G. LAB, EEG |
| 5 | PREPARE PAPERWORK FOR RETURN OF DAMAGED MATERIALS/SUPPLIES/EQUIPMENT |
| 6 | PREPARE WORK ORDERS/WORK REQUESTS |
| 7 | ORDER SUPPLIES/EQUIPMENT THROUGH FEDERAL SUPPLY SYSTEM |
| 8 | PREPARE REQUEST FORM FOR PHOTOGRAPHIC/PRINTING SERVICES |
| 9 | BRIEF THE COMMANDING OFFICER |
| 10 | ARRANGE FOR/FOLLOW UP COMPLETION OF CLINICAL LABORATORY TEST |
| 11 | MAINTAIN INSTRUMENT CALIBRATION FILES |
| 12 | MAINTAIN LOG OF QUALITY CONTROL PROCEDURES |
| 13 | CHECK/LOCATE/IDENTIFY PART NUMBERS FROM CATALOGUES/MANUALS |
| 14 | RESEARCH LOCAL MEDICAL/DENTAL SUPPLY PURCHASE RATES |
| 15 | LOG RUNNING EXPENSES/EXPENDITURE OF MONIES |
| 16 | LOG PLANT PROPERTY IDENTIFICATION NUMBER AND CONDITION |
| 17 | LOG LOCAL PURCHASE INFORMATION |
| 18 | MAINTAIN LEDGER OF SUPPLY/STOCK, E.G., REQUISITIONS, COST ACCOUNTING |
| 19 | MAKE LOCAL (OPEN) PURCHASE OF SUPPLIES |
| 20 | PREPARE REQUISITIONS FOR SUPPLIES/EQUIPMENT |
| 21 | REQUISITION TRAINING AIDS FROM OTHER HOSPITALS/CLINICS OR CIVILIAN/GOVERNMENT HEALTH FACILITIES |
| 22 | LOG SPECIMENS RECEIVED |
| 23 | LOG IN PATIENTS TO CLINIC/DEPARTMENT/SICK CALL |
| 24 | DETERMINE ADEQUACY OF STERILIZATION PROCEDURES |
| 25 | DEVELOP IMPROVED WORK METHODS AND PROCEDURES |

GO TO RIGHT HAND PAGE

TASK NO.	ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 11 OF RESPONSE BOOKLET
26	ASSESS ACCURACY OF ANALYSIS PERFORMED BY OTHER LABORATORIES
27	ASSESS COMPLETENESS OF LABORATORY REPORTS
28	COORDINATE RADIOLOGICAL ACTIVITIES WITH PUBLIC INFORMATION OFFICE
29	MODIFY EQUIPMENT FOR NON-STANDARD USAGE
30	DETERMINE EQUIPMENT/SUPPLIES FOR EMERGENCIES/EXERCISES
31	DETERMINE IF REPAIR IS WITHIN UNIT CAPABILITIES
32	RESEARCH MATERIAL FOR PROJECTS, I.E. COMPILE STATISTICS, GATHER DATA FROM DIFFERENT SOURCES
33	SUPERVISE ROUTINE EQUIPMENT MAINTENANCE FOR SECTION/UNIT
34	ARRANGE FOR REPLACEMENT/REPAIR OF EQUIPMENT AS REQUIRED
35	CONFER/VISIT MANUFACTURERS/CONTRACTORS TO OBTAIN FIRST HAND KNOWLEDGE OF EQUIPMENT/SUPPLIES
36	CONSULT ON CENTRAL/LOCAL SUPPLY PROBLEMS/PROCEDURES
37	COORDINATE ON EQUIPMENT LOANS, BORROWING OF MEDICAL/DENTAL SUPPLIES/TRAINING AIDS
38	COORDINATE WITH MANUFACTURERS/CONTRACTORS FOR EQUIPMENT REPAIR/ MAINTENANCE
39	NEGOTIATE WITH VENDORS, E.G. COST, DELIVERY SCHEDULE
40	SUPERVISE/DIRECT UNITS'S OJT PROGRAM
41	PLAN CONTENT FOR OJT PROGRAM
42	SCHEDULE LECTURES
43	DESIGN TRAINING AIDS, ILLUSTRATIONS, GRAPHICS
44	SELECT CLINICAL MATERIAL FOR INSTRUCTIONAL PURPOSES, E.G. PATIENTS, CASE STUDIES
45	EVALUATE/SELECT AUDIOVISUAL MATERIALS, E.G. FILMS
46	CONDUCT SEMINARS
47	PLAN CONFERENCES FOR STUDENTS DURING PRACTICAL TRAINING
48	TEACH FORMAL CLASSES
49	ADMINISTER EXAMINATIONS
50	COMPUTE TEST GRADES

LEFT PAGE 12 URDL (HOSP CORPS) TASK BOOKLET

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

- 1 DEMONSTRATE CLINICAL PROCEDURES USING PATIENT/SUBJECT
- 2 SELECT WORK EXPERIENCES FOR STUDENT/TRAINEE
- 3 EVALUATE STUDENTS PERFORMANCE/PROGRESS
- 4 COORDINATE WITH SUPERVISORS/INSTRUCTORS ON STUDENT TRAINING
- 5 CALCULATE DOSAGES FOR PRESCRIBED EXPERIMENTS
- 6 RECORD/MAINTAIN RECORDS OF EXPERIMENTAL FINDINGS/TESTS
- 7 OPERATE/CONTROL EQUIPMENT FOR EXPERIMENTAL TESTS

GO TO PART 118

Part II B

LIST OF INSTRUMENTS AND EQUIPMENT

LEFT PAGE 13 JROU (HOSP CORPS) TASK BOOKLET

TASK NO. ENTER RESPONSES TO STATEMENTS BELOW IN LEFT SIDE OF PAGE 13
OF RESPONSE BOOKLET

- 1 STETHOSCOPE
- 2 THERMOMETER, CLINICAL
- 3 INHALATOR-ASPIRATOR (RESUSCITATOR)
- 4 TRAY, ENDOTRACHEAL
- 5 TRAY, CONTINUOUS G.U. IRRIGATION
- 6 IRRIGATION KIT
- 7 TRAY, INCISION DRAINAGE
- 8 SET, MINOR SURGICAL
- 9 MID-STREAM URINE KIT
- 10 SOLU-SET, HEMO-SET
- 11 AUTOMATIC I.V. INJECTOR, E.G. HARVARD
- 12 CYSTOSCOPE, DOUBLE CATHETERIZING
- 13 OPHTHALMOSCOPE
- 14 DIRECT FULL VISION RESECTOSCOPE
- 15 FIBEROPTIC ENDOSCOPY EQUIPMENT
- 16 URETERAL STONE DISLODGER
- 17 FOROBLIQUE PAN-ENDOSCOPE
- 18 URETHRAL SPECULUM
- 19 INFANT VAGINASCOPE
- 20 VAGINAL EXAM INSTRUMENTS
- 21 URETHRAL SOUND, INFANT
- 22 URETHRAL SOUND, ADULT
- 23 URETHROTOME
- 24 OBSERVATION AND OPERATING TELESCOPE
- 25 CYSTOSCOPE, UNIVERSAL

GO TO RIGHT HAND PAGE

TASK NO. ENTER RESPONSES TO STATEMENTS BELOW IN RIGHT SIDE OF PAGE 13
OF RESPONSE BOOKLET

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| 26 | CYSTOSCOPE, CONVERTIBLE |
| 27 | CYSTOSCOPE, ROUTINE |
| 28 | CYSTOSCOPE, DOUBLE CATHETERIZING |
| 29 | CYSTOSCOPE, MINIATURE/INFANT |
| 30 | MULTIPLE RESECTOSCOPE |
| 31 | DIRECT FULL VISION RESECTOSCOPE |
| 32 | CATHETERIZATION SET, URINARY |
| 33 | URO SHEATH/EXTERNAL CATHETER |
| 34 | TRAY, CATHETER INWELLING |
| 35 | COLOSTOMY, ILIOSTOMY, URETEROSTOMY BAGS |
| 36 | TRAVENAL ARTIFICIAL KIDNEY |
| 37 | TRAY, ANAESTHETIC, LOCAL |
| 38 | TRAY, ANAESTHETIC PENTOTHAL |
| 39 | TRAY, ANAESTHETIC PREPARATION |
| 40 | TRAY, ANAESTHETIC SPINAL |
| 41 | INSTRUMENT TRAY, MAJOR SURGERY |
| 42 | INSTRUMENT TRAY, MINOR SURGERY |
| 43 | INSTRUMENT TRAY, EMERGENCY TRACH SET |
| 44 | CAUTERY APPARATUS |
| 45 | TRAY, OPERATING ROOM PREP |
| 46 | SURGICAL NEEDLE DRIVER |
| 47 | RENAL BIOPSY NEEDLES |
| 48 | KIDNEY BIOPSY TRAY |
| 49 | SPONGES, SURGICAL (RADIOPAQUE) |
| 50 | FIBEROPTIC RETRACTORS |

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

- 1 FORCEPS, HEMOSTATIC
- 2 IRIS FORCEPS
- 3 LABORATORY MICROSCOPE (LIGHT)
- 4 CENTRIFUGE, CLINICAL (TABLE MODEL)
- 5 PH METER
- 6 URINOMETER
- 7 TIMER, LABORATORY
- 8 VOLUMETRIC GLASSWARE (OTHER THAN BURETS AND PIPETS)
- 9 PIPET
- 10 LIQUID NITROGEN BOTTLES/HOSES
- 11 COMPRESSED GAS TANKS/CYLINDERS (OTHER THAN OXYGEN)
- 12 INSTRUMENT WASHER-STERILIZER
- 13 AUTOCLAVE, DRY HEAT
- 14 AUTOCLAVE, GAS
- 15 AUTOCLAVE, STEAM
- 16 DUPLICATOR, E.G. MIMEOGRAPH
- 17 PHOTO COPIER, E.G. ZEREX
- 18 NUMBERING MACHINE
- 19 MOVIE PROJECTOR/ACCESSORIES
- 20 PORTABLE X-RAY UNIT
- 21 TRAY, X-RAY I. V. PYELOGRAMS
- 22 STATIONARY X-RAY UNIT
- 23 X-RAY CASSETTE CHANGER
- 24 X-RAY, CONTROL CONSOLE
- 25 X-RAY, FILM IDENTIFICATION PRINTER

RIGHT PAGE 14 UPOL (HOSP CORPS) TASK BOOKLET

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

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| 26 | X-RAY, FILM LIGHT PROOF STORAGE CABINET |
| 27 | X-RAY TRANSFORMER |
| 28 | AUTOMATIC INJECTOR, X-RAY CONTRAST MATERIAL |
| 29 | POCKET DOSIMETER |
| 30 | ILLUMINATOR, X-RAY FILM |
| 31 | X-RAY FILM VIEWER, STEREOSCOPE |
| 32 | DRYER, X-RAY FILM |
| 33 | X-RAY DEVELOPER, MANUAL, DRY PROCESS |
| 34 | PROCESSING MACHINE, X-RAY FILM, MANUAL |
| 35 | PROCESSING MACHINE, X-RAY FILM, AUTOMATIC |
| 36 | DEVELOPER PRINTER |

END OF TASK BOOKLET

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