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ABSTRACT

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A functional job-related reading program was developed to cope with literacy problems of Army personnel; the program involves students who work individually on instructional worksheets in six main modules, each designed to teach a specificjob-related reading task. This paper presents an overview of background research for the program, which was aimed at defining the Army's literacy problem and identifying objectives for a literacy training program. It then discusses the following aspects of the program: instructional principles on which it is based, student selection, first day inprocessing, precedures for administering student worksheets and for moving students through the instructional, modules, types of items included on the worksheets; record keeping, and student characteristics. Data are then presented that indicate the success of the program, and its current implementation status in Army literacy schools around the country is noted. The paper includes charts showing program procedures and frevides samples of such materials as the job reading task test administered prior to the program, student worksheet records, and worksheet exercises. (GW)

Programs; *Reading Skills; *Norksheets

Program Descriptions; Program Evaluation; *Reading

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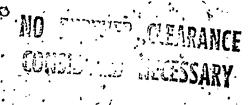
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A PROGRAM FOR JOB-RELATED READING TRAINING

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Spring 1974

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THE VIEWS' EXPRESSED IN THIS PAPER/ABSTRACT ARE THOSE OF THE AUTHOR(S) AND DO NOT NECESSARILY REFLECT THE VIEWS OF THE UNITED STATES ARMY OR OF THE DEPARTMENT OF DEFENSE. A PROGRAM FOR JOB-RELATED READING TRAINING

Fox-

The purpose of this paper is to describe, in detail, an adult functional job-related reading program, which has been systematically developed for the specific needs of a specific user. The research for the program was sponsored by the Department of the Army and the Department of Defense; first, to define the Army's literacy problem, and second, to develop a prototype reading program to cope with these problems. Initially, I will present a brief overview of this research.

Afterwards, I will describe the program in detail: including the instructional principlés, the materials, and the record keeping procedures. In conclusion, I will present some data about the effectiveness of the program; and discuss its current implementation status.

BACKGROUND RESEARCH

Background research for the program, begun in 1968, was aimed at a defining the literacy problem by:

Assessing the difficulty level of the materials used by a

2. Assessing' the reading level of actual job performers.

Assessing the job-incumbent's job performance in terms of actual "hands-on" job performance tests and written job-

knowledge tests.

The results indicated that:

3.

out forms.

There is a wide gap between the reading difficulty level of the job materials a man must use on the job, and the reading ability of the actual joo performers. The average difficulty level, for most materials, was at the 12th/plus grade level, while the average reading level of the job performers ranged from 7.5 to 9.5 grade levels. 1,

There is a positive relationship between a person's reading ability and his successful performance of a job, as measured by both "hands-on" performance and written job knowledge tests.

There is a minimal reading requirement which a job incumbent must have in order to be a competent job performer: 7th grade for Cooks, 8th for Mechanics, and 9th for Clerks. There are specific job-reading tasks which a person must be able to do in order to perform these jobs successfully. One must be able to use a table of contents and an index, reada table or graph, extract information from the main body of the manual, follow written procedural directions, and fill

Thus, the research, at this point, had identified two sets of terminal objectives for a literacy training program: minimal general reading, levels for different jobs; and specific jobrrelated reading tasks. The next step in the research was to develop a literacy program aimed at achieving these objectives.

INSTRUCTIONAL PRINCIPLES

In designing and developing the program, six instructional principles were used:

> <u>Individualized instruction</u>: This permits students to progress through the program at their own rate using materials oriented toward their jobs.

2. <u>Performance-oriented instruction</u>: This training permits the men to perform the kinds of reading tasks they will encounter in job training and out on the job; thus, there is a direct transfer of skills learned in the literacy.

school to the job training school and the job. <u>Functional instruction</u>: Through the use of actual job reading material, the man sees the purpose for the reading training in concrete terms of job proficiency, not in general educational development, which he has failed many times in the past.

<u>Student-assisted instruction</u>: Students are used in the more routine records management activities in the classroom. Periodically a student may tutor another student of skill which he, himself, has previously learned. These activities cut down the teacher's administrative papercorrecting load, and help the student "stamp-in" more deeply some of the skills he has just learned. <u>Programmed instruction</u>: The program is composed of six separate modules of linearly sequenced job-reading skills. Each module contains a set of premodule and post-module proficiency tests; printed worksheets; audio worksheets; and branching loops for remedial instruction.

Quality control monitoring of performance: As mentioned above, each module has its own set of proficiency fests. These are used to assure that the student has developed a certain mastery of the reading task before proceeding to the next module. Each proficiency test (or pro-test as they are generally referred to) is made up of four sections, each with its own set of five questions. There is no time limit to the test; however, to satisfactorily master the task, the dual criteria of 90% or more correct, in 20 minutes or less, must be met.

STUDENT SELECTION

5.

The following is an in-Hepth description of the program, starting with the selection of students. (Table 1 presents a flow chart picture of the program.). Prospective students, those whose Armed Forces Qualification Test scores are 30 or below, are screened twice before entering the literacy school. The screening instruments are two different forms of a general reading comprehension test, called the USAFI Intermediate Achievement test. To be selected, a student must consistently demonstrate a reading grade leve at or below 6.1 (i.e. raw score of 24 or less correct out of a possible 44 points).

FIRST DAY INPROCESSING

Inprocessing into the school includes: an orientation to the program; completion of a background questionnaire; and administration of an alternate form of the USAFI general reading test as well as a job reading task test (JRFT). The latter is a four section test which samples how well a person can use an index, extract information from continuous prose and illustration, read a table, and fill out a form. (See figures 1 and 2 for examples of the JRTT.) The text for these tests are taken from regular Army manuals, and the skills measured are "real-life" job-related reading tasks. If a student scores 7.5 or above on both tests, he is released from the school and sent directly to his job training school. Otherwise, he enters the job reading program.

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JOB READING PROGRAM

As mentioned earlier, the program is comprised of 6 main instructional modules, each of which is designed to teach a specific jobreading task. The first instructional module is the Table of Contents (TOC). (See Table 2 for a flow chart of the module.) Initially, the student is given a didactic, or brief instructional session, as to the "what, why, and how" of a Table of Contents. After this, the student takes a pre-training proficiency test (pro-test) on the TOC. (See figure 3 for a sample of the pro-tests.) If the student achieves 'criteria (90% or more correct in 20 minutes or less) he skips the TOC module, and goes to the Index module. If he does not meet the criteria; the man is assigned 10 worksheets on the TOC. Prior to his beginning the worksheets, the teacher reviews the student's mistrakes on the r pro-test with him, so that he understands where he made his errors. To answer the worksheet questions, the student must use the manual's TOC, and write his answers directly on the consumable worksheet. The student hands in his worksheet to the student scorer as soon as he conpletes it for scoring. If he gets 100%, the worksheet is retained by the scorer, and the score is entered on the student's printed worksheet record (See figure 4). The latter is returned to him and always remains in the student's file, since it serves as his own progress record. If he does not get 100%, the score is entered on the record sheet, and the worksheet is returned to the student for correction. If the student is unable to correct his mistakes, he requests teacher assistance. When the worksheet has finally been scored as 100%, it is retained by the teacher, and the 'student begins work on the next worksheet.

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After completion of the 10 worksheets, the student is given another form of the pro-test for the TOC. If he achieves criteria, he goes to the Index module. If he does not achieve criteria, he is assigned 10 additional worksheets. Before beginning the worksheets, the teacher again reviews the student's errors with him so that he understands why his responses were incorrect.

With the 10 new worksheets, the student follows the same procedures as in the first packet of materials. After he completes these worksheets, he is given 10 audio exercises. The audio worksheet is a previous worksheet which has been tape recorded. After

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hearing each question, the student must find the answer in the TOC and write it down on his audio answer sheet. These are corrected using the same procedure as for the printed worksheets. There is also a separate audio worksheet record on which the Z correct entries are to be recorded (See figure 5). When the student has satisfactorily completed the 10 audio exercises, he is given a third alternate form of the proficiency test. If he meets criteria, he moves to the Index module. If he does not, then the student receives individually prescribed instruction (IPI); i.e., using such information as the student's pro-test results and his performance on the worksheets, the teacher works closely with the student in analyzing his problem. Afterwards, the student is recycled back through the first packet of worksheets. The recycle procedures of testing and assignment follow the same sequence as in the initial run-through of the module.

Once the student has mastered the TOC module, he moves to the next module, the Index, and repeats the same didactic, pre-test, assignment sequence as in the TOC module. Using this procedure, the student works his way through all six modules at his own pace. When he has satisfactorily finished his last pro-test on forms, he is administered an alternate form of the job-reading task test and the general reading comprehension test. If he scores at, or above, 7.0 on both tests, he is released from the school and sent to his job-training school. If he is unsuccessful on one or both tests, he is re-entered in the appropriate part of the program, with individually prescribed activities to reinforce the areas in which he appears to be weakest. These activities are prescribed according to the test data and other information known about him. This re-entry occurs only if the student still has time remaining in the course. Unfortunately, for example, if he is in his sixth week, he is sent on to his career training regardless of his achievement level.

WORKSHEET DESCRIPTION

The worksheets in all modules were developed along two major guidelines:

. Introduce the student to the structure of the materials first and then expose him to the content.

2. Arrange the exercises on the worksheet so that they go from simple to complex.
Each worksheet, except those in the forms module, contains 10 items. Sets o worksheets from the same manual within a module followed the same guidelines as the individual worksheets, i.e., structure to content, simple to complex. For instance, the TOC worksheets were designed so that the first worksheet for a manual asks questions about: the number of chapters in the manual—the number of sections within a particular chapter—the page on which the Index begins, etc. (See figure 6). The purpose of the TOC worksheet is to direct the student's attention to the different parts of the manual and let him come to realize that the manual is comprised of large units under which other information is subsumed, i.e., to teach the student that a table of contents has certain structural features.

Worksheet #2 requires that the student actually locate specific topics, or bits of information within the TOC (See figure 7). When the man finds the topic, he writes down the page and paragraph numbers where he would turn in the manual for the information. Thus, it teaches the student to attend to the content of a table of contents. The first ten worksheets cover five different manuals in the student's career field.

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Figures 8, 9, 10, and 11 show the worksheets designed for the BOM module. Worksheet 1 (See figure 8) introduces the structure of the BOM by starting with the largest unit in the manual and then gradually moving down to the smallest section subsumed in the manual. Worksheet #2 (See figure 9) calls for the students to identify missing words and then to transcribe them verbatim into the empty blanks. In order to do this task, the student must locate the appropriate section of the manual (attention to structure) and then identify the proper sentence for transcribing the desired information (attention to content). Worksheet #3 (See figure 10) focuses attention on the content of the manual by requiring the student to answer specific questions from the continuous prose sections of the manual. Again, the student must locate the appropriate section of the manual before he is able to answer the questions. Worksheet #4 (See figure 11) introduces the student to the task of extracting information from illustrations and figures. Thus, the student is gradually exposed to the entire structure and content of the body of the manual. RECORD KEEPING

Three kinds of records are maintained:

The administrator keeps a class data roster of each student's entry and exit USAFI reading and JRTT scores. The student receives a job reading record for each module in which he works. This record contains the student's % (. correct scores for each worksheet. (See figure 4.)) The teacher maintains a control card for each student for each module. (See figure 12.). This serves as a quick reference for the instructor when having to decide what to do with a student, or when checking a student's. progress. The card contains complete proficiency test. information: time, date, % correct, and assignment. Also, the date of completion of the/worksheets is recorded so that the teacher can monitor productivity and time spent on each group of worksheets.

STUDENT CHARACTERISTICS

All students are young adult males who have been in the Army for 2 months. Of the first 16 classes completing the school, over 60% breported having a high school diploma or a GED equivalency; the median age is 19; and the average entry reading grade level is 6.0. The ethnic composition of the school is diverse, including Anglo American, Black, Oriental, Spanish-American, Polynesian, and American Indian. However, only 60% of these students reported having English as their primary language. An additional insight into the literacy-language problem is that about 25% of these men were foreign born with more than half of them having lived in this country for one year or less.

L. Fox

PROGRAM EFFECTIVENESS

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tests);

tests.

The effectiveness of the FLIT program is indicated by:

the number of people who reach criterion after going through each section of the module (criterion-referenced

the improvement ir rea and job reading test scores obtained in the first and last weeks of the literacy program (normative referenced tests); the number of men who achieve the minimal target objective of grade 7.0 performance on the job reading task

As mentioned enclier, each module has its own set of pre and post module proficiency tests to monitor the quality of student performance. Table 3 shows the percentage of students who successfully achieved the criterion level of performance after having failed the pre-test and then completing the module. Also given is the percentage who did not have time to complete the module. (Students are moved along to be sure that they are exposed to all modules of instruction in their six-week. training period. While this practice precludes strict adherence to mastery performance criteria, the modules are not hierarchical and so cumulative deficits in skills do not result.) These data are for all six career clusters combined and include the 20 weeks of input to the school just prior to writing this paper.

Table 3

Module Proficiency Test Performance

•		-	
Module		% Passed	% Did Not
	• • •	· Post Test,	/ Complete
•	•	* 5. 5. 5.	· · · · · · · · · · · · · · · · · · ·
Table of Contents	N=82	90% `	10%
Index	N=95	81%	- 1 <u>9</u> % -
Tables and Graphs	N=70	. 84%.	. 16%
Body of the Manual	N=107	- 70%	30%
Procedural Directions	N=78	36%	64%

Attempting to achieve mastery did, however, result in a fairly large number of students (64%) who did not have time to complete the procedural directions module satisfactorily. Notice that this module comes near the end of the program, and many slower learners had to be moved along to obtain some experience in the Forms module without meeting the Procedural Directions post-test criterion. However, the criterionreferenced data shown in Table 3 do indicate that a high percentage of the students are acquiring job-relevant reading skills.

Table 4 shows how well a group of students who received literacy training did on their entry and exit general reading and job reading task tests, as compared to a group of students in a job training program who received no literacy training.

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General Reading and Job Reading Task Tests Performance

Table 4

	· · · · · · · · · · · · · · · · · · ·		· · ·	Ħ ,	•••
	Gen	eral Reading	Job Readin	ng Task Test	• · · · ·
	Entr	y Exit Gain	Entry I	Sxit - Gain	• •
Literacy Training	[*] N=94 5.1	6.6 1.5	5.4- 8	3.0 2.6	•
No Literacy		•	• .	· · · · · · · · · · · · · · · · · · ·	
Training	N=39 5.6	6.6 1.0	6.3	.4 1.1	· · · ·
· · · · · · · · · · · · · · · · · · ·	<i>n</i>			•	
* Date are for 2	0 weeks of inp	ut into school	prior to wri	ting paper.	,, , , , , , , , , , , , , , , , , , ,
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Note that the	no literacy gr	oup had a gene	eral reading g	ain of	
1.0, while the lit	eracy group re	ceived a 1.5 g	gain. Previou	s analysis	· · ·
of data on this te	st indicate a	0.9 retest reg	ression facto	ř for the t	est.
If this factor is	subtracted f	m the gain sc	ore, the adju	sted gains a	are 0.1 for
the no literacy g	coup and 0.6 fo	or the literac	y group. The	latter gain	ı is
compatible with,	or better than,	, some general	reading prog	cams,	• • •
particularly since	we are not ev	en trying to i	mprove a stud	ent's	· · · ·
general reading ab	ility: Howeve	r, the average	JRTT-exit sc	ore is	•
8.0, for an average	gain of 2.6 y	ears. In comp	aring this ga	in with	- , ·
gains fòr students	who were in j	ob training an	d who did not	receive	•••
literacy training,	but who had be	een exposed to	the job mate	rials and ,	и Т. 3. С.
the job reading ta	sks, the litera	acy group made	more than tw	ice the	· · · · · · · · · · · · · · · · · · ·
improvement of the	no literacy g	roup. This de	monstrates th	e effective	ness
of direct training	in job-relate	d Teading.		• •	
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Table 5

Students Achieving Grade Level 7.0

Testing	General	Reading Tes	t Job Read	ing Task Test	, •. E* .
·. · · · · · · · · · · · · · · · · · ·	N	%	N	% .	* * *
Entry Week	. 67	. <u>1</u> 2	67	18	•
-Exit Week		• 55,	67	84	•
	Gain	. 43	2	66	•

Data are for 20 weeks of input into the school prior to writing of this pape

It should be recalled that the cutoff score for selection into the program is 6.1. Hence, the data of Table 5 for the entry general reading test show how many people scored at or above the 7.0 level when retested during the first day inprocessing at the school. As indicated, 12% of the people were at or above the 7.0 level. At the exit week testing, 55% of them obtained the 7.0 level for a gain of 43% of th students achieving the seventh grade level in general reading. We see a larger gain for personnel who achieved the 7.0 level on .

the job reading task test, with 84% of the men reaching the targeted

level, representing a 66% gain in personnel achieving minimal job reading proficiency.

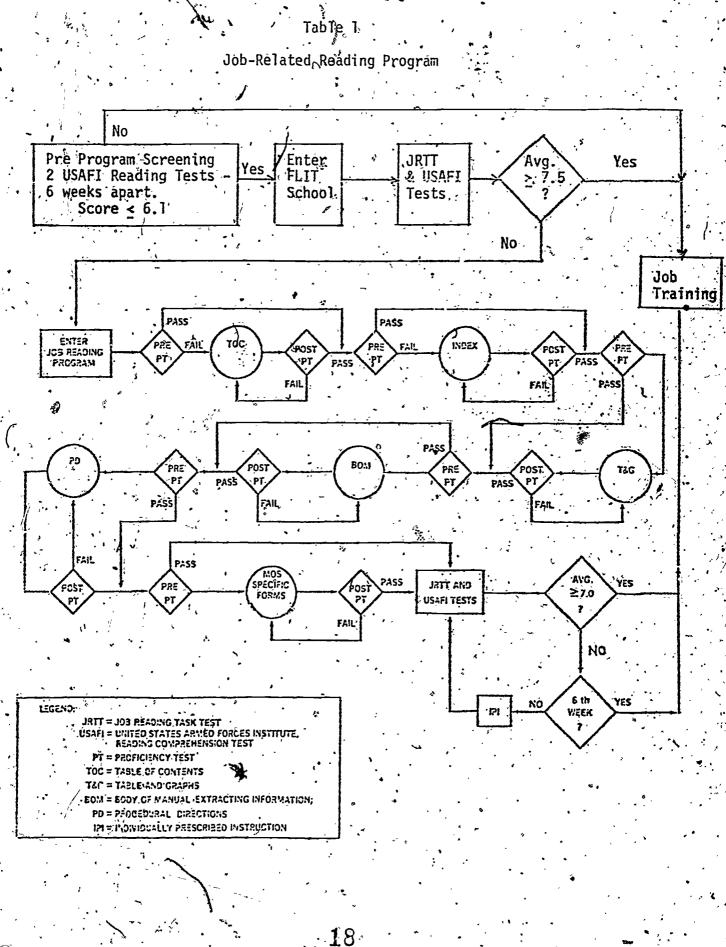
PROGRAM IMPLEMENTATION . *

These data, and other evaluation data reported elsewhere, indicate that the job-related reading program can, indeed, improve a man's ability to use his job reading materials. Because of the demonstrated success of the program, it, is currently being implemented in five other Army literacy schools around the country. Two of these schools are in full operation while the other three are in various stages of preparation and changeover to the new program. Results on the effectiveness of the program in these schools is being obtained, and

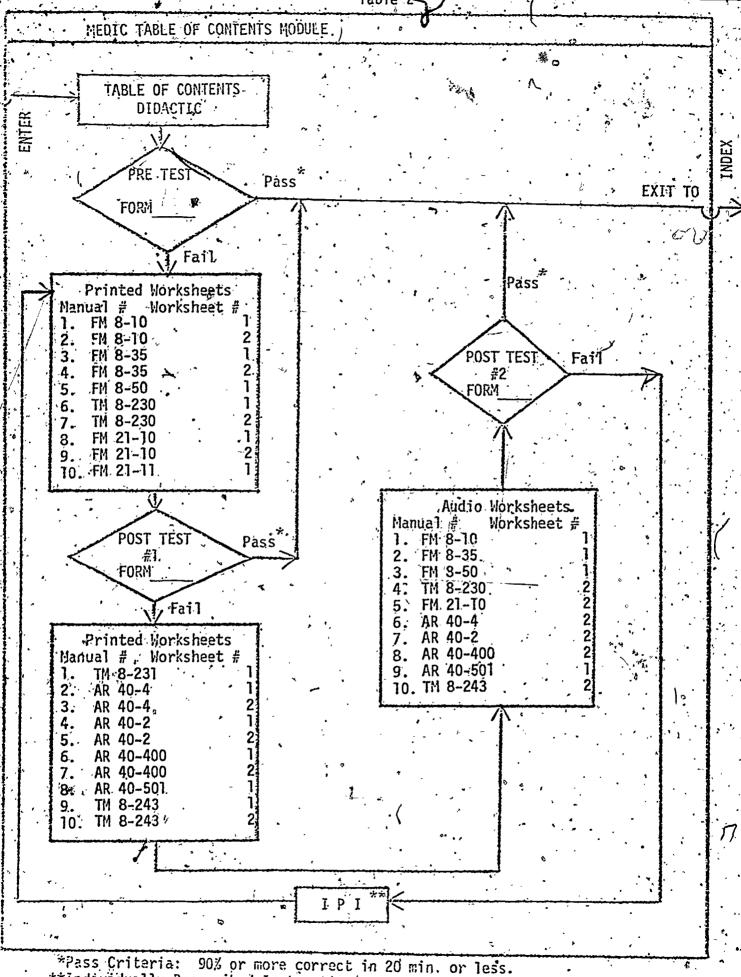
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will be reported in a future report.

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**Individually Prescribed Instruction, .9

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WRITE THE ANSWERS TO THE FOLLOWING QUESTIONS ON YOUR INSTRUCTIONS: ANSWER SHEET. (NOTICE THAT THE STOCK CATALOG HAS MORE THAN 1 PAGE.) TO USE THE STOCK CATALOG, YOU NEED TO KNOW 2 NUMBERS: LOOK AT THE FIRST COLUMN ON THE LEFT SIDE OF THE LEFT PAGE. THE LIN NUMBER IS THE ONE THAT STARTS WITH \underline{B} . 1. LIN NUMBER THESE ARE THE LONG NUMBERS MIDER 2. FSN NUMBERS THEALIN NUMBER 11. WHAT IS THE UNIT PRICE OF THE HOISTING BEAM: H4158? WHAT IS THE LIN NUMBER FOR A BEACON RADIO SET: AN/TRN-252-13. WHAT IS THE FSN NUMBER FOR AN ORTHOPEDIC BED WITH A LIN

PART. 2

NUMBER OF B 54971?

12.

14. WHAT IS THE UNIT PRICE FOR A BLACK LEATHER HILITARY POLICE BELT?

15. WHAT IS THE FSN NUMBER FOR A BEARING JUNCTION LINK?

16. WHAT IS THE CORRECT FSN NOMENCLATURE FOR A BED PAN?

17. - WHAT IS THE FSN NUMBER FOR AN OLIVE DRAB FOLDING BEO?

18. WHAT IS THE "TYPE CLASS" FOR A MILITARY POLICE BELT-WITH A FSN NUMBER OF 8465-924-79527

19. WHAT IS THE UNIT, PRICE OF A FED AA-H-625 TI BEDSTEAD? . 20. WHAT IS THE FSN NUMBER FOR LIN NUMBER B60752?

SAMPLE OF THE TABLE SECTION OF THE JOB READING TASK TE

399. Toking Blood Pressure

- Method of Taking Blood Premere (fig. 118).
 (1) Have the patient in either 1 sitting or lying down position.
 (2) Expose the upper arm and remove any restricting clothing.
- (3) Place the rubber bladder spaint the inner surface of the upper arm and wind the cloth cuff about the arm smoothly, and firmly, but not tightly, binding the bladder in place.
 (4) Locale the braching artery by feeding with the linger tips.
- (a) Place the Mithawaya over the Inschind artery.
 (b) Clease the series valve on the inder bulk by turning the
- (5) Close the screw value on the inner inner by pumping the bulk. Perew clockwis, whil inflate, the raif by pumping the bulk. Pump enough air into the bladder to collapse the brachiat ariery. (This will profeshly be 150 min.; however, if sounds can be heard at this point; you must pump in more air until no sound is heatd.)
- (6) Allow air to escape slowly from the bladder by opening the strew value on the hulb. (Turn screw counter clockwise.) At the same time, watch the column of mercury dropping in its take. Suddenly you with hear through the sterhescope a clear sound, which means that the blood hus just started to come back through the artery. This occurs when the heart contracts, forcing the blood through the atteries. The blood pressure is at its highest jeak. This is the agatolic pressure. At this point make a reading of the level of the merecury column in its take.
- (7) Allow the air to confinute to escape slowly, while you listen to the sounds and watch the fall of the moreury in the tube. When you lear the last distinct sound; take a second reading
- ⁶ of the level of intercency. This is when the heart is relaxing and the pressure in the artery is at its lowest-point. It is
- and the pressure in the arcery is at its lowest point as the called the dividelic pressure.
- (8) If an ancroid aphyground another is used, the dial is clipped, onto the cult duri reutluce are made as indicated by the needle (fig. 110).

FIGURE 2.

PART 3

INSTRUCTIONS: WRITE THE MISSING WORD OR WORDS ON YOUR ANSWER SHEET. SOME ANSWERS ARE ONLY I WORD, SOME ANSWERS MAY BE HORE THAN I WORD, NOTICE THAT THERE IS MORE THAN I PAGE OF READING MATERIAL.

TO MEASURE BLOOD PRESSURE, YOU FIRST FASTEN THE BLADDER AND CUFF TO THE PERSON'S -----THEN, USING YOUR FINGER TIPS, LOCATE THE 22. NEXT, PLACE THE AT THIS POINT. 23 INFLATE THE CUFF BY PUNPING THE A..... 24. RELEASE AIR BY TURNING THE SCREW IN THE ----- DIRECTION 25. TAKE THE FIRST BLOOD PRESSURE READING WHEN YOU HEAR ---25. THIS FIRST READING IS CALLED ---- PRESSURE. 27. WHILE STILL RELEASING AIR FROM THE CUFF, TAKE A SECOND READING 28. OF THE MERCURY LEVEL WHEN YOU HEAR THE -----THIS SECOND READING IS CALLED ---- PRESSURE. 129.

30. BLOOD PRESSURE IS WRITTEN AS A FRACTION, WITH THE PRESSUR AS THE TOP OR NUMERATOR OF THAT FRACTION.

SAMPLE OF THE BODY OF THE MANUAL SECTION OF THE JOB READING TASK TEST

21 Detaber 1968 C 1, AR 19-1 + •Alt 10-1 ASAY RESULATION HEADQUARTERS DEPARTMENT OF THE ARMY No. 12-1 WASHINGTON, D.C., 14 July 1007 MEDICAL SERVICE ARMY MEDICAL DEPARTMENT FACILITIES Effective: 1 July 1967-. TYPES OF FACILITIES GENERAL PROVISIONS "Gereral Applicability" 1.2 1-2 1-1 FIXED MEDICAL TREATMENT FACILITIES 1-1 Named general hospitala 1.1 U.S. Army hospitals 1:2 O U.S. Army elinica 1.2 1.0 Dispeniseries 1-2 A Memorially named medical department fact iles 1-2 Unit dispensaries 1-10 1-2 Numbered medical treatment units Nonferrar megical treatment units Nonferrar megical treatment units Criteral Ald stations Criteral stations 1-11 1.2 1-12 1.1 1-13 1-3 1-14 1.1 1-15 1-7 ESTADLISHMENT, REDESIGNATION, OR DISCONTINUANCE OF FIXED MEDICAL DEPARTMENT FACILITIES Fallblishment Redesignation 1-16 1.1 1-17 فشلا 1-18 Discontinuagee 1-4 1-19 1-4 +Y. MISCELLANEOUS PROVISIONS (Rescinded) ·1-1 VL. FIXED DENTAE FACILITIES General 1-24 U.S. Army Cental elinica U.S. Army Institute of Dental Research 1-25. 1-4 U.S. Army regional dental aethvities 1-26 1-4 1-27 1_28 MEDICAL LABORATORY FACILITIES Types of modical falocatory facilities Bledical treatment facility elinical laboratories ------1.23 U.S. Army medical laboratories 1.30 1-5 Numbered medical laboratory (TOE) 1-11 1.5 Bledical research and development laboratorios and units 1-22 -1.4 Technftal correspondence 1-11 1.7 141 Laboratory efficers 1-7 1-35 Scope of medical laboratory service 1.7 1-34 *This regulation supersedes AB 40-4, 15 May 1961; Including C 1, 15 February 1965; C 2, 18 August 1955 and CL1 May 1257.

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PRINTED PROFICIENCY TEST FORM B, PART HEDIC - TABLE OF CONTENTS AR 40-4. ARMY HEDICAL DEPARTMENT FACILITIES. (JUL.67)

INSTRUCTIONS

READ THE QUESTIONS BELOW.
 FIND THE ANSWERS ON THE LEFT SIDE OF THE BOOKLET.
 WRITE YOUR ANSWERS ON THE SEPARATE ANSWER SHEET.

QUESTIONS

LIST THE PARAGRAPH AND PAGE NUMBERS FOR EACH OF THE FOLLOHING

11, LADORATORY OFFICERS 12. DEPARTMENT OF DEMTISTRY 13. AMULANCE TRAIN POLICIES 14. PERSONNEL DIVISION

15. SPECIAL HEDICAL RESEARCH

<u>A_SAMPLE_OF_A_SECTION_OF_THE_MEDIC_TABLE_OF_CONTENTS_PROFICTENCY</u>

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FIGURE 5 28

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· . ·	7.	WHAT IS THE TITLE OF THE SECOND SECTION'IN CHAPTER 8?
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PAGE

# TABLE OF CONTENTS EXERCISE

TM 8-230 ARMY, MEDICAL DEPARTMENT HANDBOOK OF BASIC NURSING (NOV 70)

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NAME

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PROVIDE THE PARAGRAPH AND PAGE NUMBERS THAT CONTAIN INFORMATION ON THE FOLL ... ING ITEMS:

	ITEM	PARAGRAPH
1.	ADMINISTRATION OF DRUGS	k
2	THE CIRCULATORY SYSTEM	······································
3.	BURNS	· · · · · · · · · · · · · · · · · · ·
4.	HOSPITALIZATION OF A CHILD	· · · · · · · · · · · · · · · · · · ·
5.	INTRODUCTION TO NURSING CARE	
6.	MINOR SURGERY	·
7.	POISONS	·
8.	INTRODUCTION TO PHARMACOLOGY	
9.	DEATH AND DISCHARGE OF CHILD	
10.	THE NERVOUS SYSTEM	,

FIGURE 7

.30

BODY OF THE MANUAL TH 8-230 (NOV 70) ARMY MEDICAL DEPARTMENT HANDBOOK OF BASIC NURSTRA 1. WHAT IS THE TITLE OF CHAPTER 1, PARAGRAPH 1-2? 2. WHAT IS THE TITLE OF CHAPTER 5, PARAGRAPH 5-6? 3. WHAT IS THE TITLE OF CHAPTER 8, PARAGRAPH 8-24? 4. WHAT IS THE TITLE OF CHAPTER 10, PARAGRAPH 8-24? 5. WHAT IS THE TITLE OF CHAPTER 2, PARAGRAPH 8-28, TOPIC 6? 5. WHAT IS THE TITLE OF CHAPTER 4, PARAGRAPH 2-8, TOPIC 6? 6. WHAT IS THE TITLE OF CHAPTER 4, PARAGRAPH 4-47, TOPIC 6? 7. WHAT IS THE TITLE OF CHAPTER 5, PARAGRAPH 4-47, TOPIC 6? 8. WHAT IS THE TITLE OF CHAPTER 5, PARAGRAPH 5-25, TOPIC b? 9. WHAT IS THE TITLE OF CHAPTER 3, PARAGRAPH 3-3, TOPIC 6(3) ? 10. WHAT IS THE TITLE OF CHAPTER 5, PARAGRAPH 5-48, TOPIC e(1) ? 10. WHAT IS THE TITLE OF CHAPTER 5, PARAGRAPH 5-48, TOPIC e(1) ? FIGURE 8		NAME	****				, 1 <b>,</b>	WORKSHEET #1	
<ol> <li>WHAT IS THE TITLE OF CHAPTER 5, PARAGRAPH 5-6?</li> <li>WHAT IS THE TITLE OF CHAPTER:8, PARAGRAPH 8-24?</li> <li>WHAT IS THE TITLE OF CHAPTER 10, PARAGRAPH 8-24?</li> <li>WHAT IS THE TITLE OF CHAPTER 10, PARAGRAPH 2-8, TOPIC c?</li> <li>WHAT IS THE TITLE OF CHAPTER 4, PARAGRAPH 2-8, TOPIC c?</li> <li>WHAT IS THE TITLE OF CHAPTER 5, PARAGRAPH 4-47, TOPIC c?</li> <li>WHAT IS THE TITLE OF CHAPTER 5, PARAGRAPH 5-25, TOPIC b?</li> <li>WHAT IS THE TITLE OF CHAPTER 5, PARAGRAPH 5-52, TOPIC b?</li> <li>WHAT IS THE TITLE OF CHAPTER 5, PARAGRAPH 5-52, TOPIC b?</li> <li>WHAT IS THE TITLE OF CHAPTER 3, PARAGRAPH 5-3, TOPIC c(3) ?</li> <li>WHAT IS THE TITLE OF CHAPTER 5, PARAGRAPH 5-48, TOPIC c(1) 2</li> </ol>		TM 8 ARMY	-230 (N MEDIÇA	IOV 70) L DEPARTMEN		• •	IND		
<ul> <li>3. WHAT IS THE TITLE OF CHAPTER.8, PARAGRAPH 8-24?</li> <li>4. WHAT IS THE TITLE OF CHAPTER 10, PARAGRAPH 10-68?</li> <li>5. WHAT IS THE TITLE OF CHAPTER 2, PARAGRAPH 2-8, TOPIC c?</li> <li>6. WHAT IS THE TITLE OF CHAPTER 4, PARAGRAPH 4-47, TOPIC c?</li> <li>7. WHAT IS THE TITLE OF CHAPTER 5, PARAGRAPH 4-47, TOPIC c?</li> <li>8. WHAT IS THE TITLE OF CHAPTER 5, PARAGRAPH 5-25, TOPIC b?</li> <li>9. WHAT IS THE TITLE OF CHAPTER 3, PARAGRAPH 3-3, TOPIC c(3) ?</li> <li>10. WHAT IS THE TITLE OF CHAPTER 5, PARAGRAPH 5-48, TOPIC c(1) ?</li> </ul>		1.	WHAT I	S THE TITLE	OF CHAPTER 1	, PARAĞRAPH	1-2?		- *# *
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<ul> <li>5. WHAT IS THE TITLE OF CHAPTER 2, PARAGRAPH 2-8, TOPIC c?</li> <li>6. WHAT IS THE TITLE OF CHAPTER 4, PARAGRAPH 4-47, TOPIC c?</li> <li>7. WHAT IS THE TITLE OF CHAPTER 5, PARAGRAPH 5-25, TOPIC b?</li> <li>8. WHAT IS THE TITLE OF CHAPTER 5, PARAGRAPH 5-52, TOPIC b(2)?</li> <li>9. WHAT IS THE TITLE OF CHAPTER 3, PARAGRAPH 3-3, TOPIC c(3) ?</li> <li>10. WHAT IS THE TITLE OF CHAPTER 5, PARAGRAPH 5-48, TOPIC c(1) ?</li> </ul>	• ×,	3.	WHAT I	S THE TITLE	OF CHAPTER.8	, PARAGRAPH	8-24? _	• • •	
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FIGURE 8	** * **	. 10 <b>.</b> .	WHAT I	S THE TITLE	OF CHAPTER 5	PARAGRAPH	5-48, TO	PIC e(1) ?	-
FIGURE 8	· · · · · ·	•	4	Y y	· · ·	• • • • • • • • • • • • • • • • • • •			
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BODY OF THE MANUAL TM 8-230 (NOV 70) ARMY MEDICAL DEPARTMENT HANDBOOK OF BASIC NURSING

- USING PARAGRAPH 2-22 ON PAGE 2-19, COMPLETE THE FOLLOWING SENTENCE:
   MUSCLES HAVE THE ______ TO CONTRACT, AND ______
   IS THIS _______ OF MUSCLE CONTRACTION THAT _______
   BODY MOVEMENTS.
- 3. USING PARAGRAPH 2-80 ON PAGE 2-55, COMPLETE THE FOLLOWING SENTENCE: THE ADRENOCORTICAL _______ INFLUENCE THE SALT AND _______ BALANCE OF THE ______, THE METABOLISM OF ______,
  - AND-THE _____OF THE BODY TO _____STRESS. USING PARAGRAPH 10-11 ON PAGE 10-8, COMPLETE THE FOLLOWING SENTENCE:
- 5. USING PARAGRAPH 10-48 ON PAGE 10-32, COMPLETE THE FOLLOWING SENTENCE: ________ DOCTOR WILL USUALLY _______ ANTIBIOTICS AND MAY _______ GASTRIC LAVAGE, ______ OR PARENTERAL
- THERAPY.

   G. USING PARAGRAPH 5-16, TOPIC b, ON PAGE 5-16, COMPLETE THE FOLLOWING

   SENTENCE: IF THE

   IS UNABLE TO MOVE

   HE MUST BE

   AND REPOSITIONED-AT

   DAY AND NIGHT.

FIGURE 9 **32** 

- 	NAME	WORKSHEET #3
• ,		-230 (NOV 70) BODY OF THE MANUAL
		MEDICAL DEPARTMENT HANDBOOK OF BASIC NURSING
•	<b>l</b> .	ACCORDING TO PARAGRAPH 9-24, ON PAGE 9-16, WHO IS THE NURSING CARE
~	• ·	PLAN, DEVELOPED BY?
	2. 7	ACCORDING TO PARAGRAPH 7-1, TOPIC a, ON PAGE 7-1, WHAT IS THE BRANCH OF
-	•; •	MEDICINE PRIMARILY CONCERNED WITH THE HEALTH AND SAFETY OF THE
•-	•	CHILD-BEARING WOMAN AND HER NEWBORN BABY?
	3.	ACCORDING TO PARAGRAPH 6-9, TOPIC a, ON PAGE 6-8, WHAT IS A PERMANENT,
•		LOCALLY AVAILABLE FILE OF RECORDS PREPARED FOR AN INDIVIDUAL AS HE
*		RECEIVES MEDICAL AND DENTAL CARE?
	-4.	ACCORDING TO PARAGRAPH 6-2, TOPIC a, ON PAGE 6-1, WHAT IS A MEDICAL
		TREATMENT FACILITY OPERATED BY TABLE OF DISTRIBUTION AND ALLOWANCE
		(TDA) UNITS CALLED?
•	5.	ACCORDING TO PARAGRAPH 5-36, ON PAGE 5-41, THE PATIENT'S CLINICAL
	•	RECORD IS PREPARED AND MAINTAINED IN ACCORDANCE WITH WHAT MANUAL?
	, ,	
•	б.	ACCORDING TO PARAGRAPH 4-8 ON PAGE 4-4, WHAT ARE THE TWO SYSTEMS OF
	•	WEIGHING AND MEASURING DRUGS?
•	7.	ACCORDING TO PARAGRAPH 2-34; TOPIĆ a, WHERE DOES THE HEART
`	/•	GET ITS BLOOD SUPPLY?
• "	8.	ACCORDING TO PARAGRAPH 2-35, TOPIC a, ON PAGE 2-27, WHAT IS FORCED
		FROM THE CHAMBERS DURING SYSTOLE?
	9. [,]	ACCORDING TO PARAGRAPH 5-123, TOPIC b, ON PAGE 5-209 WHAT ARE THE TWO MAJOR
4	•	METHODS OF APPLYING TRACTION?
•	10.	ACCORDING TO PARAGRAPH 6-11, TOPIC a, ON PAGE 6-9, WHAT IS THE FORM NUMBER OF
~ ^ ^ \	a .	THE INDIVIDUAL SICK SLIP?
•		FIGURE 10

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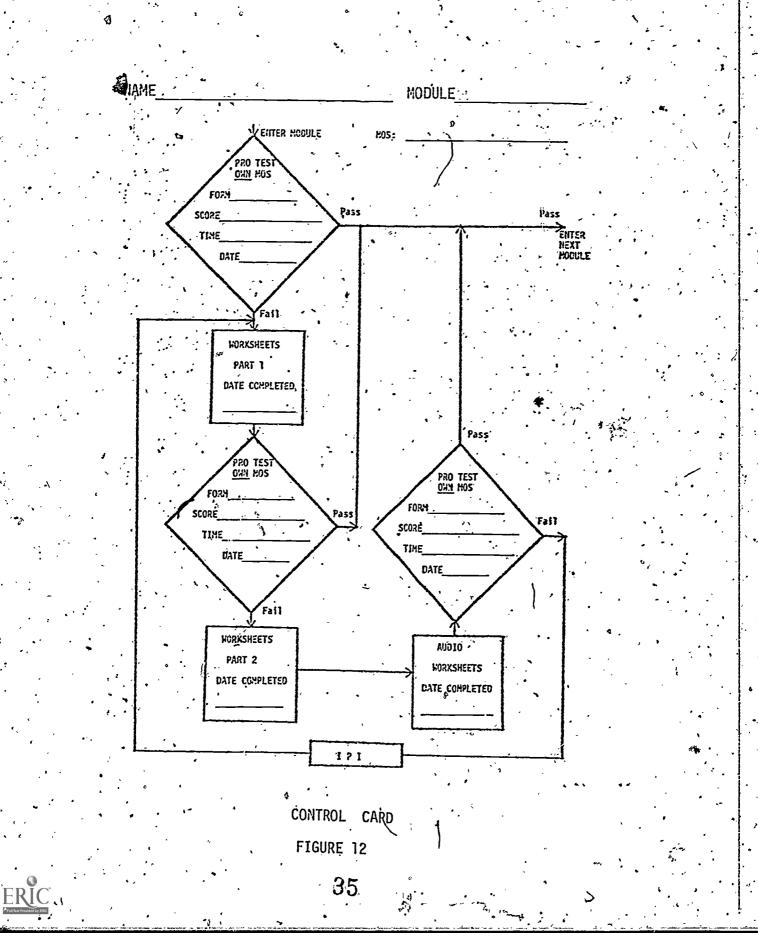
WORKSHEET #4

BODY OF THE MANUAL : TM 8-230 (NOV 70) ARMY MEDICAL DEPARTMENT HANDBOOK OF BASIC NURSING ACCORDING TO FIGURE 2-29 ON PAGE 2-46, HOW MANY PARTS OF THE BRAIN ARE LISTED? ACCORDING TO FIGURE 8-6, ON PAGE 8-9, WHAT IS THE FOOT USED FOR? ACCORDING TO FIGURE 6-1, ON PAGE 6-14, WHAT IS PICTURED IN (G) ? ACCORDING TO FIGURE 5-91 ON PAGE 5-202, WHAT KIND OF FRAME DOES THE BED HAVE? ACCORDING TO FIGURE 5-83 ON PAGE 5-182, WHAT KIND OF PULSE DOES A 5. MAN IN SHOCK HAVE? ACCORDING TO FIGURE 4-10, ON PAGE 4-19, AT WHAT ANGLE IS THE NEEDLE 6. HELD TO GIVE A PATIENT AN INJECTION? ACCORDING TO FIGURE 6-13 ON PAGE 6-42, WHAT WAS PFC SMITH DOING WHEN 7. HE WAS INJURED? ACCORDING TO FIGURE 8-26 ON PAGE 8-39, HOW MANY STEPS ARE THERE IN 8. DRESSING A LITTER WITH BLANKETS? ACCORDING TO FIGURE 5-108 ON PAGE 5-231, WHAT IS THE SPECIMEN AND 9. SOURCE OF 2LT JONES' BACTERIOLOGY REPORT? ACCORDING TO FIGURE 9-11 ON PAGE 9-17, WHAT BED DID INEZ DAYE STAY. 10. IN WHEN SHE WAS IN THE HOSPITAL?

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FIGURE 11

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FOOTNOTE FOR PAPER ENTITLED: " "A Program for Job Related Reading Training"

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