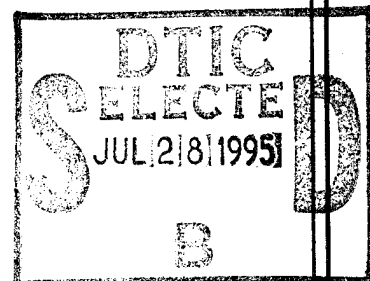
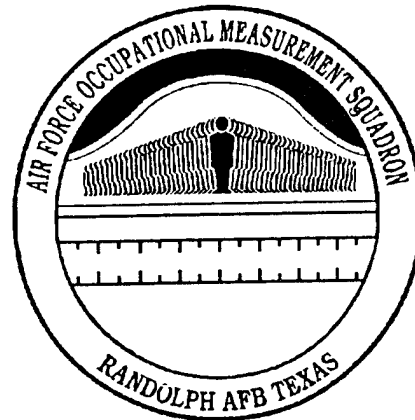




**UNITED STATES
AIR FORCE**



OCCUPATIONAL SURVEY REPORT

SURGICAL SERVICES

AFSC 4N1X1B/C/D

AFPT 90-902-003

MARCH 1995

19950726 016

**OCCUPATIONAL ANALYSIS PROGRAM
AIR FORCE OCCUPATIONAL MEASUREMENT SQUADRON
AIR EDUCATION and TRAINING COMMAND
1550 5th STREET EAST
RANDOLPH AFB, TEXAS 78150-4449**

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TABLE OF CONTENTS

| | <u>PAGE NUMBER</u> |
|--|------------------------|
| PREFACE | viii |
| SUMMARY OF RESULTS | x |
| INTRODUCTION | 1 |
| Background | 1 |
| SURVEY METHODOLOGY | 2 |
| Inventory Development | 2 |
| Survey Administration | 2 |
| Survey Sample | 3 |
| Task Factor Administration | 3 |
| SPECIALTY JOBS (Career Ladder Structure) | 5 |
| Overview of Specialty Jobs | 6 |
| Group Descriptions | 7 |
| Comparisons of Specialty Jobs | 22 |
| CAREER LADDER PROGRESSION | 22 |
| Skill-Level Descriptions | 24 |
| AFSC 4N1X1B - Urology | 24 |
| AFSC 4N1X1C - Orthopedics | 34 |
| AFSC 4N1X1D - Otorhinolaryngology (ENT) | 42 |
| Summary | 42 |
| ANALYSIS OF AFMAN 36-2108 SPECIALTY DESCRIPTIONS | 51 |
| TRAINING ANALYSIS | 51 |
| First-Enlistment Personnel | 51 |
| TE and TD Data | 53 |
| Training Documents | 62 |
| Specialty Training Standard (STS) | 66 |
| Plan of Instruction (POI) | 66 |
| JOB SATISFACTION ANALYSIS | 66 |
| IMPLICATIONS | 71 |

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TABLE OF CONTENTS
(Tables, Figures, Appendices)

| | <u>PAGE NUMBER</u> |
|--|-------------------------------|
| TABLE 1 MAJCOM REPRESENTATION IN SAMPLE..... | 4 |
| TABLE 2 PAYGRADE DISTRIBUTION OF SAMPLE | 4 |
| TABLE 3 DISTRIBUTION OF DUTY TIME SPENT BY MEMBERS OF CAREER LADDER (RELATIVE PERCENT OF JOB TIME)..... | 8-9 |
| TABLE 4 SELECTED BACKGROUND DATA FOR SPECIALTY JOBS | 10-11 |
| TABLE 5 JOB SPECIALTY COMPARISONS BETWEEN CURRENT AND 1987 SURVEYS | 23 |
| TABLE 6 DISTRIBUTION OF SKILL-LEVEL PERSONNEL ACROSS CAREER LADDER JOBS (PERCENT RESPONDING)..... | 25 |
| TABLE 7 DISTRIBUTION OF DUTY TIME SPENT BY DAFSC GROUPS (RELATIVE PERCENT OF JOB TIME) | 26 |
| TABLE 8 REPRESENTATIVE TASKS PERFORMED BY 3-SKILL LEVEL "SLICK" PERSONNEL | 27 |
| TABLE 9 REPRESENTATIVE TASKS PERFORMED BY 5-SKILL LEVEL "SLICK" PERSONNEL | 28 |
| TABLE 10 REPRESENTATIVE TASKS PERFORMED BY 7-SKILL LEVEL "SLICK" PERSONNEL | 29 |
| TABLE 11 REPRESENTATIVE TASK DIFFERENCES BETWEEN 5- AND 7-SKILL LEVEL "SLICK" PERSONNEL (PERCENT MEMBERS PERFORMING)..... | 30 |
| TABLE 12 DISTRIBUTION OF SKILL-LEVEL PERSONNEL ACROSS CAREER LADDER JOBS (PERCENT RESPONDING) | 31 |
| TABLE 13 DISTRIBUTION OF DUTY TIME SPENT BY DAFSC GROUPS (RELATIVE PERCENT OF JOB TIME) | 32 |
| TABLE 14 REPRESENTATIVE TASKS PERFORMED BY 3-SKILL LEVEL UROLOGY PERSONNEL | 33 |
| TABLE 15 REPRESENTATIVE TASKS PERFORMED BY 5-SKILL LEVEL UROLOGY PERSONNEL | 35 |
| TABLE 16 REPRESENTATIVE TASKS PERFORMED BY 7-SKILL LEVEL UROLOGY PERSONNEL | 36 |

TABLE OF CONTENTS (CONTINUED)

(Tables, Figures, Appendices)

| | <u>PAGE NUMBER</u> |
|--|-------------------------------|
| TABLE 17 REPRESENTATIVE TASK DIFFERENCES BETWEEN 5-SKILL LEVEL AND 7-LEVEL UROLOGY PERSONNEL (PERCENT MEMBERS PERFORMING) | 37 |
| TABLE 18 DISTRIBUTION OF SKILL-LEVEL PERSONNEL ACROSS CAREER LADDER JOBS (PERCENT RESPONDING) | 38 |
| TABLE 19 DISTRIBUTION OF DUTY TIME SPENT BY DAFSC GROUPS (RELATIVE PERCENT OF JOB TIME) | 39 |
| TABLE 20 REPRESENTATIVE TASKS PERFORMED BY 3-SKILL LEVEL ORTHOPEDIC PERSONNEL | 40 |
| TABLE 21 REPRESENTATIVE TASKS PERFORMED BY 5-SKILL LEVEL ORTHOPEDIC PERSONNEL | 41 |
| TABLE 22 REPRESENTATIVE TASKS PERFORMED BY 7-SKILL LEVEL ORTHOPEDIC PERSONNEL | 43 |
| TABLE 23 REPRESENTATIVE TASK DIFFERENCES BETWEEN 5-SKILL LEVEL AND 7-SKILL LEVEL ORTHOPEDIC PERSONNEL (PERCENT MEMBERS PERFORMING) | 44 |
| TABLE 24 DISTRIBUTION OF SKILL-LEVEL PERSONNEL ACROSS CAREER LADDER JOBS (PERCENT RESPONDING) | 45 |
| TABLE 25 DISTRIBUTION OF DUTY TIME SPENT BY DAFSC GROUPS (RELATIVE PERCENT OF JOB TIME) | 46 |
| TABLE 26 REPRESENTATIVE TASKS PERFORMED BY 3-SKILL LEVEL OTORHINOLARYNGOLOGY (ENT) PERSONNEL | 47 |
| TABLE 27 REPRESENTATIVE TASKS PERFORMED BY 5-SKILL LEVEL OTORHINOLARYNGOLOGY (ENT) PERSONNEL | 48 |
| TABLE 28 REPRESENTATIVE TASKS PERFORMED BY 7-SKILL LEVEL OTORHINOLARYNGOLOGY (ENT) PERSONNEL | 49 |
| TABLE 29 REPRESENTATIVE TASK DIFFERENCES BETWEEN 5-SKILL LEVEL AND 7-SKILL LEVEL OTORHINOLARYNGOLOGY (ENT) PERSONNEL (PERCENT MEMBERS PERFORMING) | 50 |
| TABLE 30 RELATIVE TIME SPENT ON DUTIES BY FIRST-ENLISTMENT PERSONNEL | 52 |

TABLE OF CONTENTS (CONTINUED)
(Tables, Figures, Appendices)

| | <u>PAGE NUMBER</u> |
|---|-------------------------------|
| TABLE 31 REPRESENTATIVE TASKS PERFORMED BY FIRST-ENLISTMENT "SLICK" PERSONNEL | 54 |
| TABLE 32 REPRESENTATIVE TASKS PERFORMED BY FIRST-ENLISTMENT UROLOGY PERSONNEL | 55 |
| TABLE 33 REPRESENTATIVE TASKS PERFORMED BY FIRST-ENLISTMENT ORTHOPEDIC PERSONNEL | 56 |
| TABLE 34 REPRESENTATIVE TASKS PERFORMED BY FIRST-ENLISTMENT OTORHINOLARYNGOLOGY (ENT) PERSONNEL | 57 |
| TABLE 35 EQUIPMENT USED BY MORE THAN 50 PERCENT FIRST-JOB OR FIRST-ENLISTMENT "SLICK" PERSONNEL | 58 |
| TABLE 36 EQUIPMENT USED BY MORE THAN 50 PERCENT FIRST-JOB OR FIRST-ENLISTMENT B-SHRED PERSONNEL | 59 |
| TABLE 37 EQUIPMENT USED BY MORE THAN 50 PERCENT FIRST-JOB OR FIRST-ENLISTMENT C-SHRED PERSONNEL | 60 |
| TABLE 38 EQUIPMENT USED BY MORE THAN 50 PERCENT FIRST-JOB OR FIRST-ENLISTMENT D-SHRED PERSONNEL | 61 |
| TABLE 39 TASKS WITH HIGHEST TRAINING EMPHASIS (TE) RATINGS | 63 |
| TABLE 40 TASKS WITH HIGHEST TASK DIFFICULTY (TD) RATINGS | 64-65 |
| TABLE 41 "SLICK" STS ELEMENTS NOT SUPPORTED BY SURVEY DATA (LESS THAN 20 PERCENT MEMBERS PERFORMING) | 67 |
| TABLE 42 UROLOGY STS ELEMENTS NOT SUPPORTED BY SURVEY DATA (LESS THAN 20 PERCENT C-SHRED MEMBERS PERFORMING) | 68 |
| TABLE 43 ENT STS ENTRIES NOT SUPPORTED BY SURVEY DATA (LESS THAN 20 PERCENT D-SHRED MEMBERS PERFORMING) | 69 |
| TABLE 44 TECHNICAL TASKS PERFORMED BY 20 PERCENT OR MORE FIRST- ENLISTMENT PERSONNEL BUT NOT MATCHED TO THE STS | 70 |
| TABLE 45 COMPARISON OF JOB SATISFACTION DATA FOR AFSC 4N1X1 TAFMS GROUPS IN CURRENT STUDY TO A COMPARATIVE SAMPLE (PERCENT MEMBERS PERFORMING) | 72 |

TABLE OF CONTENTS (CONTINUED)
(Tables, Figures, Appendices)

| | <u>PAGE NUMBER</u> |
|---|-------------------------------|
| TABLE 46 COMPARISON OF JOB SATISFACTION DATA FOR AFSC 4N1X1 TAFMS GROUPS IN CURRENT AND PREVIOUS STUDY (PERCENT MEMBERS PERFORMING)..... | 73 |
| TABLE 47 JOB SATISFACTION DATA FOR CLUSTER AND JOBS (PERCENT MEMBERS RESPONDING) | 74-75 |
| FIGURE 1 AFSC 4N1X1B/C/D CAREER LADDER JOBS | 6 |
| FIGURE 2 JOBS PERFORMED BY AFSC 4N1X1B/C/D FIRST-ENLISTMENT PERSONNEL (N=272) | 53 |
| APPENDIX A JOB DESCRIPTIONS | 77 |
| APPENDIX B TASK MODULES | 79 |

PREFACE

This report presents the results of an Air Force Occupational Survey of the Surgical Services career ladder, Air Force Specialty Code (AFSC) 4N1X1/B/C/D. Authority for conducting occupational surveys is contained in AFI 36-2623. Computer products upon which this report is based are available for the use of operations and training officials.

The survey instrument was developed by Lieutenant Glenn P. Mayes, Inventory Development Specialist, with computer programming support furnished by Ms. Olga Velez. Ms. Raquel A. Soliz provided administrative support. First Lieutenant Joel A. Jones, Occupational Analyst, analyzed the data and wrote the final report. Editorial review was done by Mr. Dan Dreher and Ms. Sharon Slayton. This report has been reviewed and approved by Major Randall C. Agee, Chief, Airman Analysis Section, Occupational Analysis Flight, Air Force Occupational Measurement Squadron (AFOMS).

Copies of this report are distributed to Air Staff sections, major commands, and other interested training and management personnel. Additional copies are available upon request to AFOMS, Attention: Chief, Occupational Analysis Flight (OMY), 1550 5th Street East, Randolph Air Force Base, Texas 78150-4449 (DSN 487-6623).

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SUMMARY OF RESULTS

1. Survey Coverage: Survey results are based on responses from 699 AFSC 4N1X1/B/C/D personnel. This represents approximately 67 percent of the assigned population and 74 percent of eligible members.
2. Specialty Jobs: One cluster and four independent jobs were identified in the sample. The Operating Room/Nursing Care cluster includes the General Surgery, Surgical Suite NCOIC, Surgery and Clinic Urology, Otorhinolaryngology (ENT), and Orthopedic jobs. The independent jobs deal with management and supervision, Central Sterile Supply, and Surgical Logistics functions.
3. Career Ladder Progression: Three-skill level members perform mostly technical tasks in support of operating room, clinic, and Central Sterile Supply (CSS) functions. Five-skill level members are more involved with assisting physicians with surgical and clinical procedures. Seven-skill level members perform a mixture of technical, supervisory, and management tasks, including training and evaluating subordinates, and managing resources.
4. AFMAN 36-2108 Specialty Descriptions: Specialty Descriptions accurately reflect the differences in responsibilities of the skill levels and depict the overall work performed by members of the career ladder.
5. Training Analysis: The Specialty Training Standard is generally supported by survey data. There are, however, a few unsupported entries in paragraphs covering the "slick," Orthopedic, and ENT functions. Unsupported entries should be reviewed by training personnel to determine whether they should be retained in the STS. The Plans of Instruction for both the resident course and the Phase II clinical courses are well supported by survey data.
6. Job Satisfaction Analysis: Job satisfaction for the career ladder is generally good. Overall, members of AFSC 4N1X1/B/C/D are more satisfied with their jobs than are those of the related medical career fields surveyed in 1993. Satisfaction indicators are slightly higher for the present study than the previous survey. Most members performing the various jobs find their work interesting, with the exception of those performing more support functions of the CSS and Logistics jobs.
7. Implications: There are very few differences between the current survey results and those reported in the 1987 report. Preliminary data from this report were used in the 28 February through 11 March 1994 Utilization and Training Workshop (U&TW) to make career field decisions and to develop the AFSC 4N1X1 Career Field Education and Training Plan.

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**OCCUPATIONAL SURVEY REPORT (OSR)
SURGICAL SERVICES CAREER LADDER
(AFSC 4N1X1/B/C/D)**

INTRODUCTION

This is a report of an occupational survey of the Surgical Services career ladder completed by the Air Force Occupational Measurement Squadron. This survey was completed as part of the 5-year cycle of surveying all AFSCs. The findings in this report were used to validate decisions made at the Utilization and Training Workshop (U&TW) held 28 February through 11 March 1994. On 31 October 1993, this AFSC designation was changed to 4N1X1/B/C/D to conform to the new enlisted specialty coding nomenclature. The last survey report pertaining to this career ladder was published in September 1987.

Background

As described in AFMAN 36-2108 *Specialty Descriptions*, dated April 1991, personnel in this career ladder are responsible for assisting professional staff in providing care for surgical patients before, during, and after surgery; preparing and handling drugs and solutions under supervision of a nurse or physician; assembling, wrapping, and sterilizing instrument sets, supplies, and linen packs; selecting equipment, instruments, and supplies required during surgical procedures; and transporting patients to and from the operating room. In specialty clinics, they schedule and prepare patients; assist specialty surgeons during surgical and diagnostic procedures; and perform urology, orthopedic, or otorhinolaryngology functions.

Entry into the career ladder requires completion of the 8-week, 2-day entry-level course J3AQR90232/B/C/D-001 conducted at Sheppard AFB TX followed by Phase II training, offered at one of six major medical centers: Andrews AFB MD, Keesler AFB MS, Kirtland AFB NM, March AFB CA, Scott AFB IL, or Travis AFB CA. A new course for the B-shred Urology specialty is being developed and tentatively will be taught at Ft. Sam Houston TX, where training for the C-shred Orthopedic is conducted. Technical training for D-shred Otorhinolaryngology personnel is conducted at the Naval Hospital, San Diego CA. Entry into the career ladder currently requires a minimum Armed Services Vocational Aptitude Battery (ASVAB) General score of 53.

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SURVEY METHODOLOGY

Inventory Development

The data collection instrument for this occupational survey was USAF Job Inventory (JI) AFPT 90-902-003 dated June 1993. A tentative task list was prepared after reviewing pertinent career ladder publications and directives, tasks from the previous survey instrument, and data from the last OSR. The preliminary task list was refined and validated through personal interviews with 26 subject-matter experts (SMEs), selected to cover a variety of major commands (MAJCOMs) at the following operational bases:

BASE

ORGANIZATION VISITED

Sheppard AFB MS

380 TSS/TSOXB-Tech School

Lackland AFB TX
Wilford Hall Medical Center

WHMC/SGS
WHMC/SGHSC

Wright-Patterson AFB OH

USAF Med Ctr/SGHSS

Eglin AFB FL

Eglin Reg Hosp/SGN

Tyndall AFB FL

325 Med Gp/SGHSS

The resulting JI contained a listing of 483 tasks grouped under 13 duty headings and a background section requesting such information as grade, duty title, functional area, type of medical facility, certifications held, location of clinical phase training, utilization during Desert Shield/Storm, and equipment used/operated. These data will be provided to the Air Force Career Field Manager (AFCFM) and the functional community upon request. Data can be found in data extracts provided to the Technical Training Wing and MAJCOM functional managers.

Survey Administration

From September 1993 through December 1993, Military Personnel Flights (MPF) at operational units worldwide administered the inventory to all AFSC 902X2/B/C/D personnel (currently identified as 4N1X1/B/C/D personnel). Members eligible for this survey consisted of the total assigned 3-, 5-, and 7-skill level personnel who were not in transition for a permanent change of station, retiring during the time the JIs were administered to the field, or in their job less than 6 weeks. Job incumbents were selected from a computer-generated mailing list obtained from personnel data tapes maintained by the Air Force Military Personnel Center (AFMPC).

Respondents were asked to complete an identification and biographical information section and then check each task performed in their current job. After checking all tasks performed, they were asked to rate each task performed on a 9-point scale, showing relative time spent on that task, as compared to all other tasks checked. The ratings ranged from 1 (very small amount time spent) through 5 (about average time spent) to 9 (very large amount spent).

To determine relative time spent for each task checked by a respondent, all ratings were summed, each task rating was divided by the total task ratings, and the result multiplied by 100 to provide a relative percentage of time for each task. This procedure provides a basis for comparing tasks in terms of both percent members performing and average percent time spent.

Survey Sample

Personnel were selected to participate in this survey so as to ensure an accurate representation across MAJCOMs and military paygrade groups. All eligible DAFSC 4N1X1 personnel were mailed survey booklets. Table 1 reflects the MAJCOM distribution of assigned AFSC 4N1X1 personnel as of September 1993. The 699 respondents in the final sample represent 67 percent of the total assigned personnel and 74 percent of the total personnel surveyed. Table 2 reflects the paygrade distribution for these AFSC 4N1X1 personnel. As reflected in these tables, the survey sample is an excellent representation of the career ladder population.

Task Factor Administration

Job descriptions alone do not provide sufficient data for making decisions about career ladder documents or training programs. Task factor information is needed for a complete analysis of the career ladder. While most participants in the survey process completed a USAF JI, selected senior DAFSC 4N1X1 personnel were asked to complete booklets rendering judgments on task training emphasis (TE) or task difficulty (TD). The TE and TD booklets were processed separately from the JIs. The information gained from these task factor data is used in various analyses and is a valuable part of the training decision process.

Task Difficulty (TD). Task difficulty is defined as an estimate of how much time the average airman needs to learn to perform a task satisfactorily. Forty-one experienced NCOs rated all of the tasks on a 9-point scale ranging from 1 (easy to learn) to 9 (very difficult to learn). Interrater reliability was excellent, which means there was very strong agreement among raters. Ratings were standardized so tasks have an average difficulty of 5.00 and a standard deviation of 1.00. Any task with a rating of 6.00 or higher is considered to be difficult to learn.

TABLE 1
MAJCOM REPRESENTATION IN SAMPLE

| COMMAND | PERCENT OF ASSIGNED | PERCENT OF SAMPLE |
|---------|------------------------|----------------------|
| USAFA | 2 | 2 |
| USAFE | 6 | 7 |
| AETC | 21 | 30 |
| PACAF | 5 | 5 |
| AMC | 19 | 16 |
| ACC | 33 | 22 |
| AFMC | 12 | 15 |
| AFSPCM | 2 | 2 |

| | |
|--------------------------------------|-------|
| Total Assigned as of September 1993: | 1,050 |
| Total Eligible for Survey: | 948 |
| Total in Sample: | 699 |
| Percent of Eligible in Sample: | 74% |
| Percent of Assigned in Sample: | 67% |

TABLE 2
PAYGRADE DISTRIBUTION OF SAMPLE

| PAYGRADE | PERCENT OF ASSIGNED (N=1,050) | PERCENT OF SAMPLE (N=699) |
|----------|-------------------------------------|---------------------------------|
| AIRMAN | 24 | 27 |
| E-4 | 29 | 27 |
| E-5 | 24 | 23 |
| E-6 | 13 | 15 |
| E-7 | 9 | 8 |

Training Emphasis (TE). TE is a rating of how important it is for first-enlistment personnel to receive structured training on each task in order to perform it successfully. Structured training is defined as training provided at resident technical schools, field training detachments (FTD), mobile training teams (MTT), formal on-the-job-training (OJT), or any other organized training method. Forty-eight senior NCOs rated tasks using a 10-point scale ranging from 1 (no training required) to 9 (an extremely high amount of training required). There was strong agreement among raters as to which tasks required some form of structured training. In this study, the average TE rating was 2.37, and the standard deviation was 1.86. Tasks with ratings of 4.23 and above are considered to have high TE.

When used in conjunction with the primary criterion of percent members performing, TD and TE ratings can provide insight into first-enlistment personnel training requirements. Such insights may suggest a need for lengthening or shortening portions of instruction supporting entry-level jobs.

SPECIALTY JOBS (Career Ladder Structure)

The first step in the occupational analysis process is to identify the structure of the career ladder in terms of the jobs performed by the respondents. Comprehensive Occupational Data Analysis Programs (CODAP) assist by creating an individual job description for each respondent based on the tasks performed and relative amount of time spent on the tasks. The CODAP automated clustering program then compares all the individual job descriptions, locates the two descriptions with the most similar tasks and time spent ratings, and combines them to form a composite description. In successive stages, new members are added to this initial group, or new groups are formed based on similarity of tasks and time spent ratings.

The basic identifying group used in the hierarchical job structuring process is the *Job*. When two or more jobs have a substantial degree of similarity in tasks performed and time spent on tasks, they are grouped together and identified as a *Cluster*. The structure of the career ladder is defined in terms of jobs and clusters of jobs performed and can be used to evaluate the accuracy of career ladder documents (i.e., AFMAN 36-2108 *Specialty Descriptions*, the *Career Field Education and Training Plan* (CFETP), and *Specialty Training Standards* (STSS)) and to gain a better understanding of current utilization patterns.

Overview of Specialty Jobs

Structure analysis identified one cluster and four independent jobs within the survey sample. Based on task similarity and relative time spent, the division of jobs performed by Surgical Services personnel is illustrated in Figure 1, and a listing of those jobs is provided below. The stage (ST) number shown beside each title is a reference to computer-printed information; the number of personnel in each stage (N) is also shown.

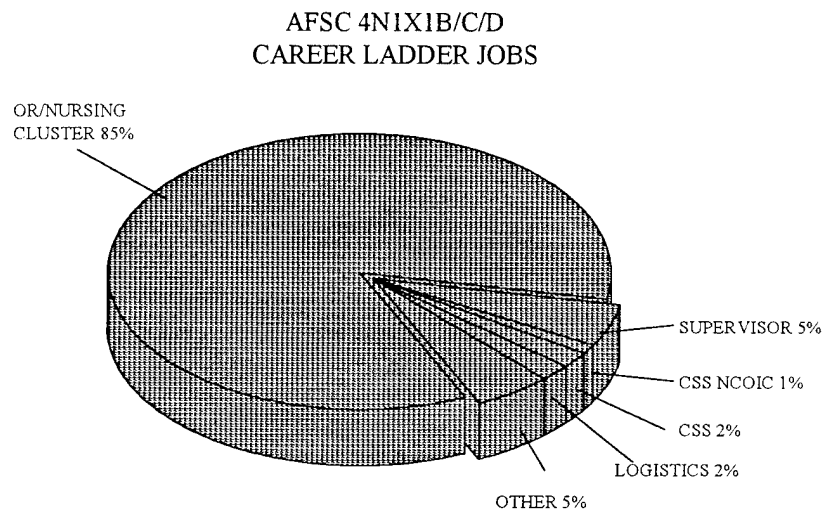


FIGURE 1

- I. OPERATING ROOM/NURSING CARE CLUSTER (STG013, N=595)
 - A. General Surgery Technician (STG079, N=352)
 - B. Surgical Suite NCOIC (STG098, N=77)
 - C. Surgical Suite Urology Technician (STG131, N=18)
 - D. Clinic Urology Technician (STG058, N=6)
 - E. Otorhinolaryngology (ENT) Technician (STG063, N=31)
 - F. Orthopedic Technician (STG061, N=66)
- II. SURGICAL SERVICES MANAGEMENT/SUPERVISION JOB (STG056, N=32)
- III. CENTRAL STERILE SUPPLY NCOIC (STG050, N=7)
- IV. CENTRAL STERILE SUPPLY JOB (STG052, N=14)
- V. SURGICAL LOGISTICS JOB (STG055, N=15)

The respondents forming this structure account for 87 percent of the survey sample. The remaining 13 percent were performing tasks or series of tasks that did not allow them to group with any of the defined jobs. Examples of job titles given by these ungrouped respondents included Operations NCOIC, Instructor Surgical Technician, Superintendent Patient Relations, and Tri-Service Specialist.

Group Descriptions

The following paragraphs contain brief descriptions of the cluster and jobs identified through the career ladder structure analysis. Table 3 presents the relative time spent on duties by members of these specialty jobs. Selected background data for respondents performing these jobs are provided in Table 4. Representative tasks for all the stages are contained in Appendix A.

Another way to illustrate the work of the career ladder is to organize tasks into task modules (TMs). The basis we use for grouping tasks into modules is copformance. Copformance is determined by having CODAP evaluate the tasks endorsed by all respondents and calculate the degree to which any one task is performed concurrently with all the other tasks. This copformance measure is then useful in grouping tasks into TMs according to the way they are performed across the career ladder. It is assumed that copformed tasks usually share common knowledges, skills, references, etc. The TM display included in each job description shows the number of tasks in the module, percent time spent on the module, and average number of members in the job performing the tasks in the module. The list of tasks within respective modules is presented in Appendix B.

I. OPERATING ROOM/NURSING CARE CLUSTER (STG013, N=595). Eighty-five percent of the survey sample perform the jobs in this large cluster, which represent the core work of the Surgical Services career ladder. Personnel spend over 75 percent of their time either directly or indirectly supporting Operating Room (OR) staff before, during, or after surgical procedures.

Before surgery, members of this cluster stock the OR with the needed equipment, instruments, supplies, and linens; set up Mayo stands with initial instrument sets; and transport patients to the OR. During surgical procedures, members maintain a continuous count of sponges, needles, and instruments; pass drugs and solutions as requested; prepare and pass other materials needed; handle instruments; and apply dressings to incisions. They may also act as circulating personnel or assist nursing staff by rotating surgical supplies and linens. Following surgery, members assist with final counts of instruments, supplies and linens; clean the operating room; and sterilize equipment and instruments.

TABLE 3

DISTRIBUTION OF DUTY TIME SPENT BY MEMBERS OF CAREER LADDER
(RELATIVE PERCENT OF JOB TIME)

| OPERATING ROOM/NURSING CARE CLUSTER | | | | | | | |
|---|------------------------------|-----------------------------|---------------------|---------------------|----|---------------------------|-------------------------|
| DUTIES | GENERAL SURGERY TECH (N=352) | SURGICAL SUITE | | | | CLINIC UROLOGY TECH (N=6) | ORTHO PEDIC TECH (N=66) |
| | | SURGICAL SUITE NCOIC (N=77) | UROLOGY TECH (N=18) | UROLOGY TECH (N=18) | | | |
| A ORGANIZING AND PLANNING | 2 | 7 | 5 | 2 | 7 | 3 | |
| B DIRECTING AND IMPLEMENTING | 1 | 6 | 3 | 1 | 6 | 3 | |
| C INSPECTING AND EVALUATING | 2 | 5 | 5 | 2 | 8 | 3 | |
| D TRAINING | 1 | 5 | 2 | 1 | 5 | 2 | |
| E PERFORMING ADMINISTRATIVE OR MATERIEL PROCEDURES | 4 | 9 | 18 | 18 | 9 | 15 | |
| F PERFORMING DIAGNOSTIC OR SCREENING FUNCTIONS | 4 | 2 | 13 | 20 | 2 | 8 | |
| G PERFORMING BASIC NURSING DUTIES | 3 | 4 | 4 | 9 | 4 | 1 | |
| H APPLYING OR REMOVING CASTS, SPLINTS, OR TRACTION DEVICES | * | 1 | 8 | 0 | 1 | 26 | |
| I ASSISTING IN CLINIC OR OPERATING ROOM PROCEDURES | 6 | 6 | 11 | 14 | 6 | 12 | |
| J PERFORMING STERILE OR NONSTERILE SUPPORT OF CLINIC OR OPERATING ROOM PROCEDURES | 55 | 34 | 29 | 26 | 34 | 20 | |
| K PROCESSING AND MAINTAINING SUPPLIES OR EQUIPMENT | 23 | 16 | 10 | 7 | 16 | 5 | |
| L PERFORMING SURGICAL RESEARCH PROCEDURES | * | * | * | 0 | * | 0 | |
| M PERFORMING CONTINGENCY TASKS | 2 | 3 | 1 | 1 | 3 | 1 | |

* Denotes less than 1 percent

TABLE 3 (CONTINUED)

DISTRIBUTION OF DUTY TIME SPENT BY MEMBERS OF CAREER LADDER
(RELATIVE PERCENT OF JOB TIME)

| DUTIES | SURGICAL SERVICES MANAGEMENT/ SUPERVISION JOB (N=32) | CENTRAL STERILE SUPPLY NCOIC (N=7) | CENTRAL STERILE SUPPLY JOB (N=14) | SURGICAL LOGISTICS JOB (N=15) |
|--|---|--|---|--|
| | | | | |
| A ORGANIZING AND PLANNING | 16 | 13 | 1 | 11 |
| B DIRECTING AND IMPLEMENTING | 14 | 9 | 2 | 7 |
| C INSPECTING AND EVALUATING | 20 | 14 | 1 | 17 |
| D TRAINING | 8 | 5 | * | 3 |
| E PERFORMING ADMINISTRATIVE OR MATERIEL PROCEDURES | 14 | 14 | 3 | 53 |
| F PERFORMING DIAGNOSTIC OR SCREENING FUNCTIONS | 4 | 2 | 1 | 0 |
| G PERFORMING BASIC NURSING DUTIES | 2 | * | * | * |
| H APPLYING OR REMOVING CASTS, SPLINTS, OR TRACTION DEVICES | 5 | 1 | * | 0 |
| I ASSISTING IN CLINIC OR OPERATING ROOM PROCEDURES | 5 | 1 | * | 0 |
| J PERFORMING STERILE OR NONSTERILE SUPPORT OF CLINIC OR OPERATING ROOM PROCEDURES | 8 | 6 | 7 | 5 |
| K PROCESSING AND MAINTAINING SUPPLIES OR EQUIPMENT | 2 | 34 | 83 | 3 |
| L PERFORMING SURGICAL RESEARCH PROCEDURES | * | 0 | 0 | 0 |
| M PERFORMING CONTINGENCY TASKS | 3 | * | 1 | 1 |

* Denotes less than 1 percent

TABLE 4

SELECTED BACKGROUND DATA FOR SPECIALTY JOBS

| | | OPERATING ROOM/NURSING CARE CLUSTER | | | | | |
|--------------------------------------|--|-------------------------------------|-------------------|-----------------------|--|-------------------|--------------------------|
| | | GENERAL SURGERY TECHNICIAN | SURGICAL SUITE | | SURGICAL SUITE UROLOGY TECHNICIAN | | ORTHOPEDIC TECHNICIAN |
| | | | NCOIC | UROLOGY TECHNICIAN | UROLOGY TECHNICIAN | ENT TECHNICIAN | |
| NUMBER IN GROUP | | 352 | 77 | 18 | 6 | 31 | 66 |
| PERCENT OF SAMPLE | | 50 | 11 | 3 | * | 4 | 9 |
| <u>PAYGRADE DISTRIBUTION:</u> | | | | | | | |
| AMN | | | | | | | |
| E-4 | | 34% | 5% | 6% | 20% | 32% | 35% |
| E-5 | | 36% | 12% | 28% | 40% | 35% | 21% |
| E-6 | | 20% | 34% | 38% | 20% | 26% | 23% |
| E-7 | | 8% | 28% | 6% | 0 | 3% | 15% |
| | | 2% | 21% | 22% | 20% | 3% | 6% |
| <u>DAFSC DISTRIBUTION:</u> | | | | | | | |
| 4N131 | | 43% | 6% | 0 | 0 | 0 | 3% |
| 4N131B | | 0 | 0 | 6% | 40% | 0 | 0 |
| 4N131C | | 0 | 1% | 0 | 0 | 0 | 35% |
| 4N131D | | 0 | 0 | 0 | 0 | 13% | 0 |
| 4N151 | | 48% | 42% | 6% | 0 | 6% | 0 |
| 4N151B | | 1% | 0 | 32% | 40% | 0 | 2% |
| 4N151C | | 0 | 0 | 0 | 0 | 0 | 39% |
| 4N151D | | 0 | 0 | 0 | 0 | 65% | 0 |
| 4N171 | | 7% | 40% | 6% | 0 | 0 | 0 |
| 4N171B | | 0 | 1% | 50% | 20% | 0 | 0 |
| 4N171C | | 0 | 1% | 0 | 0 | 0 | 21% |
| 4N171D | | 0 | 0 | 0 | 0 | 16% | 0 |
| PERCENT 1ST ENLISTMENT | | 52% | 11% | 18% | 40% | 41% | 39% |
| PERCENT SUPERVISING | | 28% | 75% | 50% | 20% | 35% | 42% |
| AVERAGE MOS TAFMS | | 70 | 146 | 135 | 91 | 77 | 96 |
| AVERAGE NUMBER OF TASKS PERFORMED | | 107 | 187 | 176 | 91 | 140 | 143 |

TABLE 4 (CONTINUED)

SELECTED BACKGROUND DATA FOR SPECIALTY JOBS

| | MANAGEMENT/ SUPERVISION JOB | CENTRAL STERILE SUPPLY NCOIC | CENTRAL STERILE SUPPLY JOB | SURGICAL LOGISTICS JOB |
|-----------------------------------|-----------------------------------|---------------------------------------|-------------------------------------|------------------------------|
| NUMBER IN GROUP | 32 | 7 | 14 | 15 |
| PERCENT OF SAMPLE | 5 | 1 | 2 | 2 |
| <u>PAYGRADE DISTRIBUTION:</u> | | | | |
| AMN | 6% | 0 | 28% | 0 |
| E-4 | 6% | 0 | 50% | 7% |
| E-5 | 16% | 14% | 14% | 20% |
| E-6 | 38% | 57% | 7% | 60% |
| E-7 | 34% | 29% | 0 | 13% |
| <u>DAFSC DISTRIBUTION:</u> | | | | |
| 4N131 | 3% | 0 | 57% | 7% |
| 4N131B | 0 | 0 | 0 | 0 |
| 4N131C | 0 | 0 | 0 | 0 |
| 4N131D | 0 | 0 | 0 | 0 |
| 4N151 | 9% | 29% | 43% | 40% |
| 4N151B | 0 | 0 | 0 | 0 |
| 4N151C | 9% | 0 | 0 | 0 |
| 4N151D | 3% | 0 | 0 | 0 |
| 4N171 | 38% | 71% | 0 | 47% |
| 4N171B | 9% | 0 | 0 | 0 |
| 4N171C | 22% | 0 | 0 | 7% |
| 4N171D | 6% | 0 | 0 | 0 |
| PERCENT 1ST ENLMENT | 6% | 0 | 64% | 0 |
| PERCENT SUPERVISING | 38% | 100% | 36% | 73% |
| AVERAGE MOS TAFMS | 178 | 180 | 61 | 170 |
| AVERAGE NUMBER OF TASKS PERFORMED | 169 | 96 | 24 | 33 |

A. General Surgery Technician (STG079, N=352). This is the job done by most respondents who have no shred designation ("slicks") in the cluster and represents half the total sample. Members of this job spend more than three-quarters of their duty time supporting OR surgical procedures or processing surgical supplies and equipment. This includes performing the tasks associated with assisting physicians, nurses, and other operating room staff before, during, and after surgery, as noted above. While some of these personnel may rotate between surgery and shifts in Central Sterile Supply, most spend a majority of their time in the OR. As this is the basic job of the career ladder, it is performed by the most recently trained through more senior AFSC 4N1X1 personnel. Survey data show 7-skill level members often have the responsibility of being Supply Custodian or Supply NCOIC for the surgical suite in that they act as the "middle-man" between the OR and Central Sterile Supply. In this role, they track stocks of supplies, order needed supplies and equipment, and ensure a constant flow of sterile instrument sets to the OR.

The following are typical tasks performed by General Surgery Technicians:

- break down sterile fields
- prepare and pass instruments or supplies
 - to operating team members
- assist surgeons in applying sterile drapes
- open sterile supplies, such as muslin-wrapped,
 - paper-wrapped, and peel-packaged sterile supplies
- transfer sterile items to sterile fields
- clean operating room (OR) support areas
- assist sterile team members with donning or
 - removing surgical attire
- pull surgical supplies or instruments

The following TMs reflect the technical nature of the job:

| TM | Module Title | No. of Tasks | Percent Time Spent Sum | Avg Pct Mbrs Perf |
|------|--|-----------------|------------------------------|----------------------|
| 0014 | Sterilizing/preparing surgical instruments | 13 | 11 | 81 |
| 0002 | Operating room surgical support | 9 | 7 | 83 |
| 0001 | Operating room aseptic support | 6 | 3 | 68 |
| 0003 | Operating room anesthesia support | 4 | 1 | 43 |
| 0004 | General nursing care | 7 | 1 | 29 |

Personnel in this job represent a fairly wide range of experience. They hold the 3- through 7-skill level, but 70 percent are in paygrades E-1 through E-4, and over half are in their first enlistment. Three-quarters of the members who assist in the OR scrub an average of 23 cases a month.

B. Surgical Suite NCOIC (STG098, N=77). This is the supervisory job in the OR. The more senior members with this job perform many of the same technical tasks as those in the General Surgery job, but spend approximately 32 percent of their relative duty time performing supervisory tasks. As supervisors in the surgical suite, they are responsible for training and evaluating subordinates, developing and maintaining schedules, determining work priorities, overseeing maintenance of equipment, implementing safety programs, writing EPRs, and counseling subordinates. A number of these NCOICs reported job titles of Superintendents of Surgical Services and performed administrative tasks associated with running the surgical suite, such as drafting budget requirements, conducting staff meetings, evaluating equipment, and establishing organizational policies. The diversity of the work members of this job perform is reflected by the following typical tasks:

- open sterile supplies, such as muslin-wrapped, paper-wrapped, or peel packaged sterile supplies
- pull surgical supplies or instruments
- arrange sterile instruments and supplies on back tables
- clean operating room (OR) support areas
- plan or schedule work assignments
- determine requirements for space personnel, equipment or supplies
- evaluate personnel for compliance with performance standards
- order medical supplies from USAF supply agencies
- coordinate equipment purchases with medical materiel personnel

The supervisory responsibilities are clearly shown by the following TMs for this job:

| TM | Module Title | No. of Tasks | Percent | Avg Pct Mbrs Perf |
|------|--|-----------------|-------------------|----------------------|
| | | | Time Spent Sum | |
| 0005 | Supervise operating room personnel (NCOIC) | 33 | 13 | 70 |
| 0014 | Sterilizing/preparing surgical instruments | 13 | 7 | 88 |
| 0006 | Supervise operating room personnel (Superintendent) | 29 | 6 | 41 |
| 0002 | Operating room surgical support | 9 | 5 | 91 |
| 0017 | Order/purchase surgical supplies | 10 | 4 | 62 |
| 0001 | Operating room aseptic support | 6 | 3 | 90 |

These are experienced personnel; almost half are in paygrades E-5 and E-6, with a higher percentage of E-7 members than any other job. Forty-three percent hold the 5-skill level, and 49 percent hold the 7-skill level, and members average 146 months TAFMS.

C. Surgical Suite Urology Technician (STG 131, N=18). This is a subspecialty job representing the work done by members with the B-shred. Members divide their time between working in urology clinics and operating rooms. Personnel in the Surgical Suite Urology Technicians job are responsible for many of the same functions as General Surgery Technicians, such as transporting pre- and postoperative patients; setting up operating rooms with appropriate instruments, supplies, and equipment; assisting circulating team members maintain supply counts; and performing basic nursing (monitoring vital signs and administration of IV solutions, etc.).

In addition to performing these basic surgical functions, Urology Technicians assist with uro-radiography procedures, perform diagnostic screening and therapeutic procedures, administer injections and intravesicle medications, and perform micro- and macro-urinalysis. What distinguishes members of this job from the Clinic Urology Technicians is the amount of time spent in the OR versus time spent providing clinical support. Surgical Suite Urology Technicians spend almost twice as much time assisting physicians in surgical and postsurgical procedures than members in the rest of the OR/Nursing Care cluster.

Although the majority of personnel in this job scrub from 1 to 15 surgical cases a month, more than 10 percent assist in over 60 cases per month. The OR burden carried by Surgical Suite Urology Technicians is shown by the following representative tasks:

- instill xylocaine jellies intraurethraly
- assist physician with prostate biopsies
- operate cystoscopy tables
- assist physician with urodynamics
- catheterize patients
- perform macroscopic urinalysis, such as dipsticking
- coordinate intra- or interhospital appointments for
outpatient consultations with other medical facilities
- set techniques for x-ray exposures
- perform uro-radiographic procedures
- perform microscopic urinalysis

These B-shred members are also more experienced than General Surgery Technicians and Urology Clinic personnel, averaging 135 months TAFMS. Most are in paygrades E-3 to E-7, and most hold the 7-skill level.

The specialized nature of this job is shown by the following representative TMs:

| TM | Module Title | No. of Tasks | Percent Time Spent Sum | Avg Pct Mbrs Perf |
|------|---------------------------------|-----------------|------------------------------|----------------------|
| 0008 | Clinic patient care | 28 | 16 | 86 |
| 0011 | Assist with urology procedures | 8 | 5 | 91 |
| 0002 | Operating room surgical support | 9 | 4 | 76 |
| 0012 | Perform X-ray procedures | 8 | 3 | 60 |
| 0001 | Operating room aseptic support | 6 | 3 | 76 |

These TMs show members do spend time in the Urology Clinic functions, but are distinguished by the time spent in the operating room. Time spent performing module 0012, and especially performing the tasks of preparing patients and setting up and operating x-ray equipment, are controversial. Currently, Urology technicians are not formally trained to perform these tasks. According to most Air Force hospital operating procedures, only x-ray technicians or other properly trained personnel are authorized to actually operate x-ray equipment. However, because of technician shortages and work load in radiology clinics, x-ray technicians are not always available for urology work and urology technicians have to perform the tasks themselves. A way to get radiographic support for the urology function will have to be found or urology technicians will need to receive some radiology training.

D. Clinic Urology Technician (STG058, N=6). This is the other job B-shred personnel perform. This job involves many of the same tasks performed by members of the Surgical Suite Urology Technicians job. The difference lies in the amount of time spent performing clinical procedures. Members in this job spend 20 percent of their time performing screening and diagnostic procedures in the clinic, 14 percent assist in clinic or OR procedures, and 9 percent perform general nursing duties. However, Clinic Urology Technicians spend less time in the OR than any other members of the OR/Nursing Care cluster. This job is distinguished by the time members spend performing the following tasks:

- assist physicians with cystoscopies
- prepare and drape patients for clinic procedures
- brief patients on clinical or operating room policies
- log procedures into record books or computers
- brief physicians on patient follow-ups
- change solutions during clinic procedures
- arrange sterile instruments and supplies on back tables
- administer medications or immunizations to patients,
under supervision of physician
- assist physicians with transurethral resections

Personnel with this job are in paygrades E-2 to E-7. Three are assigned to Wilford Hall Medical Center, one is at the hospital at Barksdale AFB, and one is in the hospital at Andrews AFB. Two hold the 3-skill level, two the 5-skill level, and one the 7-skill level.

The following are representative TMs for this job:

| TM | Module Title | No. of Tasks | Percent Time Spent Sum | Avg Pct Mbrs Perf |
|------|--|-----------------|------------------------------|----------------------|
| 0008 | Clinic patient care | 28 | 22 | 56 |
| 0011 | Assist with urology procedures | 8 | 7 | 73 |
| 0012 | Perform X-ray procedures | 8 | 6 | 50 |
| 0002 | Operating room surgical support | 9 | 6 | 62 |
| 0020 | Assist physician with administering medications | 4 | 4 | 90 |
| 0004 | General nursing care | 7 | 3 | 34 |

Clinic Urology personnel are also doing x-ray tasks. The modules show time spent in general and urology functions.

E. Otorhinolaryngology (ENT) Technician (STG063, N=31). ENT Technicians hold the D-shred. They perform many of the same routine surgical functions as the "slick" and Urology technicians - setting up the operating room with supplies and equipment; assisting physicians, circulating personnel, nurses and anesthesia personnel during surgical procedures; cleaning the OR; and initial cleaning and sterilization of instrument sets, supplies, and linen packs.

What distinguishes this job is the time spent performing diagnostic and therapeutic clinic procedures. This includes performing diagnostic hearing evaluations, making ear mold impressions for fitting patients with hearing aids, and performing facial nerve tests. ENT Technicians assist with an average of 16 to 30 surgical cases per month. The job is rather broad as D-shred personnel are responsible for both clinical and OR responsibilities. The ENT Technician job is distinguished by the time members spend performing the following tasks:

- assist physician with myringotomies
- assist physician with septoplasties
- assist surgeons in dressing surgical sites
- remove foreign bodies from ears using
alligator forceps

assist physician in limited functional endoscopic
sinus surgeries
prepare patients for clinic appointments
review SF 513 (Medical Record-Consultation Sheet)

Respondents with this job are somewhat junior personnel as they average 77 months TAFMS, and 14 are in their first enlistment. Most hold the 5-skill level and are in paygrades E-1 to E-4. Twelve of the thirty-one ENT Technicians reported having the NCOIC, Otorhinolaryngology Clinic job title. These personnel perform some supervisory tasks, such as training and evaluating subordinates, planning schedules, and ordering supplies and equipment, along with their OR and clinic duties. The emphasis on ENT functions is shown by the following representative TMs:

| TM | Module Title | No. of Tasks | Percent | Avg Pct Mbrs Perf |
|------|----------------------------------|-----------------|-------------------|----------------------|
| | | | Time Spent Sum | |
| 0008 | Clinic patient care | 28 | 18 | 76 |
| 0018 | ENT clinic patient care | 21 | 9 | 55 |
| 0015 | ENT surgical patient care | 15 | 8 | 70 |
| 0017 | Order/purchase surgical supplies | 10 | 4 | 55 |
| 0002 | Operating room surgical support | 9 | 3 | 51 |
| 0001 | Operating room aseptic support | 6 | 2 | 44 |

F. Orthopedic Technician (STG061, N=66). Personnel performing the Orthopedic Technician job hold the C-shred. The job involves performing routine surgical tasks similar to those of the General Surgery, Urology, and Otorhinolaryngology (ENT) Technician jobs, such as scheduling and preparing patients; setting up instruments, supplies and equipment; and assisting physicians during surgical/diagnostic procedures. Just as with the other two surgical specialties, Orthopedic Technicians perform a mixture of technical and administrative, logistical, and management tasks. What distinguishes this job is the time spent performing specialized clinical orthopedic functions.

Orthopedic Technicians spend 26 percent of their time applying and removing casts and splints as directed by physicians. They assemble and apply traction devices and instruct patients in the use of crutches, canes, and orthopedic appliances. Twenty percent of their relative duty time is spent in sterile or nonsterile support of OR team members. This job is distinguished by the time members spend performing the following tasks:

- remove splints
- remove casts
- apply short leg plaster or fiberglass casts
- prepare patients for application of casts or splints
- prepare casting or splinting materials
- apply short arm scaphoid plaster or fiberglass casts
- assist physician in treatment of fractures
- prepare patients for clinic examinations
- prepare or distribute daily clinic schedules
- prepare and pass instruments or supplies to operating team members

Approximately one-third hold the 3-skill level, more than a third hold the 5-skill level, and 21 percent hold the 7-skill level. Thirty-nine percent are in their first enlistment. The following representative TMs show members spend more time applying casts, clearly an Orthopedic Technician's job:

| TM | Module Title | No. of Tasks | Percent | Avg Pct Mbrs Perf |
|------|--|-----------------|-------------------|----------------------|
| | | | Time Spent Sum | |
| 0009 | Apply plaster/fiberglass casts | 23 | 23 | 94 |
| 0008 | Clinic patient care | 28 | 17 | 94 |
| 0005 | Supervise operating room personnel (NCOIC) | 33 | 6 | 34 |
| 0017 | Order/purchase surgical supplies | 10 | 3 | 49 |
| 0002 | Operating room surgical support | 9 | 2 | 47 |
| 0014 | Sterilizing/preparing surgical instruments | 13 | 2 | 25 |

II. SURGICAL SERVICES MANAGEMENT SUPERVISION JOB (STG056, N=32). This is essentially a nontechnical job which involves overseeing the operation of surgical suites. Seventy-two percent of duty time involves supervising, training, and evaluating. In contrast to the NCOIC of General Surgery and specialty clinic jobs, this job does not include any involvement with surgery and direct OR support. Nearly 50 percent of respondents in this job reported they do not "scrub" any cases monthly due to time spent performing the following administrative and supervisory tasks:

- determine requirements for space, personnel, equipment,
or supplies
- correct safety hazards
- schedule personnel for leaves, passes, or temporary
duty (TDY)

- conduct staff meetings or briefing
- evaluate budget requirements
- prepare work schedules or duty rosters
- establish work schedules
- plan or schedule work priorities
- write or review EPRs
- evaluate quality of patient care

Three-quarters of the AFSC 4N1X1 personnel with this job hold the 7-skill level and most are in paygrades E-6 and E-7. These are rather senior personnel, averaging 178 months TAFMS. Eighty-one percent report having direct supervisory responsibilities for between 2 and 22 subordinates. The emphasis on supervisory and management responsibilities is clearly shown by the following representative TMs for this job:

| TM | Module Title | No. of Tasks | Percent Time Spent Sum | Avg Pct Mbrs Perf |
|------|--|-----------------|------------------------------|----------------------|
| 0005 | Supervise operating room personnel (NCOIC) | 33 | 27 | 91 |
| 0006 | Supervise operating room personnel (Superintendent) | 29 | 18 | 76 |
| 0007 | Manage civilian personnel | 5 | 2 | 67 |
| 0017 | Order/purchase surgical supplies | 10 | 4 | 66 |
| 0008 | Clinic patient care | 28 | 7 | 45 |

At the time of this survey, members of the Surgical Services career ladder merged with the Nursing Services career ladder (AFSC 4N0X1) at the E-8 level. The *Superintendent of Surgical Services* job was billeted as an AFSC 4N0X1 position. The individual in this position was responsible for managing the Surgical Services career field. At the career field UT&W held February-March 1994, a tentative decision was made to transfer the management of the career field to the AFSC 4N1X1 community to better serve the needs and desires of its members. In order to do this, SMSgt and CMSgt positions have been proposed. If this plan is implemented, members of the Surgical Services career ladder will have a clearly defined path from airman basic in the OR and specialty clinics up to CMSgt as career field managers.

III. CENTRAL STERILE SUPPLY NCOIC JOB (STG050, N=7). This is another supervisory job in the Surgical Services career ladder. The work is performed in the Central Sterile Supply (CSS) and consists of a mixture of tasks rather independent of those performed in surgical suite and specialty clinics. The work performed includes cleaning, sterilizing, and assembling instrument sets and linen for the OR, as well as overseeing the entire sterile supply operation. In many facilities, personnel in the surgical suite are rotated through the CSS on a set schedule,

while in other facilities, personnel are permanently assigned to the CSS and, if there are manpower shortages, surgical technicians will fill in temporarily. This job is distinguished by the time members spend performing the following tasks:

- supervise Surgical Services Specialists (902X2/B/C/D)
- evaluate personnel for compliance with performance standards
- identify safety hazards
- establish organizational policies, such as operating instructions (OIs) or standing operating procedures (SOPs)
- plan or schedule work assignments

Personnel performing this job are the most senior personnel in the survey, averaging 180 months TAFMS. Four of the seven are in paygrade E-6, two are in paygrade E-7, and one is E-5; two hold the 5-skill level; and five hold the 7-skill level. All seven report having supervisory responsibilities for between two and nine subordinates. The low number of personnel supervised is due to the relatively small number of incumbents required to successfully operate a Central Surgical Supply.

The following representative TMs reflect the supervisory and CSS tasks members with the job perform:

| TM | Module Title | No. of Tasks | Percent Time Spent Sum | Avg Pct Mbrs Perf |
|------|---|--------------|------------------------|-------------------|
| 0005 | Supervise operating room personnel (NCOIC) | 33 | 27 | 61 |
| 0014 | Sterilizing/preparing surgical instruments | 13 | 21 | 85 |
| 0017 | Order/purchase surgical supplies | 10 | 8 | 66 |
| 0006 | Supervise operating room personnel (Superintendent) | 29 | 8 | 22 |
| 0001 | Operating room aseptic support | 6 | 1 | 14 |

IV. CENTRAL STERILE SUPPLY JOB (STG052, N=14). This is the technical job performed by personnel in CSS. Eighty-three percent of duty time involves processing and maintaining supplies or equipment, which includes initial cleaning, chemical and heat sterilization, assembly, and packaging of instrument sets and linen. In this respect, it is one of the main support functions for ORs and clinics. As members may rotate from CSS to the OR, 3 members in this job reported they scrub for 1-15 surgical cases a month, while the remaining 11 reported they did not assist with any surgical cases. Typical tasks performed by members in this job include:

- wrap and label instrument sets for sterilization
- assemble instrument sets
- clean instruments or equipment for storage or reprocessing
- assemble OR equipment or instruments after cleaning
- load or unload sterilizers
- store sterilized or nonsterilized items
- rotate dated supplies
- operate ETO aeration equipment

Rather junior personnel work in CSS; 11 of the 14 are in paygrades E-1 through E-4, they average 61 months TAFMS; and 9 are in their first enlistment. This is the most limited job in the career ladder, as members perform an average of only 24 tasks. The focus of the job is shown by the time members spend performing the following TMs:

| TM | Module Title | No. of Tasks | Percent | Avg Pct Mbrs Perf |
|------|--|-----------------|-------------------|----------------------|
| | | | Time Spent Sum | |
| 0014 | Sterilizing/preparing surgical instruments | 13 | 59 | 84 |
| 0003 | Operating room anesthesia support | 4 | 2 | 11 |
| 0001 | Operating room aseptic support | 6 | 1 | 5 |

V. SURGICAL LOGISTICS JOB (ST055, N=15). Because of the array of instruments and equipment needed for surgical procedures and the amount of supplies consumed, it is necessary to have separate personnel assigned to manage these resources. In large hospitals, this is a full-time assignment, while in smaller facilities it may be an additional duty. Personnel with this job report spending 53 percent of their duty time performing either administrative or materiel procedures. They are responsible for purchasing, maintaining, and managing equipment and supplies used in the operating room. In addition, they maintain records on equipment and supplies in the OR and spend another 38 percent of duty time performing supervisory tasks associated with managing a Surgical Logistics section. Even though members report performing some technical tasks, the Surgical Logistics job is, in reality, another support function. The following are the tasks members perform which distinguish this job from all others in the career ladder:

- order medical supplies using local purchase procedures
- order nonmedical supplies from USAF supply agencies
- research supply catalogs or medical catalog (MEDCAT) supply listing
- coordinate standard medical supply purchases with medical materiel personnel
- order nonmedical supplies using local purchase procedures

- coordinate equipment purchases with medical materiel personnel
- write or review EPRs
- analyze workload requirements
- determine requirements for space, personnel, or supplies
- evaluate budget requirements

Personnel holding this job are rather senior personnel averaging 170 months TAFMS. Six hold the 5-skill level, 7 hold the 7-skill level, and 11 are in paygrades E-6 and E-7. No first-enlistment personnel report performing this job. The nature of the work is clearly represented by the following TMs performed:

| TM | Module Title | No. of Tasks | Percent Time Spent Sum | Avg Pct Mbrs Perf |
|------|--|-----------------|------------------------------|----------------------|
| 0017 | Order/purchase surgical supplies | 10 | 44 | 91 |
| 0005 | Supervise operating room personnel (NCOIC) | 33 | 29 | 36 |
| 0006 | Supervise operating room personnel (Superintendent) | 29 | 5 | 10 |
| 0007 | Manage civilian personnel | 5 | 1 | 8 |

Comparisons of Specialty Jobs

Table 5 compares jobs identified in the current study to those in the previous study completed in 1987. Operating room personnel, surgical specialty personnel, central sterile supply, and logistics personnel were identified in both studies, as were the separate roles of surgical and specialty clinic technicians and NCOICs. Operating room personnel in general surgery and those in the specialties were grouped under the Operating Room/Nursing Care cluster in the current study. This grouping highlights similarities in common tasks performed to support surgical teams. The current study also groups supervisory personnel under fewer job titles. The logistics jobs compare very closely.

CAREER LADDER PROGRESSION

An analysis of DAFSC groups, along with the career ladder structure, is an important part of each occupational survey. The DAFSC analysis identifies differences in tasks performed by members holding the various skill levels. This information may be used to evaluate how well career ladder documents, such as AFMAN 36-2108 *Specialty Descriptions* and the *Specialty Training Standard* (STS), reflect what personnel are actually doing in the field.

TABLE 5

JOB SPECIALTY COMPARISONS BETWEEN CURRENT AND 1987 SURVEYS

| CURRENT REPORT | 1987 REPORT |
|--|---|
| OPERATING ROOM/NURSING CARE CLUSTER | OPERATING ROOM PERSONNEL |
| General Surgery Technician | NCOIC, Operating Room |
| Surgical Suite NCOIC | Operating Room Assistants |
| Surgical Suite Urology Technician | Junior Operating Room Assistants |
| Clinic Urology Technician | |
| Otorhinolaryngology (ENT) Technician | |
| Orthopedic Technician | |
| | ENT AND UROLOGY PERSONNEL |
| | NCOIC, ENT Clinic |
| | ENT Assistant, NCOIC |
| | ENT First Enlistment, Assistant NCOIC |
| | Urology Assistant, Surgical Services |
| | Urology Operating Room, Medical Center |
| | Surgical Services |
| SURGICAL SERVICES MANAGEMENT/ SUPERVISION JOB | NCOIC, SURGICAL SERVICES |
| | NCOIC, Central Nursing Supply |
| | NCOIC, Circulating Technicians |
| | NCOIC, Operating Room, Surgical Services |
| | NCOIC, Administrative Surgical Services |
| | ORTHOPEDIC CLINIC PERSONNEL |
| | CLINIC NCOICs |
| | SURGICAL ENT PERSONNEL |
| CENTRAL STERILE SUPPLY NCOIC | STERILE SUPPORT PERSONNEL |
| CENTRAL STERILE SUPPLY JOB | NCOIC, SUPPLY |
| SURGICAL LOGISTICS JOB | SUPERVISORY SUPPLY PERSONNEL |
| | ADMINISTRATIVE SUPPLY PERSONNEL |

Skill-Level Descriptions

DAFSC 4N131. There are 190 DAFSC 4N131 ("slick") personnel in the survey sample. Most perform the General Surgery Technician job. Twenty-nine perform the CSS job, 6 the Surgical Suite NCOIC job, and 2 work in the C-shred Orthopedic Technician job (see Table 6). Time spent on duties figures shown in Table 7 reflect the emphasis "slick" members have on general OR and Central Sterile Supply (CSS) responsibilities. Representative tasks performed listed in Table 8 detail specific aspects of the 3-skill level "slick" job.

DAFSC 4N151. Two hundred and fifty 5-skill level "slick" members are included in the survey sample. Sixty-eight percent perform the General Surgery Technician job, and 13 percent have the Surgical Suite NCOIC job. Five-skill level personnel are much like 3-level personnel in that they spend most of their duty time supporting the OR and CSS. What distinguishes 5-skill level members is an increased amount of time performing some administrative and training functions (see Table 7). Representative tasks 5-skill level members perform, shown in Table 9, reflect the technical nature of the work.

DAFSC 4N171. There are 112 "slick" 7-skill level members in the survey sample. While they perform the General Surgery and Surgical Suite NCOIC jobs, a larger number perform management, supervisory, and the logistics jobs. Figures listed in Table 7 reflect the increase in time spent on supervisory and administrative duties, as do the representative tasks listed in Table 10. The tasks that best distinguish between members of the 5- and 7-skill levels are presented in Table 11. A higher percentage of 5-skill level members perform the purely technical aspects of the career ladder, while more 7-skill level members perform the supervisory tasks shown in the bottom half of the table.

AFSC 4N1X1B - Urology

DAFSC 4N131B. There are only four DAFSC 4N131B personnel in the survey sample. Three of the four were clearly identified as performing the two Urology specific jobs, while the fourth performed tasks related more to the Operating Room/Nursing Care cluster (see Table 12). As shown in Table 13, B-shred members holding the 3-skill level spend most of their time performing OR procedures, with less time on diagnostic and CSS functions. Representative tasks are listed in Table 14 and reflect the emphasis on these duties.

TABLE 6
DISTRIBUTION OF SKILL-LEVEL PERSONNEL
ACROSS CAREER LADDER JOBS
(PERCENT RESPONDING)

| JOBS | DAFSC 4N131 (N=190) | DAFSC 4N151 (N=250) | DAFSC 4N171 (N=112) |
|---|---------------------------|---------------------------|---------------------------|
| I. OPERATING ROOM/NURSING CARE CLUSTER | | | |
| A. General Surgery Technician | 79 | 68 | 22 |
| B. Surgical Suite NCOIC | 3 | 13 | 33 |
| C. Surgical Suite Urology Technician | 0 | 3 | 1 |
| D. Clinic Urology Technician | 0 | 0 | 0 |
| E. Otorhinolaryngology (ENT) Technician | 0 | 2 | 0 |
| F. Orthopedic Technician | 1 | 0 | 0 |
| II. SURGICAL SERVICES MANAGEMENT/SUPERVISION JOB | * | 1 | 11 |
| III. CENTRAL STERILE SUPPLY NCOIC | 0 | * | 4 |
| IV. CENTRAL STERILE SUPPLY JOB | 15 | 2 | 0 |
| V. SURGICAL LOGISTICS JOB | * | 2 | 6 |

* Denotes less than 1 percent

TABLE 7
DISTRIBUTION OF DUTY TIME SPENT BY DAFSC GROUPS
(RELATIVE PERCENT OF JOB TIME)

| DUTIES | DAFSC 4N131 (N=190) | DAFSC 4N151 (N=250) | DAFSC 4N171 (N=112) |
|---|---------------------------|---------------------------|---------------------------|
| A ORGANIZING AND PLANNING | 1 | 4 | 11 |
| B DIRECTING AND IMPLEMENTING | * | 3 | 9 |
| C INSPECTING AND EVALUATING | 1 | 3 | 11 |
| D TRAINING | 1 | 3 | 5 |
| E PERFORMING ADMINISTRATIVE OR MATERIEL PROCEDURES | 3 | 7 | 13 |
| F PERFORMING DIAGNOSTIC OR SCREENING FUNCTIONS | 1 | 2 | 1 |
| G PERFORMING BASIC NURSING DUTIES | 4 | 3 | 3 |
| H APPLYING OR REMOVING CASTS, SPLINTS, OR TRACTION DEVICES | 1 | * | * |
| I ASSISTING IN CLINIC OR OPERATING ROOM PROCEDURES | 6 | 5 | 3 |
| J PERFORMING STERILE OR NONSTERILE OPERATING ROOM PROCEDURES | 55 | 44 | 29 |
| K PROCESSING AND MAINTAINING SUPPLIES OR EQUIPMENT | | 22 | 13 |
| L PERFORMING SURGICAL RESEARCH PROCEDURES | * | * | * |
| M PERFORMING CONTINGENCY TASKS | 2 | 2 | 1 |

* Less than 1 percent

TABLE 8
REPRESENTATIVE TASKS PERFORMED BY
3-SKILL LEVEL "SLICK" PERSONNEL

| TASKS | PERCENT MEMBERS PERFORMING (N=190) |
|---|---|
| J344 Don or doff sterile gowns or gloves | 89 |
| J336 Assist surgeons in applying sterile drapes | 89 |
| J338 Break down sterile fields | 89 |
| J378 Prepare and pass instruments or supplies to operating team members | 88 |
| J394 Stock OR with sterile or nonsterile supplies | 88 |
| J343 Dispose of sterile gowns or gloves | 88 |
| J385 Pull surgical supplies or instruments | 88 |
| J335 Assist sterile team members with donning or removing surgical attire | 87 |
| J337 Assist surgeons in dressing surgical sites | 87 |
| J328 Adjust Mayo instrument tray stands | 87 |
| J396 Transfer patients to and from OR tables | 87 |
| J349 Identify drugs or solutions on sterile field | 87 |
| K399 Assemble instrument sets | 86 |
| J367 Perform hand and arm scrubs | 86 |
| J329 Adjust overhead operating lights | 86 |
| J365 Pass specimens to circulators | 85 |
| J331 Arrange sterile instruments and supplies on back tables | 85 |
| J354 Open sterile supplies, such as muslin-wrapped, paper-wrapped, or peel packed sterile supplies | 84 |
| J347 Establish sterile fields in OR | 84 |
| J379 Prepare and pass medications to surgeons during operative procedures | 84 |
| K434 Remove and dispose of sharps | 83 |
| J351 Inspect equipment for cleanliness or operations | 83 |
| K438 Store sterilized or nonsterilized items | 82 |
| K424 Operate sterilizers | 82 |
| J392 Return unused items to storage areas | 82 |
| J342 Correct breaks in sterile procedures by members of operating teams | 81 |
| J334 Assist professional staff in performing counts of sponges, instruments, needles, or related supplies | 81 |
| J345 Don or doff surgical attire, other than sterile gown or gloves | 79 |

TABLE 9
REPRESENTATIVE TASKS PERFORMED BY
5-SKILL LEVEL "SLICK" PERSONNEL

| TASKS | PERCENT MEMBERS PERFORMING (N=250) |
|--|---|
| J351 Inspect equipment for cleanliness or operation | 86 |
| J335 Assist sterile team members with donning or removing surgical attire | 86 |
| J385 Pull surgical supplies or instruments | 86 |
| J329 Adjust overhead operating lights | 86 |
| J344 Don or doff sterile gowns or gloves | 86 |
| J343 Dispose of sterile gowns or gloves | 86 |
| J349 Identify drugs or solutions on sterile field | 86 |
| J336 Assist surgeons in applying sterile drapes | 85 |
| J347 Establish sterile fields in OR | 85 |
| J331 Arrange sterile instruments and supplies on back tables | 84 |
| J338 Break down sterile fields | 84 |
| J328 Adjust Mayo instrument tray stands | 84 |
| J337 Assist surgeons in dressing surgical sites | 84 |
| J378 Prepare and pass instruments or supplies to operating team members | 84 |
| J367 Perform hand and arm scrubs | 84 |
| J396 Transfer patients to and from OR tables | 84 |
| J342 Correct breaks in sterile techniques by members of operating teams | 84 |
| J354 Open sterile supplies, such as muslin-wrapped, paper-wrapped, or peel-packaged sterile supplies | 83 |
| J365 Pass specimen to circulators | 83 |
| J379 Prepare and pass medications to surgeons during operative procedures | 82 |
| K399 Assemble instrument sets | 81 |
| J350 Identify drugs or solution prior to transfer to sterile field | 81 |
| J394 Stock OR with sterile or nonsterile supplies | 81 |

TABLE 10
REPRESENTATIVE TASKS PERFORMED BY
7-SKILL LEVEL "SLICK" PERSONNEL

| TASKS | PERCENT MEMBERS PERFORMING (N=112) |
|--|---|
| C71 Write or review EPRs | 87 |
| C46 Conduct performance feedback worksheet (PFW) evaluation sessions | 83 |
| B28 Counsel personnel on personal or military-related matters | 78 |
| A16 Plan or schedule work assignments | 73 |
| J335 Assist sterile team members with donning or removing surgical attire | 72 |
| B 43 Supervise Surgical Service Specialist (AFSC 90252/B/C/D) | 71 |
| J341 Consult schedule of operations | 71 |
| J385 Pull surgical supplies or instruments | 71 |
| J344 Don or doff sterile gowns | 71 |
| J329 Adjust overhead operating lights | 71 |
| J328 Adjust Mayo instrument tray stands | 71 |
| J351 Inspect equipment for cleanliness or operation | 71 |
| J354 Open sterile supplies, such as muslin-wrapped, paper-wrapped, or peel-packaged sterile supplies | 71 |
| J338 Break down sterile fields | 71 |
| J342 Correct breaks in sterile techniques by members of operating teams | 71 |
| J343 Dispose of sterile gowns or gloves | 70 |
| A4 Determine requirements for space, personnel, equipment, or supplies | 69 |
| J340 Consult daily assignment sheet | 69 |
| A1 Assign personnel to duty positions | 69 |
| C56 Evaluate personnel for compliance with performance standards | 69 |
| B27 Correct safety hazards | 69 |
| J378 Prepare and pass instruments or supplies to operating team members | 69 |
| J336 Assist surgeons in applying sterile drapes | 69 |
| K424 Operate sterilizers | 68 |

TABLE 11

REPRESENTATIVE TASK DIFFERENCES BETWEEN 5- AND 7-SKILL LEVEL "SLICK" PERSONNEL
(PERCENT MEMBERS PERFORMING)

| TASKS | DAFSC 4N151 (N=250) | DAFSC 4N171 (N=112) | DIFFERENCE |
|--|---------------------------|---------------------------|------------|
| J370 Perform sterile draping of surgical equipment, such as microscopes or x-ray units | 71 | 45 | 26 |
| K434 Remove and dispose of sharps | 81 | 59 | 22 |
| J349 Identify drugs or solutions on sterile field | 86 | 64 | 22 |
| J379 Prepare and pass medications to surgeons during operative procedures | 82 | 61 | 21 |
| <hr/> | | | |
| C71 Write or review EPRs | 36 | 87 | -51 |
| C72 Write recommendations for awards or decorations | 18 | 66 | -48 |
| C46 Conduct performance feedback worksheet (PFW) evaluation sections sessions | 37 | 83 | -46 |
| B37 Initiate personnel action requests, such as upgrade action duty title changes | 12 | 55 | -43 |
| B28 Counsel personnel on personal or military-related matters | 36 | 78 | -42 |
| C45 Analyze workload requirements | 16 | 55 | -39 |
| C56 Evaluate personnel for compliance with performance standards | 30 | 69 | -39 |
| A2 Assign sponsors for newly assigned personnel | 16 | 54 | -38 |

TABLE 12

DISTRIBUTION OF SKILL-LEVEL PERSONNEL
ACROSS CAREER LADDER JOBS
(PERCENT RESPONDING)

| JOBS | DAFSC 4N131B (N=4) | DAFSC 4N151B (N=12) | DAFSC 4N171B (N=15) |
|--|--------------------------|---------------------------|---------------------------|
| I. OPERATING ROOM/NURSING CARE CLUSTER | | | |
| A. General Surgery Technician | 0 | 33 | 0 |
| B. Surgical Suite NCOIC | 0 | 0 | 7 |
| C. Surgical Suite Urology Technician | 25 | 50 | 60 |
| D. Clinic Urology Technician | 50 | 17 | 7 |
| E. Otorhinolaryngology (ENT) Technician | 0 | 0 | 0 |
| F. Orthopedic Technician | 0 | 0 | 0 |
| II. SURGICAL SERVICES MANAGEMENT/SUPERVISION | 0 | 0 | 20 |
| III. CENTRAL STERILE SUPPLY NCOIC | 0 | 0 | 0 |
| IV. CENTRAL STERILE SUPPLY JOB | 0 | 0 | 0 |
| V. SURGICAL LOGISTICS JOB | 0 | 0 | 0 |

TABLE 13

DISTRIBUTION OF DUTY TIME SPENT BY DAFSC GROUPS
(RELATIVE PERCENT OF JOB TIME)

| DUTIES | DAFSC 4N131B (N=4) | DAFSC 4N151B (N=12) | DAFSC 4N171B (N=15) |
|---|--------------------------|---------------------------|---------------------------|
| A ORGANIZING AND PLANNING | 1 | 3 | 7 |
| B DIRECTING AND IMPLEMENTING | * | 2 | 7 |
| C INSPECTING AND EVALUATING | 3 | 1 | 9 |
| D TRAINING | 1 | 1 | 3 |
| E PERFORMING ADMINISTRATIVE OR MATERIEL PROCEDURES | 14 | 17 | 20 |
| F PERFORMING DIAGNOSTIC OR SCREENING FUNCTIONS | 25 | 14 | 13 |
| G PERFORMING BASIC NURSING DUTIES | 5 | 4 | 4 |
| H APPLYING OR REMOVING CASTS, SPLINTS, OR TRACTION DEVICES | 0 | 2 | 0 |
| I ASSISTING IN CLINIC OR OPERATING ROOM PROCEDURES | 14 | 12 | 8 |
| J PERFORMING STERILE OR NONSTERILE OPERATING ROOM PROCEDURES | 26 | 33 | 21 |
| K PROCESSING AND MAINTAINING SUPPLIES OR EQUIPMENT | 11 | 9 | 6 |
| L PERFORMING SURGICAL RESEARCH PROCEDURES | 0 | * | * |
| M PERFORMING CONTINGENCY TASKS | * | 1 | 1 |

* Less than 1 percent

TABLE 14
REPRESENTATIVE TASKS PERFORMED BY
3-SKILL LEVEL UROLOGY PERSONNEL

| TASKS | PERCENT MEMBERS PERFORMING (N=4) |
|--|---|
| F157 Develop X-ray films | 75 |
| F187 Prepare contrast media | 75 |
| I327 Remove skin staples | 75 |
| F199 Remove sutures | 75 |
| I294 Assist physician with cystoscopies | 75 |
| I325 Prepare and drape patients for clinic procedures | 75 |
| J330 Apply electrosurgical devices to patients | 75 |
| F152 Brief physicians on patient follow-ups | 75 |
| J355 Operate cystoscopy tables | 75 |
| J338 Break down sterile fields | 75 |
| I308 Assist physician with transurethral resections | 75 |
| F150 Assist physician in applying dressings or packs | 75 |
| G208 Log procedures into record books or computers | 75 |
| K408 Clean instruments or equipment for storage or reprocessing | 75 |
| J337 Assist surgeons in dressing surgical sites | 75 |
| F159 Instill xylocaine jellies intrauretherally | 75 |
| G205 Catheterize patients | 75 |
| I315 Change solutions during clinic procedures | 75 |
| I311 Assist physician with urodynamics | 75 |
| J356 Operate electrosurgical devices | 75 |
| F155 Collect catheterized urine specimens | 75 |
| F149 Answer patient medical inquiries | 75 |
| G202 Administer medications or immunizations to patients, under supervision of physicians | 75 |
| G215 Take specimens to laboratories | 75 |
| J354 Open sterile supplies, such as muslin-wrapped, paper-wrapped, or peel- packaged sterile supplies | 75 |

DAFSC 4N151B. There are 12 DAFSC 4N151B personnel in the survey sample. Six perform the Surgical Suite Urology Technician job, four do the General Surgery Technician job, and two do the Clinic Urology Technician job. While they all perform many of the same technical tasks as 3-skill level members and spend similar amounts of time on duties (Table 13), there are some specific differences noted between what 3- and 5-skill level members do. This is seen by comparing representative tasks listed in Tables 14 and 15. Tasks performed by 5-skill level members require more experience.

DAFSC 4N171B. There are 15 DAFSC 4N171B personnel in the survey sample. Nine perform the Surgical Suite Urology job, two the Clinic Urology job, three the Management/Supervision job, and one the Surgical Suite NCOIC job. As shown in Table 13, 7-skill level members spend more time than others on management and supervisory duties. Representative tasks performed by 7-skill level B-shred personnel, listed in Table 16, reflect a mixture of administrative and technical responsibilities. Tasks that best distinguish between 5- and 7-skill level personnel are listed in Table 17. Higher percentages of 5-skill level members perform the technical tasks listed in the top half of the table, while a higher percentage of 7-skill level members perform administrative tasks listed in the bottom half.

AFSC 4N1X1C - Orthopedics

DAFSC 4N131C. There are 24 DAFSC 4N131C respondents. Twenty-three perform the Orthopedic Technician job and 1 performs the Surgical Suite NCOIC job (Table 18). These personnel spend half their duty time applying or removing casts, splints, and traction devices and assisting in Orthopedic OR procedures. They also spend 12 percent of their time assisting in clinics. Three-skill level Orthopedic Technicians spend more duty time performing administrative functions as their 3-skill level "slick" counterparts (Table 19). The emphasis on Orthopedic functions, however, is clearly shown by representative tasks performed listed in Table 20.

DAFSC 4N151C. Thirty DAFSC 4N151C personnel were included in the survey sample. Twenty-six perform the Orthopedic Technician job, 3 the Management/Supervision job and 1 did not group into the jobs identified. Five-skill level Orthopedic Technicians perform many of the same tasks that 3-skill level personnel perform (Table 21) and spend similar amounts of time on duties. Five-skill level members, however, spend slightly more time on administrative duties.

DAFSC 4N171C. There are 24 DAFSC 4N171C personnel in the survey sample. Fourteen perform the Orthopedic Technician job, 7 perform the Management/Supervision job, 1 the Surgical Logistics job, and 2 are included in the OR/Nursing Care cluster. Being more senior, 7-skill level C-shred personnel spend less time performing technical tasks and more time performing administrative and supervisory tasks. This is clearly shown by representative tasks

TABLE 15
REPRESENTATIVE TASKS PERFORMED BY
5-SKILL LEVEL UROLOGY PERSONNEL

| TASKS | PERCENT MEMBERS PERFORMING (N=12) |
|--|--|
| J343 Dispose of sterile gowns or gloves | 100 |
| J383 Prepare soaking solutions, such as Cidex | 100 |
| J344 Don or doff sterile gowns or gloves | 100 |
| J329 Adjust overhead operating lights | 100 |
| J338 Break down sterile fields | 92 |
| J349 Identify drugs or solutions on sterile field | 92 |
| J354 Open sterile supplies, such as muslin-wrapped, paper-wrapped, or peel-packaged sterile supplies | 92 |
| J355 Operate cystoscopy tables | 92 |
| F150 Assist physician in applying dressings or packs | 92 |
| J342 Correct breaks in sterile techniques by members of operating teams | 92 |
| F159 Instill xylocaine jellies intra uretherally | 83 |
| I294 Assist physician with cystoscopies | 83 |
| J335 Assist sterile team members with donning or removing surgical attire | 83 |
| J311 Assist physician with cystoscopies | 83 |
| J336 Assist surgeons in applying sterile drapes | 83 |
| I308 Assist physician with prostrate ultrasounds | 83 |
| F155 Collect catheterized urine specimens | 83 |
| J328 Adjust Mayo instrument tray stands | 83 |
| J330 Apply electrosurgical devices to patients | 83 |
| J345 Don or doff surgical attire, other than sterile gown or gloves | 83 |
| J356 Operate electrosurgical devices | 83 |
| F152 Brief physicians on patient follow-ups | 83 |
| J337 Assist surgeons in dressing surgical sites | 75 |
| I325 Prepare and drape patients for clinic procedures | 75 |
| F191 Prepare and drape patients for clinic procedures | 75 |

TABLE 16
REPRESENTATIVE TASKS PERFORMED BY
7-SKILL LEVEL UROLOGY PERSONNEL

| TASKS | PERCENT MEMBERS PERFORMING (N=15) |
|---|--|
| E103 Brief patients on clinical or operating room policies | 93 |
| E134 Prepare forms for tissue examinations | 93 |
| E125 Order medical supplies using local purchase procedures | 93 |
| F152 Brief physicians on patient follow-ups | 87 |
| E145 Schedule patient appointments | 87 |
| F191 Prepare sterile setups for clinic procedures | 87 |
| F149 Answer patient medical inquiries | 87 |
| A10 Establish performance standards for subordinates | 87 |
| F155 Collect catheterized urine specimens | 87 |
| C55 Evaluate new equipment | 87 |
| E131 Pick up daily administrative distribution | 87 |
| E126 Order nonmedical supplies from USAF supply agencies | 87 |
| J330 Apply electrosurgical devices to patients | 87 |
| E121 Maintain property custodial action/custodial receipt locator lists (CA/CRLs) | 87 |
| E106 Coordinate equipment purchases with medical materiel personnel | 87 |
| I315 Change solutions during clinic procedures | 87 |
| B27 Correct safety hazards | 87 |
| E129 perform periodic inventories of dated medications | 87 |
| J383 Prepare soaking solutions, such as Cidex | 87 |
| J328 Adjust Mayo instrument tray stands | 87 |
| C46 Conduct performance feedback worksheet (PFW) evaluation sessions | 87 |
| G208 Log procedures into record books or computers | 80 |
| G205 Catheterize patients | 80 |
| F159 Instill xylocaine jellies intrauretherally | 80 |
| E143 Review SF 513 (Medical Record-Consultation Sheet) | 80 |
| F188 Prepare patients for clinic examinations | 80 |

TABLE 17

REPRESENTATIVE TASK DIFFERENCES BETWEEN 5-SKILL LEVEL
AND 7-SKILL LEVEL UROLOGY PERSONNEL
(PERCENT MEMBERS PERFORMING)

| TASKS | DAFSC 4N151B (N=12) | DAFSC 4N171B (N=15) | DIFFERENCE |
|---|---------------------------|---------------------------|------------|
| J343 Dispose of sterile gowns or gloves | 100 | 67 | 33 |
| J342 Correct breaks in sterile techniques by members of operating teams | 92 | 60 | 32 |
| J363 Operate surgical tables | 75 | 47 | 28 |
| J349 Identify drugs or solutions on sterile field | 92 | 67 | 25 |
| J355 Operate cystoscopy tables | 92 | 67 | 25 |
| I308 Assist physicians with transurethral resections | 83 | 60 | 23 |
| J364 Operate video equipment | 42 | 20 | 22 |
| J344 Don or doff sterile gowns or gloves | 100 | 80 | 20 |
| J329 Adjust overhead operating lights | 100 | 80 | 20 |
| C45 Analyze workload requirements | 0 | 73 | -73 |
| A10 Establish performance standards for subordinates | 17 | 87 | -70 |
| E127 Order nonmedical supplies using local purchase procedures | 8 | 73 | -65 |
| E138 Research supply catalogs or medical catalogs (MEDCAT) supply listings | 17 | 80 | -63 |
| B37 Initiate personnel action requests, such as upgrade actions or duty title changes | 0 | 60 | -60 |
| B32 Implement Quality Air Force (QAF) programs or initiatives | 0 | 60 | -60 |
| D90 Evaluate personnel for training needs | 0 | 60 | -60 |
| B43 Supervise Surgical Service Specialists (AFSC 90252/B/C/D) | 8 | 67 | -59 |
| K428 Perform operator preventive maintenance on equipment | 8 | 67 | -59 |

TABLE 18
DISTRIBUTION OF SKILL-LEVEL PERSONNEL
ACROSS CAREER LADDER JOBS
(PERCENT RESPONDING)

| JOBS | DAFSC 4N131C (N=24) | DAFSC 4N151C (N=30) | DAFSC 4N171C (N=24) |
|--|---------------------------|---------------------------|---------------------------|
| I. OPERATING ROOM/NURSING CARE CLUSTER | | | |
| A. General Surgery Technician | 0 | 0 | 0 |
| B. Surgical Suite NCOIC | 4 | 0 | 4 |
| C. Surgical Suite Urology Technician | 0 | 0 | 0 |
| D. Clinic Urology Technician | 0 | 0 | 0 |
| E. Otorhinolaryngology (ENT) Technician | 0 | 0 | 0 |
| F. Orthopedic Technician | 96 | 87 | 58 |
| II. SURGICAL SERVICES MANAGEMENT/SUPERVISION JOB | 0 | 10 | 29 |
| III. CENTRAL STERILE SUPPLY NCOIC | 0 | 0 | 0 |
| IV. CENTRAL STERILE SUPPLY JOB | 0 | 0 | 0 |
| V. SURGICAL LOGISTICS JOB | 0 | 0 | 4 |

TABLE 19
DISTRIBUTION OF DUTY TIME SPENT BY DAFSC GROUPS
(RELATIVE PERCENT OF JOB TIME)

| DUTIES | DAFSC 4N131C (N=24) | DAFSC 4N151C (N=30) | DAFSC 4N171C (N=24) |
|---|---------------------------|---------------------------|---------------------------|
| A ORGANIZING AND PLANNING | 1 | 4 | 9 |
| B DIRECTING AND IMPLEMENTING | 2 | 3 | 7 |
| C INSPECTING AND EVALUATING | 2 | 3 | 11 |
| D TRAINING | 1 | 2 | 4 |
| E PERFORMING ADMINISTRATIVE OR MATERIEL PROCEDURES | 14 | 15 | 16 |
| F PERFORMING DIAGNOSTIC OR SCREENING FUNCTIONS | 8 | 8 | 6 |
| G PERFORMING BASIC NURSING DUTIES | 1 | 1 | 1 |
| H APPLYING OR REMOVING CASTS, SPLINTS, OR TRACTION DEVICES | 26 | 27 | 16 |
| I ASSISTING IN CLINIC OR OPERATING ROOM PROCEDURES | 12 | 13 | 8 |
| J PERFORMING STERILE OR NONSTERILE OPERATING ROOM PROCEDURES | 24 | 17 | 16 |
| K PROCESSING AND MAINTAINING SUPPLIES OR EQUIPMENT | 6 | 4 | 5 |
| L PERFORMING SURGICAL RESEARCH PROCEDURES | * | * | 0 |
| M PERFORMING CONTINGENCY TASKS | 2 | 2 | 1 |

* Less than 1 percent

TABLE 20
REPRESENTATIVE TASKS PERFORMED BY
3-SKILL LEVEL ORTHOPEDIC PERSONNEL

| TASKS | PERCENT MEMBERS PERFORMING (N=24) |
|---|--|
| H263 Remove splints | 100 |
| H262 Remove casts | 100 |
| H259 Prepare patients for application of casts or splints | 100 |
| H260 Prepare patients for removal of casts or splints | 100 |
| H246 Apply short arm plaster or fiberglass splints | 100 |
| H247 Apply short arm scaphoid plaster or fiberglass splints | 100 |
| H249 Apply short leg plaster or fiberglass casts | 96 |
| H252 Apply standard long arm plaster or fiberglass casts | 96 |
| H230 Apply long arm plaster or fiberglass splints | 96 |
| H245 Apply short arm navicular plaster or fiberglass casts | 96 |
| I327 Remove skin staples | 96 |
| I284 Assist physician in treatment of sprains, strains, or contusions | 96 |
| H231 Apply long arm scaphoid plaster or fiberglass splints | 96 |
| H233 Apply long leg cylinder plaster or fiberglass casts | 96 |
| J337 Assist surgeons in dressing surgical sites | 96 |
| J336 Assist surgeons in applying sterile drapes | 96 |
| E145 Schedule patient appointments | 92 |
| H258 Prepare casting or splinting materials | 92 |
| H234 Apply long leg plaster or fiberglass casts | 92 |
| H229 Apply long arm navicular plaster or fiberglass casts | 92 |
| H232 Apply long arm sugar tong plaster or fiberglass splints | 92 |
| H253 Apply standard short arm plaster or fiberglass casts | 88 |
| F199 Remove sutures | 88 |
| F164 Order x-rays | 88 |
| H250 Apply short leg plaster or fiberglass splints | 88 |
| I319 Instruct patients in use of orthopedic appliances | 88 |
| I278 Assist physician in treatment of fractures | 88 |
| F150 Assist physician in applying dressings or packs | 88 |
| H248 Apply short arm sugar tong plaster or fiberglass splints | 88 |
| H227 Apply long arm cylinder plaster or fiberglass splints | 88 |
| H235 Apply long leg plaster or fiberglass splints | 88 |
| J367 Perform hand and arm scrubs | 88 |
| I314 Change dressings | 83 |
| J338 Break down sterile fields | 83 |
| J344 Don or doff sterile gowns or gloves | 83 |
| J345 Don or doff surgical attire, other than sterile gown or gloves | 83 |

TABLE 21
REPRESENTATIVE TASKS PERFORMED BY
5-SKILL LEVEL ORTHOPEDIC PERSONNEL

| TASKS | PERCENT MEMBERS PERFORMING (N=30) |
|---|--|
| H262 Remove casts | 100 |
| H263 Remove splints | 100 |
| H249 Apply short leg plaster or fiberglass casts | 100 |
| H246 Apply short arm plaster or fiberglass splints | 100 |
| H250 Apply short leg plaster or fiberglass splints | 100 |
| H252 Apply standard long arm plaster or fiberglass | 100 |
| H247 Apply short arm scaphoid plaster or fiberglass splints | 100 |
| H230 Apply long arm plaster or fiberglass splints | 100 |
| H259 Prepare patients for application of casts or splints | 97 |
| I327 Remove skin staples | 97 |
| H245 Apply short arm navicular plaster or fiberglass casts | 97 |
| H232 Apply long arm sugar tong plaster or fiberglass splints | 97 |
| H260 Prepare patients for removal of casts or splints | 93 |
| H253 Apply standard short arm plaster or fiberglass casts | 93 |
| I278 Assist physician in treatment of fractures | 93 |
| H258 Prepare casting or splinting materials | 93 |
| H234 Apply long leg plaster or fiberglass casts | 93 |
| H233 Apply long leg cylinder plaster or fiberglass casts | 93 |
| H229 Apply long arm navicular plaster or fiberglass casts | 90 |
| F199 Remove sutures | 90 |
| I279 Assist physician in treatment of muscle, tendon, or tendon sheath injuries | 90 |
| I325 Prepare and drape patients for clinic procedures | 90 |
| H248 Apply short arm sugar tong plaster or fiberglass splints | 90 |
| H228 Apply long arm hanging plaster or fiberglass casts | 87 |
| J344 Don or doff sterile gowns or gloves | 87 |
| I284 Assist physician in treatment of sprains, strains, or contusions | 87 |
| I314 Change dressings | 87 |
| F150 Assist physician in applying dressings or packs | 83 |
| H235 Apply long leg plaster or fiberglass splints | 83 |
| H227 Apply long arm cylinder plaster or fiberglass casts | 80 |
| J354 Open sterile supplies, such muslin-wrapped, paper-wrapped, or peel-packaged sterile supplies | 80 |
| E145 Schedule patient appointments | 80 |
| E143 Review SF 513 (Medical Record-Consultation Sheet) | 80 |
| H231 Apply long arm scaphoid plaster or fiberglass splints | 80 |
| I288 Assist physician in treatment of wounds | 80 |

performed listed in Table 22 and tasks that best distinguish between 5- and 7-skill level members listed in Table 23. A higher percentage of 5-skill level members perform the purely technical tasks listed in the top of the table, while a higher percentage of 7-skill level members perform the administrative and supervisory tasks listed in the bottom of the table.

AFSC 4N1X1D - Otorhinolaryngology (ENT)

DAFSC 4N131D. There are only 37 D-shred respondents in the sample, 7 of which hold the 3-skill level. Four perform the Otorhinolaryngology (ENT) Technician job and the other three are included in the OR/Nursing Care cluster of jobs (see Taable 24). DAFSC 4N131D personnel spend 41 percent of their duty time performing OR procedures, 14 percent assisting in clinics, and 13 percent performing diagnostic or screening functions (see Table 25). The time spent on these duties is reflected by representative tasks 3-skill level Otorhinolaryngology personnel perform, listed in Table 26. These tasks show these relatively junior personnel set up ORs, pass instruments, and clean up after surgery.

DAFSC 4N151D. As with "slick" and B- and C-shred personnel, 5-skill level Otorhinolaryngology personnel perform many of the same tasks as their 3-skill level counterparts. Twenty of the twenty-three journeyman level D-shred personnel perform the Otorhinolaryngology Technician job, 2 perform the Management/Supervision job, and the other is included in the OR/Nursing cluster. Five-level D-shred personnel spend similar amounts of time on duties as 3-skill level personnel, but like the other 5-skill level members mentioned, they focus a slightly higher amount of time on administrative and supervisory duties. Representative tasks listed in Table 27 show more 5-skill level members are directly involved with assisting surgeons with ENT procedures than 3-skill level members.

DAFSC 4N171D. Five of the seven DAFSC 4N171D personnel in the survey sample perform the Otorhinolaryngology Technician job and two do the Management/Supervision job. As shown in Table 25, 7-skill level members are still involved with OR and clinic activities, but spend far more time in the supervisory and administrative duties. Representative tasks performed, listed in Table 28, show these more senior personnel perform some clinic procedures by themselves, as well as performing administrative functions. The difference between 5- and 7-skill level responsibilities is shown in Table 29. Higher percentages of 5-skill level members perform the tasks listed in the top half of the table, while higher percentages of 7-skill level personnel performing the supervisory and administrative tasks listed in the bottom half.

Summary

At the time of the survey, personnel progressed typically through the career field. Three-skill level personnel performed technical tasks while gaining training and experience through OJT and upgrade training. Five-skill level personnel performed many of the same functions, but were

TABLE 22
REPRESENTATIVE TASKS PERFORMED BY
7-SKILL LEVEL ORTHOPEDIC PERSONNEL

| TASKS | PERCENT MEMBERS PERFORMING (N=24) |
|---|--|
| A4 Determine requirements for space, personnel, equipment, or supplies | 92 |
| H263 Remove splints | 88 |
| H262 Remove casts | 88 |
| F149 Answer patient medical inquiries | 88 |
| I327 Remove skin staples | 88 |
| B27 Correct safety hazards | 88 |
| H249 Apply short leg plaster or fiberglass casts | 83 |
| H260 Prepare patients for removal of casts or splints | 83 |
| H253 Apply standard short arm plaster or fiberglass casts | 83 |
| C71 Write or review EPRs | 83 |
| H246 Apply short arm plaster or fiberglass splints | 83 |
| A16 Plan or schedule work assignments | 83 |
| H252 Apply standard long arm plaster or fiberglass casts | 83 |
| E131 Pick up daily administrative distribution | 83 |
| H247 Apply short arm scaphoid plaster or fiberglass splints | 83 |
| C46 Conduct performance feedback worksheet (PFW) evaluation sessions | 83 |
| H245 Apply short arm navicular plaster or fiberglass splints | 83 |
| H234 Apply long leg plaster or fiberglass casts | 83 |
| I288 Assist physician in treatment of wounds | 83 |
| H232 Apply long arm sugar tong plaster or fiberglass splints | 83 |
| H233 Apply long leg cylinder plaster or fiberglass casts | 83 |
| C56 Evaluate personnel for compliance with performance standards | 79 |
| E145 Schedule patient appointments | 79 |
| F164 Order X-rays | 79 |
| H258 Prepare casting or splinting materials | 79 |
| I278 Assist physician in treatment of fractures | 79 |
| H259 Prepare patients for application of casts or splints | 79 |
| H250 Apply short leg plaster or fiberglass splints | 79 |
| E125 Order medical supplies using local purchase procedures | 79 |
| I284 Assist physician in treatment of sprains, strains, or contusions | 79 |
| A13 Establish work schedules | 79 |
| F150 Assist physician in applying dressings or packs | 79 |
| I279 Assist physician in treatment of muscle, tendon, or tendon sheath injuries | 79 |

TABLE 23

REPRESENTATIVE TASK DIFFERENCES BETWEEN 5-SKILL LEVEL
AND 7-SKILL LEVEL ORTHOPEDIC PERSONNEL
(PERCENT MEMBERS PERFORMING)

| TASKS | | DAFSC 4N151C (N=30) | DAFSC 4N171C (N=24) | DIFF |
|-------|---|---------------------------|---------------------------|------|
| H257 | Construct molds for braces | 43 | 13 | 31 |
| I313 | Assist with application of supportive corrective devices, such as braces | 77 | 46 | 31 |
| M459 | Assemble surgical tents | 33 | 4 | 29 |
| I266 | Assist physician in excision and closure of skin lesions | 37 | 8 | 28 |
| I326 | Remove drains | 60 | 33 | 27 |
| J350 | Identify drugs or solutions prior to transfer to sterile field | 60 | 33 | 27 |
| H219 | Apply balanced suspension with skin traction devices | 60 | 33 | 27 |
| H255 | Apply upper limb suspension tractions | 50 | 25 | 25 |
| J374 | Position or transport patients on orthopedic beds | 67 | 42 | 25 |
| J344 | Don or doff sterile gowns or gloves | 90 | 67 | 23 |
| I325 | Prepare and drape patients for clinic procedures | 90 | 67 | 23 |
| <hr/> | | | | |
| C72 | Write recommendations for awards or decorations | 20 | 75 | -55 |
| C71 | Write or review EPRs | 33 | 83 | -50 |
| A2 | Assign sponsors for newly assigned personnel | 23 | 71 | -8 |
| C46 | Conduct performance feedback worksheet (PFW) evaluation sessions | 37 | 83 | -6 |
| C56 | Evaluate personnel for compliance with performance standards | 33 | 79 | -6 |
| A4 | Determine requirements for space, personnel, equipment, or supplies | 47 | 92 | -5 |
| A3 | Conduct staff meetings or briefings | 37 | 75 | -38 |
| C49 | Evaluate budget requirements | 33 | 71 | -38 |
| A20 | Prepare work schedules or duty rosters | 50 | 71 | -38 |

TABLE 24

DISTRIBUTION OF SKILL-LEVEL PERSONNEL
ACROSS CAREER LADDER JOBS
(PERCENT RESPONDING)

| JOBS | DAFSC 4N131D (N=7) | DAFSC 4N151D (N=23) | DAFSC 4N171D (N=7) |
|--|--------------------------|---------------------------|--------------------------|
| I. OPERATING ROOM/NURSING CARE CLUSTER | | | |
| A. GENERAL SURGERY TECHNICIAN | 0 | 0 | 0 |
| B. SURGICAL SUITE NCOIC | 0 | 0 | 0 |
| C. SURGICAL SUITE UROLOGY TECHNICIAN | 0 | 0 | 0 |
| D. CLINIC UROLOGY TECHNICIAN | 0 | 0 | 0 |
| E. OTORHINOLARYNGOLOGY (ENT) TECHNICIAN | 57 | 87 | 71 |
| F. ORTHOPEDIC TECHNICIAN | 0 | 0 | 0 |
| II. SURGICAL SERVICES MANAGEMENT/ SUPERVISION JOB | 0 | 4 | 29 |
| III. CENTRAL STERILE SUPPLY NCOIC | 0 | 0 | 0 |
| IV. CENTRAL STERILE SUPPLY JOB | 0 | 0 | 0 |
| V. SURGICAL LOGISTICS JOB | 0 | 0 | 0 |

TABLE 25

DISTRIBUTION OF DUTY TIME SPENT BY DAFSC GROUPS
(RELATIVE PERCENT OF JOB TIME)

| DUTIES | DAFSC 4N131D N=7 | DAFSC 4N151D N=23 | DAFSC 4N171D N=7 |
|---|------------------------|-------------------------|------------------------|
| A ORGANIZING AND PLANNING | 1 | 3 | 7 |
| B DIRECTING AND IMPLEMENTING | * | 1 | 6 |
| C INSPECTING AND EVALUATING | 1 | 2 | 6 |
| D TRAINING | 0 | * | 4 |
| E PERFORMING ADMINISTRATIVE OR MATERIEL PROCEDURES | 15 | 18 | 19 |
| F PERFORMING DIAGNOSTIC OR SCREENING FUNCTIONS | 13 | 16 | 14 |
| G PERFORMING BASIC NURSING DUTIES | 3 | 2 | 2 |
| H APPLYING OR REMOVING CASTS, SPLINTS, OR TRACTION DEVICES | 2 | 1 | 1 |
| I ASSISTING IN CLINIC OR OPERATING ROOM PROCEDURES | 13 | 16 | 12 |
| J PERFORMING STERILE OR NONSTERILE OPERATING ROOM PROCEDURES | 40 | 29 | 20 |
| K PROCESSING AND MAINTAINING SUPPLIES OR EQUIPMENT | 11 | 9 | 7 |
| L PERFORMING SURGICAL RESEARCH PROCEDURES | 0 | * | 0 |
| M PERFORMING CONTINGENCY TASKS | * | * | 1 |

* Less than 1 percent

TABLE 26

REPRESENTATIVE TASKS PERFORMED BY 3-SKILL LEVEL
OTORHINOLARYNGOLOGY (ENT) PERSONNEL

| TASKS | | PERCENT MEMBERS PERFORMING (N=7) |
|-------|---|---|
| E145 | Schedule patient appointments | 100 |
| J378 | Prepare and pass instruments or supplies to operating team members | 100 |
| I267 | Assist physician in functional nasal reconstructions | 100 |
| J343 | Dispose of sterile gowns or gloves | 100 |
| J338 | Break down sterile fields | 100 |
| J331 | Arrange sterile instruments and supplies on back tables | 100 |
| J336 | Assist surgeons in applying sterile drapes | 100 |
| I305 | Assist physician with septoplasties | 86 |
| F191 | Prepare sterile setups for clinic procedures | 86 |
| I298 | Assist physician with myringotomies | 86 |
| J351 | Inspect equipment for cleanliness or operation | 86 |
| K434 | Remove and dispose of sharps | 86 |
| J349 | Identify drugs or solutions on sterile field | 86 |
| J379 | Prepare and pass medications to surgeons during operative procedures | 86 |
| J335 | Assist sterile team members with donning or removing surgical attire | 86 |
| J354 | Open sterile supplies, such as muslin-wrapped, paper-wrapped, or peel-packaged sterile supplies | 86 |
| G215 | Take specimens to laboratories | 86 |
| J397 | Transfer sterile items to sterile fields | 86 |
| J337 | Assist surgeons in dressing surgical sites | 86 |
| J385 | Pull surgical supplies or instruments | 86 |
| J350 | Identify drugs or solutions prior to transfer to sterile field | 86 |
| J344 | Don or doff sterile gowns or gloves | 86 |
| J328 | Adjust Mayo instrument tray stands | 86 |
| J329 | Adjust overhead operating lights | 86 |
| K429 | Perform preliminary cleaning of soiled instruments prior to return to central supply | 71 |
| K406 | Clean clinic examining and treatment rooms | 71 |
| J365 | Pass specimens to circulators | 71 |
| J367 | Perform hand and arm scrubs | 71 |
| J339 | Clean operating room (OR) support areas | 71 |
| J381 | Prepare disinfecting solutions for inanimate objects | 71 |
| I269 | Assist physician in limited functional endoscopic sinus surgeries | 71 |

TABLE 27

REPRESENTATIVE TASKS PERFORMED BY 5-SKILL LEVEL
OTORHINOLARYNGOLOGY (ENT) PERSONNEL

| TASKS | | PERCENT MEMBERS PERFORMING (N=23) |
|-------|--|--|
| J338 | Break down sterile fields | 100 |
| J336 | Assist surgeons in applying sterile drapes | 100 |
| E145 | Schedule patient appointments | 96 |
| I307 | Assist physician with tonsillectomy and adenoidectomy (T&A) procedures | 96 |
| I305 | Assist physician with septoplasties | 96 |
| J328 | Adjust Mayo instrument stands | 96 |
| J331 | Arrange sterile instruments and supplies on back tables | 96 |
| I269 | Assist physician in limited functional endoscopic sinus surgeries | 96 |
| J344 | Don or doff sterile gowns or gloves | 96 |
| I298 | Assist physician in limited functional endoscopic sinus surgeries | 91 |
| F195 | Remove foreign bodies from ears using alligator forceps | 91 |
| J337 | Assist surgeons in dressing surgical sites | 91 |
| J329 | Adjust overhead operating lights | 91 |
| J343 | Dispose of sterile gowns or gloves | 91 |
| J349 | Identify drugs or solutions on sterile field | 91 |
| J347 | Establish sterile fields in OR | 91 |
| E146 | Schedule patients for surgery | 87 |
| K434 | Remove and dispose of sharps | 87 |
| F150 | Assist physician in applying dressings or packs | 87 |
| F199 | Remove sutures | 87 |
| I267 | Assist physician in functional nasal reconstructions | 87 |
| J335 | Assist sterile team members with donning or removing surgical attire | 87 |
| J379 | Prepare and pass medications to surgeons during operative procedures | 87 |
| J367 | Perform hand and arm scrubs | 87 |
| I300 | Assist physician with otoplasties | 87 |
| J342 | Correct breaks in sterile techniques by members of operating teams | 87 |

TABLE 28

REPRESENTATIVE TASKS PERFORMED BY 7-SKILL LEVEL
OTORHINOLARYNGOLOGY (ENT) PERSONNEL

| TASKS | PERCENT MEMBERS PERFORMING (N=7) |
|---|---|
| E143 Review SF 513 (Medical Record-Consultation Sheet) | 100 |
| F197 Remove foreign bodies from ears using suction method | 100 |
| F195 Remove foreign bodies from ears using alligator forceps | 100 |
| F198 Remove foreign bodies from ears using wire loops | 100 |
| F168 Perform basic tympanometry | 100 |
| F177 Perform routine ear examinations with otoscope | 100 |
| F196 Remove foreign bodies from ears using curettage method | 100 |
| E145 Schedule patient appointments | 100 |
| E131 Pick up daily administrative distribution | 100 |
| K434 Remove and dispose of sharps | 100 |
| E114 Instruct patients in filling out forms, such as patient histories or consent forms | 100 |
| J397 Transfer sterile items to sterile fields | 100 |
| F150 Assist physician in applying dressings or packs | 100 |
| F199 Remove sutures | 100 |
| E129 Perform periodic inventories or dated medications | 100 |
| A20 Prepare work schedules or duty rosters | 100 |
| J378 Prepare and pass instruments or supplies to operating team members | 100 |
| J338 Break down sterile fields | 100 |
| J384 Prepare specimens for laboratory or pathology examinations | 100 |
| J328 Adjust Mayo instrument tray stands | 100 |
| J329 Adjust overhead operating lights | 100 |
| E106 Coordinate equipment purchases with medical materiel personnel | 100 |
| A9 Establish organizational policies, such as operating instructions (OIs) or standard operating procedures (SOPs) | 100 |
| E144 Review Using Activity Issue/Turn In Lists | 100 |
| J343 Dispose of sterile gowns or gloves | 100 |
| E130 Perform periodic inventories of equipment or supplies | 100 |
| E125 Order medical supplies using local purchase procedures | 100 |
| E128 Order pharmacy supplies | 100 |
| F154 Clean mastoid cavities | 100 |
| F165 Perform air-conduction hearing tests | 100 |

TABLE 29

REPRESENTATIVE TASK DIFFERENCES BETWEEN 5-SKILL LEVEL
AND 7-SKILL LEVEL OTORHINOLARYNGOLOGY (ENT) PERSONNEL
(PERCENT MEMBERS PERFORMING)

| TASKS | | DAFSC 4N151D (N=23) | DAFSC 4N171D (N=7) | DIFF |
|-------|---|---------------------------|--------------------------|------|
| I305 | Assist physician with septoplasties | 96 | 71 | 24 |
| I307 | Assist physician with tonsillectomy and adenoidectomy (T&A) | 96 | 71 | 24 |
| I269 | Assist physician in limited functional endoscopic sinus surgeries | 96 | 71 | 24 |
| I278 | Assist physician in treatment of fractures | 52 | 29 | 24 |
| J370 | Perform sterile draping of surgical equipment, such as microscopes or x-ray units | 78 | 57 | 21 |
| A9 | Establish organizational policies, such as operating instructions (OIs), or standard operating procedures (SOPs) | 30 | 100 | -70 |
| A8 | Draft budget requirements | 17 | 86 | -69 |
| B39 | Interpret policies, directives, or procedures for subordinates | 17 | 86 | -69 |
| B37 | Initiate personnel action requests, such as upgrade actions or duty title changes | 17 | 86 | -69 |
| B29 | Direct maintenance of administrative files | 9 | 71 | -62 |
| F166 | Perform audiometric maskings | 39 | 100 | -61 |
| F165 | Perform air-conduction hearing tests | 39 | 100 | -61 |
| A16 | Plan or schedule work assignments | 26 | 86 | -60 |
| A1 | Assign personnel to duty positions | 26 | 86 | -60 |

more directly involved with patient care and surgical procedures. Seven-skill level members were less involved with direct patient care than 3- and 5-skill level members, but assumed more supervisory and administrative duties.

Some changes to the career ladder were discussed at the U&TW held 28 February through 11 March 1994 and at subsequent meetings of career field managers. These include: (1) requiring at least 6 months experience before starting upgrade training to the 5-skill level; (2) training all AFSC 4N1X1 personnel as basic surgical technicians ("slicks") and allowing lateral crosstraining into the shredout specialties only after 36 months TAFMS, promotion to senior airman, and reenlistment; and (3) separating the AFSC 4N1X1 ladder from the AFSC 4N0X1 ladder by adding SMSgt and CMSgt to the 4N1X1 ladder and eliminating the merger of the two ladders at the E-8 level. This would make enlisted manager positions available to all AFSC 4N1X1 personnel (including shreds) and allow for more equity across the career ladder, allow for greater flexibility in assignments, and create more chances for advancement.

ANALYSIS OF AFMAN 36-2108 SPECIALTY DESCRIPTIONS

Survey data were compared to the AFMAN 36-2108 *Specialty Descriptions* for Surgical Service Specialists and Technicians dated 30 April 1991. *Specialty Descriptions* reflect the work performed by 3-, 5-, and 7-skill level members of the career ladder and the shreds. Survey data show 3- and 5-skill level members perform the technical aspects of the specialty, while 7-skill level members have more administrative and supervisory responsibilities.

TRAINING ANALYSIS

Occupational survey data were used at the 1994 U&TW to develop the CFETP and review the STS and basic skill course Plans of Instruction for the Surgical Services career ladder. The most useful data under the new Year of Training initiatives are percent first-enlistment personnel performing tasks, with accompanying TE and TD ratings and ATI. When these data are reflected on the STS and POI, they can highlight areas of the training documents requiring review by training personnel.

First-Enlistment Personnel

Two-hundred seventy-two respondents indicated they were in their first enlistment (1-48 months TAFMS). Of those, 226 were "slick," six had the B-shred, 24 the C-shred, and 16 the D-shred. They perform many of the career ladder jobs identified (Figure 2). Time spent on duties for first-enlistment members is shown in Table 30, and representative tasks first-enlistment "slick"

TABLE 30

RELATIVE TIME SPENT ON DUTIES BY
FIRST-ENLISTMENT PERSONNEL

| DUTIES | PERCENT TIME SPENT | | | |
|---|--------------------|-----------------|------------------|------------------|
| | 4N1X1 (N=226) | 4N1X1B (N=6) | 4N1X1C (N=24) | 4N1X1D (N=16) |
| A ORGANIZING AND PLANNING | * | 0 | * | 1 |
| B DIRECTING AND IMPLEMENTING | * | 0 | 1 | * |
| C INSPECTING AND EVALUATING | * | 0 | 1 | * |
| D TRAINING | * | 0 | * | * |
| E PERFORMING ADMINISTRATIVE OR MATERIEL PROCEDURES | 3 | 12 | 13 | 19 |
| F PERFORMING DIAGNOSTIC OR SCREENING ACTIVITIES | 2 | 18 | 9 | 17 |
| G PERFORMING BASIC NURSING ACTIVITIES | 4 | 8 | 1 | 3 |
| H APPLYING OR REMOVING CASTS, SPLINTS, OR TRACTION DEVICES | * | 0 | 29 | 2 |
| I ASSISTING IN CLINIC OR OPERATING ROOM ACTIVITIES | 6 | 15 | 13 | 14 |
| J PERFORMING STERILE OR NONSTERILE SUPPORT OF CLINIC OR OPERATING ROOM ACTIVITIES | 55 | 36 | 24 | 31 |
| K PROCESSING OR MAINTAINING SUPPLIES OR EQUIPMENT | 25 | 9 | 7 | 10 |
| L PERFORMING SURGICAL RESEARCH ACTIVITIES | * | 0 | * | 0 |
| M PERFORMING CONTINGENCY ACTIVITIES | 2 | * | * | * |

* Denotes less than 1 percent

and shred members perform are listed in Tables 31-34. Most deal with OR functions and assisting physicians with various procedures. Equipment items used by more than 50 percent of first-enlistment "slick" and shred members are shown in Tables 35-38. Most items used by members of the shred deal with the particular specialty.

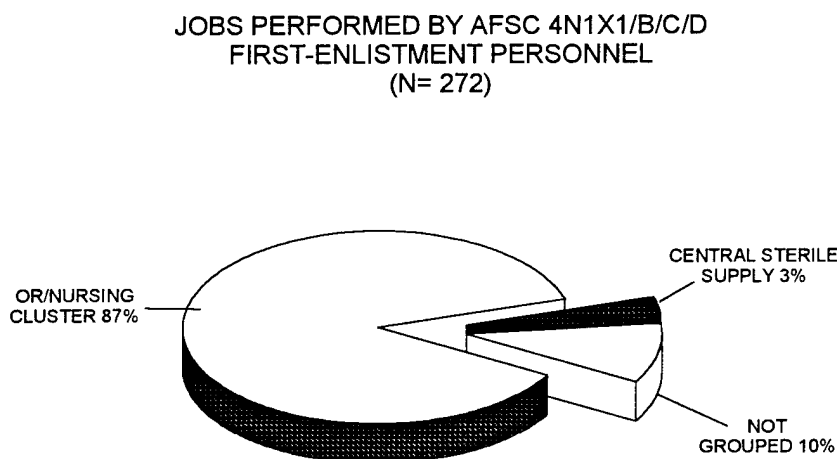


FIGURE 2

TE and TD Data

TE and TD data are secondary factors that can assist technical school personnel in deciding which tasks should be emphasized in entry-level training. These ratings, based on the judgments of senior career ladder NCOs working in the field, are collected to provide training personnel with a rank ordering of tasks considered important for formal training, along with a measure of the difficulty of the tasks. When combined with data on the percentages of first-enlistment personnel performing tasks, comparisons can then be made to determine if training adjustments are necessary. For example, tasks receiving high ratings on both task factors and performed by moderate to high percentages of respondents should be taught in resident training. Tasks with high task factor ratings, but performed by low percentages of respondents, may be more appropriate for OJT. Tasks with low task factor ratings may be best omitted from training for first-enlistment personnel, but this decision must be weighed against percentages of personnel performing the tasks, command concerns, and criticality of the tasks.

TABLE 31
REPRESENTATIVE TASKS PERFORMED
BY FIRST-ENLISTMENT "SLICK" PERSONNEL

| TASKS | PERCENT MEMBERS PERFORMING (N=226) |
|---|---|
| J338 Break down sterile fields | 90 |
| J336 Assist surgeons in applying sterile drapes | 90 |
| J344 Don or doff sterile gowns or gloves | 89 |
| J378 Prepare and pass instruments or supplies to operating team members | 89 |
| J343 Dispose of sterile gowns or gloves | 89 |
| J335 Assist sterile team members with donning or removing surgical attire | 88 |
| J349 Identify drugs or solutions on sterile field | 88 |
| J396 Transfer patients to and from OR tables | 88 |
| J385 Pull surgical supplies or instruments | 88 |
| J328 Adjust Mayo instrument tray stands | 88 |
| J394 Stock OR with sterile or nonsterile supplies | 88 |
| J337 Assist surgeons in dressing surgical sites | 88 |
| J367 Perform hand and arm scrubs | 87 |
| K399 Assemble instrument sets | 86 |
| J350 Identify drugs or solutions prior to transfer to sterile field | 86 |
| J365 Pass specimens to circulators | 86 |
| J331 Arrange sterile instruments and supplies on back tables | 85 |
| J329 Adjust overhead operating lights | 85 |
| J347 Establish sterile fields in OR | 85 |
| J354 Open sterile supplies, such as muslin-wrapped, paper-wrapped, or peel-packaged sterile supplies | 84 |
| J379 Prepare and pass medications to surgeons during operative procedures | 84 |
| J351 Inspect equipment for cleanliness or operation | 84 |
| J334 Assist professional staff in performing counts of sponges, instruments, needles, or related supplies | 83 |
| K434 Remove and dispose of sharps | 83 |
| J346 Establish patient identity | 83 |
| J342 Correct breaks in sterile techniques by members of operating teams | 83 |
| J397 Transfer sterile items to sterile fields | 82 |
| K400 Assemble OR equipment or instruments after cleaning | 82 |
| K424 Operate sterilizers | 82 |
| K438 Store sterilized or nonsterilized items | 81 |
| J339 Clean operating room (OR) support areas | 81 |

TABLE 32

REPRESENTATIVE TASKS PERFORMED
BY FIRST-ENLISTMENT UROLOGY PERSONNEL

| TASKS | PERCENT MEMBERS PERFORMING (N=6) |
|--|---|
| I325 Prepare and drape patients for clinic procedures | 100 |
| F150 Assist physician in applying dressings or packs | 100 |
| J344 Don or doff sterile gowns or gloves | 100 |
| J347 Establish sterile fields in OR | 100 |
| J343 Dispose of sterile gowns or gloves | 100 |
| J345 Don or doff surgical attire, other than sterile gown or gloves | 100 |
| F149 Answer patient medical inquiries | 100 |
| J371 Perform surgical skin cleansings | 100 |
| J329 Adjust overhead operating lights | 100 |
| F152 Brief physicians on patient follow-ups | 100 |
| J342 Correct breaks in sterile techniques by members of operating teams | 100 |
| J338 Break down sterile fields | 83 |
| I294 Assist physicians with cystoscopies | 83 |
| J335 Assist sterile team members with donning or removing surgical attire | 83 |
| J349 Identify drugs or solutions on sterile field | 83 |
| I315 Change solutions during clinic procedures | 83 |
| F159 Instill xylocaine jellies intraurethally | 83 |
| E103 Brief patients on clinical or operating room policies | 83 |
| G205 Catheterize patients | 83 |
| I302 Assist physician with prostate biopsies | 83 |
| I311 Assist physician with urodynamics | 83 |
| J354 Open sterile supplies, such as muslin-wrapped, paper-wrapped, or peel-packaged sterile supplies | 83 |
| J331 Arrange sterile instruments and supplies on back tables | 83 |
| F191 Prepare sterile setups for clinic procedures | 83 |
| I308 Assist physician with transurethral resections | 83 |
| J330 Apply electrosurgical devices to patients | 83 |
| J377 Position sterile tables or related equipment, such as monitors, microscopes, or lasers | 83 |
| F189 Prepare patients for x-rays | 83 |
| J356 Operate electrosurgical devices | 83 |

TABLE 33
REPRESENTATIVE TASKS PERFORMED
BY FIRST-ENLISTMENT ORTHOPEDIC
PERSONNEL

| TASKS | PERCENT MEMBERS PERFORMING (N=24) |
|---|--|
| H263 Remove splints | 100 |
| H262 Remove casts | 100 |
| H260 Prepare patients for removal of casts or splints | 100 |
| H246 Apply short arm plaster or fiberglass splints | 100 |
| H247 Apply short arm scaphoid plaster or fiberglass splints | 100 |
| H249 Apply short leg plaster or fiberglass casts | 96 |
| H259 Prepare patients for application of casts or splints | 96 |
| H252 Apply standard long arm plaster or fiberglass casts | 96 |
| I327 Remove skin staples | 96 |
| F199 Remove sutures | 96 |
| I284 Assist physician in treatment of sprains, strains, or contusions | 96 |
| I278 Assist physician in treatment of fractures | 92 |
| H250 Apply short leg plaster or fiberglass splints | 92 |
| H230 Apply long arm plaster or fiberglass splints | 92 |
| I314 Change dressings | 92 |
| H245 Apply short arm navicular plaster or fiberglass casts | 92 |
| H233 Apply long leg cylinder plaster or fiberglass casts | 92 |
| H232 Apply long arm sugar tong plaster or fiberglass splints | 92 |
| H253 Apply standard short arm plaster or fiberglass casts | 88 |
| H258 Prepare casting or splinting materials | 88 |
| H231 Apply long arm scaphoid plaster or fiberglass splints | 88 |
| H234 Apply long leg plaster or fiberglass casts | 88 |
| J336 Assist surgeons in applying sterile drapes | 88 |
| H227 Apply long arm cylinder plaster or fiberglass casts | 83 |
| E145 Schedule patient appointments | 83 |
| F150 Assist physician in applying dressings or packs | 83 |
| I319 Instruct patients in use of orthopedic appliances | 83 |
| H229 Apply long arm navicular plaster or fiberglass casts | 83 |
| H248 Apply short arm sugar tong plaster or fiberglass splints | 83 |
| J344 Don or doff sterile gowns or gloves | 83 |
| H235 Apply long leg plaster or fiberglass splints | 83 |
| I288 Assist physician in treatment of wounds | 83 |
| J337 Assist surgeons in dressing surgical sites | 83 |
| J367 Perform hand and arm scrubs | 79 |

TABLE 34
REPRESENTATIVE TASKS PERFORMED BY FIRST-ENLISTMENT
OTORHINOLARYNGOLOGY (ENT) PERSONNEL

| TASKS | PERCENT MEMBERS PERFORMING (N=16) |
|--|--|
| E145 Schedule patient appointments | 100 |
| I305 Assist physician with septoplasties | 100 |
| J338 Break down sterile fields | 100 |
| J336 Assist surgeons in applying sterile drapes | 100 |
| E146 Schedule patients for surgery | 94 |
| J331 Arrange sterile instrument and supplies on back tables | 94 |
| J378 Prepare and pass instruments or supplies to operating team members | 94 |
| J343 Dispose of sterile gowns or gloves | 94 |
| I269 Assist physician in limited functional endoscopic sinus surgeries | 94 |
| J328 Adjust Mayo instrument tray stands | 94 |
| J344 Don or doff sterile gowns or gloves | 94 |
| J329 Adjust overhead operating lights | 94 |
| I298 Assist physician with myringotomies | 88 |
| I267 Assist physician in functional nasal reconstructions | 88 |
| K434 Remove and dispose of sharps | 88 |
| I307 Assist physician with tonsillectomy and adenoidectomy (T&A) procedures | 88 |
| F150 Assist physician in applying dressings or packs | 88 |
| J337 Assist surgeons in dressing surgical sites | 88 |
| J349 Identify drugs or solutions on sterile field | 88 |
| J384 Prepare specimens for laboratory or pathology examinations | 81 |
| F199 Remove sutures | 81 |
| K406 Clean clinic examining and treatment rooms | 81 |
| E114 Instruct patients in filling out forms, such as patient histories or consent forms | 81 |
| J335 Assist sterile team members with donning or removing surgical attire | 81 |
| F153 Chaperone during examinations | 81 |
| J367 Perform hand and arm scrubs | 81 |
| J397 Transfer sterile items to sterile fields | 81 |
| J354 Open sterile supplies, such as muslin-wrapped, paper-wrapped, or peel-packaged sterile supplies | 81 |
| J379 Prepare and pass medications to surgeons during operative procedures | 81 |

TABLE 35

EQUIPMENT USED BY MORE THAN 50 PERCENT
FIRST-JOB OR FIRST-ENLISTMENT "SLICK" PERSONNEL

| EQUIPMENT | 1ST JOB (N=699) | 1ST ENL (N=112) |
|--|--------------------|--------------------|
| Operating Room Tables and Attachments | 87 | 92 |
| Sterilizers, Steam | 86 | 88 |
| Patient Rollers | 83 | 85 |
| Lead Vests | 78 | 75 |
| High Speed Pressure Instrument Sterilizers (Flash) | 77 | 81 |
| Laprosopes and Accessories | 76 | 83 |
| Suction Units, Portable | 76 | 78 |
| Fiber Optic Light Sources | 71 | 78 |
| Sterilizers, Washer | 71 | 78 |
| Electrosurgical Units | 70 | 74 |
| Ultrasonic Instrument Cleaners | 70 | 72 |
| Hand Tables | 69 | 73 |
| Sterilizers, Prevacuum High Temperature | 68 | 73 |
| Surgical Drills, Electric | 68 | 70 |
| Solution Warming Cabinets | 67 | 75 |
| Specialized Retractors | 66 | 70 |
| Suction Units, Stationary | 66 | 69 |
| Arthroscopes and Attachments | 65 | 69 |
| Sterilizers, Gravity Displacement | 63 | 68 |
| Sigmoidoscopes and Accessories | 62 | 69 |
| Surgical Drills, Gas Powered | 62 | 65 |
| Orthopedic Fracture Fixation Instruments and Accessories | 60 | 64 |
| Cast Carts | 59 | 63 |
| Surgical Microscopes, Portable | 58 | 68 |
| Surgical Saws, Gas Powered | 56 | 60 |
| Endoscopes, Flexible Fiber Optic | 56 | 59 |
| Tourniquet Devices, Electric | 55 | 58 |
| Blood Pressure Monitoring Equipment | 54 | 65 |
| Surgical Drills, Portable | 54 | 56 |
| Tourniquet Devices, Pneumatic | 53 | 60 |
| Surgical Saws, Electric | 53 | 59 |
| Orthopedic Fracture Tables and Accessories | 51 | 55 |
| Heat Sealers | 48 | 56 |
| Pulse Oxymeters | 47 | 63 |
| Colonoscopes and Accessories | 46 | 52 |
| Defibrillators | 45 | 56 |
| Sterilizers, Ethylene Oxide Aeration | 44 | 52 |
| Dermatomes, Powered | 43 | 52 |

TABLE 36

EQUIPMENT USED BY MORE THAN 50 PERCENT
FIRST-JOB OR FIRST-ENLISTMENT B-SHRED PERSONNEL

| EQUIPMENT | 1ST JOB (N=3) | 1ST ENL (N=6) |
|--|------------------|------------------|
| Lead Vests | 100 | 67 |
| Patient rollers | 100 | 100 |
| Suction Units, Portable | 100 | 83 |
| Cystoscopes and Accessories | 67 | 83 |
| Cystoscopy Tables, Stationary | 67 | 67 |
| Electrosurgical Units | 67 | 83 |
| High Speed Pressure Instrument Sterilizers (Flash) | 67 | 67 |
| Lithotripters, Hydraulic | 67 | 67 |
| Lithotripters, Ultrasonic | 67 | 67 |
| Nephroscopes and Accessories | 67 | 67 |
| Resectoscopes and Accessories | 67 | 83 |
| Solution Warming Cabinets | 67 | 83 |
| Suction Units, Stationary | 67 | 67 |
| Uretero-Renoscopes and Accessories | 67 | 50 |
| Urodynamics Laboratories | 67 | 67 |
| X-Ray Developers | 67 | 67 |
| X-Ray Fluoroscopy Units, Stationary | 67 | 67 |
| X-Ray Machines, Stationary | 67 | 67 |
| Blood Pressure Monitoring Equipment | 33 | 50 |
| Centrifuges | 33 | 50 |
| Cystoscopy Tables, Portable | 33 | 67 |
| Diagnostic Ultrasound Units | 33 | 67 |
| Endoscopes, Flexible Fiber Optic | 33 | 50 |
| Endoscopes, Rigid | 33 | 50 |
| Fiber Optic Light Sources | 33 | 67 |
| Percutaneous Nephrostomy Sets | 33 | 50 |
| Pulse Oxymeters | 33 | 50 |
| Table Microscopes | 33 | 50 |

TABLE 37

EQUIPMENT USED BY MORE THAN 50 PERCENT
FIRST-JOB OR FIRST-ENLISTMENT C-SHRED PERSONNEL

| EQUIPMENT | 1ST JOB (N=19) | 1ST ENL (N=24) |
|--|-------------------|-------------------|
| Cast Carts | 100 | 100 |
| Cast Saws | 100 | 100 |
| Orthopedic Fracture Fixation Instruments and Accessories | 89 | 83 |
| Orthopedic Fracture Tables and Accessories | 84 | 79 |
| Arthroscopes and Accessories | 74 | 71 |
| Fiber Optic Light Sources | 63 | 50 |
| Lead Vests | 63 | 54 |
| Surgical Drills, Electric | 63 | 54 |
| Blood Pressure Monitoring Equipment | 58 | 50 |
| Suction Units, Portable | 58 | 45 |
| Hand Tables | 53 | 46 |
| Patient Rollers | 53 | 42 |
| Specialized Retractors | 53 | 46 |
| Surgical Saws, Electric | 53 | 46 |
| X-Ray Machines, Portable | 53 | 42 |
| Traction Devices | 47 | 50 |

TABLE 38

EQUIPMENT USED BY MORE THAN 50 PERCENT
FIRST-JOB OR FIRST-ENLISTMENT D-SHRED PERSONNEL

| EQUIPMENT | 1ST JOB (N=8) | 1ST ENL (N=16) |
|-------------------------------------|------------------|-------------------|
| Endoscopes, Flexible Fiber Optic | 88 | 81 |
| Fiber Optic Light Sources | 88 | 75 |
| Endoscopes, Rigid | 75 | 75 |
| Electrosurgical Units | 63 | 50 |
| Nerve Stimulators (Hilger) | 63 | 69 |
| Pulse Oxymeters | 63 | 63 |
| Blood Pressure Monitoring Equipment | 50 | 50 |
| Bronchoscope and Accessories | 50 | 44 |
| Surgical Drills, Electric | 50 | 44 |
| Surgical Microscopes, Portable | 50 | 63 |
| Tympanometers | 50 | 56 |

To assist technical school personnel, the Air Force Occupational Measurement Squadron developed a computer program that incorporates TE and TD ratings and percentage of first-enlistment personnel performing each task to produce an Automated Training Indicator (ATI) for each task. These indicators correspond to training decisions defined in the Training Decision Logic Table found in Attachment 1, AETCR 52-22, and allow course personnel to quickly focus their attention on those tasks that are most likely to qualify for entry-level course consideration.

Tasks having the highest TE ratings are listed in Table 39, with accompanying first-job and first-enlistment members performing data. While these tasks are performed by high percentages of first-job and first-enlistment members, they have relatively low TD ratings and are primarily related to common operating room or clinic functions.

Tasks with the highest TD ratings are listed in Table 40, with accompanying first-job, first-enlistment, 5- and 7-skill level members performing figures. These tasks deal primarily with surgical specialty tests and procedures, have very low TE, and for the most part are performed by very low percentages of respondents, suggesting they should be reserved for more experienced personnel than those in their first-enlistment.

Various lists of tasks, accompanied by TE and TD ratings, and where appropriate, ATI information, are contained in the TRAINING EXTRACT package and should be reviewed in detail by technical school personnel.

Training Documents

To assist specifically in evaluation of the Specialty Training Standard (STS) and the Plan of Instruction (POI), tasks were matched to appropriate sections and subsections of the STS and the POI for Course **J3AQR90232-001** dated March 1992. Listings of the STS and POI were produced displaying the percent members performing, TE and TD ratings for each matched task, and ATI. Criteria set forth in AETCR 52-22, Attachment 1, were used to review the relevance of each STS entry and POI learning objective. Any STS entry with matched tasks performed by more than 20 percent of first-job, first-enlistment, or 5- or 7-skill level members is considered to be supported by survey data and should be retained in the document. Any POI learning objective with tasks matched performed by more than 30 percent of first-job or first-enlistment members is considered supported. The criteria were used to review the STS and POIs for the Surgical Services career ladder.

NOTE: The Percent Members Performing data on tasks in Tables 39 and 40 are for the total Surgical Services career ladder. Data for specialty tasks may be slightly higher for members within each shred. Task factor data, however, are representative of the total career ladder.

TABLE 39
TASKS WITH HIGHEST TRAINING EMPHASIS (TE) RATINGS

| TASKS | | TNG EMP | PERCENT MEMBERS PERFORMING | | TASK DIFF |
|-------|--|------------|----------------------------------|------------|--------------|
| | | | 1ST JOB | 1ST ENL | |
| J367 | Perform hand and arm scrubs | 7.10 | 90 | 87 | 3.85 |
| J349 | Identify drugs or solutions on sterile field | 7.04 | 91 | 88 | 4.25 |
| J397 | Transfer sterile items to sterile fields | 7.02 | 83 | 82 | 4.44 |
| J378 | Prepare and pass instruments or supplies to operating team members | 6.96 | 92 | 89 | 5.15 |
| J350 | Identify drugs or solutions prior to transfer to sterile field | 6.92 | 89 | 86 | 4.07 |
| J331 | Arrange sterile instruments and supplies on back tables | 6.83 | 87 | 85 | 4.77 |
| J336 | Assist surgeons in applying sterile drapes | 6.79 | 91 | 90 | 4.11 |
| J356 | Operate electrosurgical devices | 6.75 | 76 | 68 | 4.33 |
| J379 | Prepare and pass medications to surgeons during operative procedures | 6.75 | 85 | 84 | 4.87 |
| J347 | Establish sterile fields in OR | 6.73 | 89 | 85 | 4.35 |
| J337 | Assist surgeons in dressing surgical sites | 6.69 | 89 | 88 | 4.04 |
| J354 | Open sterile supplies, such as muslin-wrapped, paper-wrapped, or peel-packed sterile supplies | 6.67 | 86 | 84 | 4.27 |
| J396 | Transfer patients to and from OR tables | 6.58 | 92 | 88 | 4.13 |
| J335 | Assist sterile team members with donning or removing surgical attire | 6.58 | 91 | 88 | 3.84 |
| J376 | Position patients on operating tables | 6.52 | 81 | 76 | 4.73 |
| J342 | Correct breaks in sterile techniques by members of operating teams | 6.46 | 90 | 83 | 4.58 |
| J334 | Assist professional staff in performing counts of sponges, instruments, needles, or related supplies | 6.46 | 85 | 83 | 4.42 |
| K436 | Review expiration dates on sterile instruments, supplies, or drugs | 6.42 | 79 | 78 | 3.32 |
| K434 | Remove and dispose of sharps | 6.35 | 82 | 83 | 3.55 |
| J344 | Don or doff sterile gowns or gloves | 6.35 | 90 | 89 | 3.75 |
| J351 | Inspect equipment for cleanliness or operation | 6.33 | 89 | 84 | 4.09 |
| J343 | Dispose of sterile gowns or gloves | 6.21 | 91 | 90 | 3.61 |
| J338 | Break down sterile fields | 6.21 | 91 | 90 | 3.61 |
| J370 | Perform sterile draping of surgical equipment, such as microscopes or x-ray units | 6.21 | 80 | 77 | 4.82 |
| K415 | Dispose of biocontaminated items | 6.19 | 68 | 66 | 3.86 |
| J363 | Operate surgical tables | 6.12 | 76 | 69 | 4.38 |
| K416 | Dispose of blood or blood by-products | 6.06 | 59 | 59 | 3.82 |
| J371 | Perform surgical skin cleanings | 6.02 | 70 | 62 | 4.82 |
| J330 | Apply electrosurgical devices to patients | 6.02 | 78 | 76 | 3.60 |
| J346 | Establish patient identity | 5.98 | 83 | 83 | 3.26 |
| K429 | Perform preliminary cleaning of soiled instruments prior to return to central supply | 5.90 | 80 | 75 | 3.81 |

TE MEAN = 2.37 S.D. = 1.86 (HIGH TE = 4.23)
TD MEAN = 5.00 S.D. = 1.00

TABLE 40

TASKS WITH HIGHEST TASK DIFFICULTY (TD) RATINGS

| TASKS | TASK DIFF | PERCENT MEMBERS PERFORMING | | | | | | TNG EMP |
|-------|--------------|-------------------------------|-----|-----|-----|-----|-----|------------|
| | | 1ST | | 5- | | 7- | | |
| | | JOB | ENL | LVL | LVL | LVL | LVL | |
| L444 | 7.29 | 1 | 1 | 1 | 1 | 1 | | .29 |
| L445 | 7.27 | 0 | 0 | 1 | 1 | 1 | | .29 |
| J357 | 7.21 | 5 | 4 | 2 | 4 | 4 | | .94 |
| H237 | 7.07 | 0 | 1 | 3 | 1 | 1 | | .71 |
| L443 | 7.07 | 0 | 0 | 1 | 1 | 1 | | .38 |
| D100 | 7.06 | 1 | 1 | 2 | 1 | 1 | | .25 |
| C73 | 6.97 | 1 | 2 | 10 | 3 | 3 | | .21 |
| F171 | 6.95 | 0 | 1 | 2 | 1 | 1 | | .60 |
| F167 | 6.94 | 0 | 1 | 2 | 2 | 2 | | .65 |
| L451 | 6.91 | 0 | 0 | 1 | 1 | 1 | | .27 |
| F170 | 6.90 | 0 | 1 | 3 | 1 | 1 | | .44 |
| H224 | 6.89 | 0 | 1 | 1 | 1 | 1 | | .79 |
| L448 | 6.88 | 11 | 1 | 3 | 1 | 1 | | .27 |
| H244 | 6.87 | 0 | 1 | 1 | 1 | 1 | | .73 |
| L446 | 6.81 | 0 | 0 | 1 | 1 | 1 | | .29 |
| L447 | 6.80 | 0 | 0 | 1 | 1 | 1 | | .38 |
| L449 | 6.80 | 1 | 1 | 1 | 1 | 1 | | .40 |
| F173 | 6.80 | 0 | 0 | 1 | 1 | 1 | | .60 |
| D101 | 6.79 | 2 | 2 | 4 | 2 | 2 | | .35 |
| D 83 | 6.72 | 3 | 3 | 5 | 4 | 4 | | .19 |
| A9 | 6.67 | 6 | 5 | 25 | 5 | 5 | | 1.04 |

TD MEAN = 5.00

S.D. = 1.00

TE MEAN = 2.37

S.D. = 1.86 (High TE = 4.23)

TABLE 40 (CONTINUED)

TASKS WITH HIGHEST TASK DIFFICULTY (TD) RATINGS

| TASKS | TASK DIFF | PERCENT MEMBERS PERFORMING | | | | | | TNG EMP |
|-------|--------------|-------------------------------|-----|-----------|---|-----------|--|------------|
| | | 1ST | | 5- LVL | | 7- LVL | | |
| | | JOB | ENL | | | | | |
| L450 | 6.66 | 2 | 1 | 1 | 2 | | | .40 |
| C72 | 6.61 | 1 | 1 | 24 | 3 | | | .75 |
| A11 | 6.61 | 2 | 3 | 8 | 3 | | | .48 |
| F176 | 6.59 | 0 | 0 | 2 | 1 | | | .90 |
| H251 | 6.57 | 1 | 2 | 6 | 2 | | | 1.04 |
| C70 | 6.55 | 1 | 1 | 7 | 1 | | | .56 |
| F185 | 6.52 | 0 | 1 | 2 | 1 | | | .83 |
| F179 | 6.52 | 0 | 1 | 1 | 1 | | | .60 |
| A8 | 6.50 | 4 | 4 | 24 | 5 | | | .92 |
| C49 | 6.49 | 2 | 2 | 23 | 4 | | | .65 |
| H226 | 6.48 | 1 | 2 | 9 | 3 | | | 1.21 |
| H220 | 6.48 | 1 | 2 | 86 | 2 | | | 1.15 |

TD MEAN = 5.00

S.D. = 1.00

TE MEAN = 2.37

S.D. = 1.86 (High TE = 4.23)

Specialty Training Standard (STS)

The Surgical Services STS, dated April 1994, was reviewed using survey data. Paragraphs 1 through 8 and 17 cover the general topics of career ladder progression, medical readiness, surgical services management, training, safety, professional and patient relationships, logistics, publications, and anatomy and physiology; these sections were not reviewed. Paragraphs 9 through 19 deal with OR procedures and general nursing care and were reviewed using data from the entire career ladder. The Urology, Orthopedic, and ENT specialty areas are included in paragraphs 20 through 22 and were reviewed using percent members of the respective specialties.

Using the criterion of 20 percent of first-job, first-enlistment, 5- or 7-skill level members performing matched tasks, there were two entries unsupported by "slick" personnel data dealing with using lasers and pediatric surgery (see Table 41). There were three unsupported entries in the Orthopedic section of the STS covering assisting with the treatment of three conditions (see Table 42). Two entries in the ENT portion of the STS were unsupported by D-shred data. They deal with administering the ice water caloric and the Stengers tests (see Table 43). School personnel should review these unsupported entries to determine if they should remain in the STS.

Tasks not matched to any entry of the STS are listed at the end of the STS printout, and a sample is presented in Table 44. These were reviewed to determine if they dealt with a particular function or job. No particular trend was noted. Training personnel and SMEs should review the unreferenced tasks to determine if they suggest a topic that should be included in the STS.

Plan of Instruction (POI)

Inventory tasks were also matched to the J3AQ4N131 POI, dated 9 April 1993. A computer product was generated displaying learning objective and percent first-job (1-24 months TAFMS) and first-enlistment (1-48 months TAFMS) personnel performing matched tasks, and TE and TD ratings. These data were used to review the POI following the guidance of Attachment 1, ATCR 52-22, dated 17 February 1989. Learning objectives with matched tasks performed by 30 percent or more members are considered to be supported. Those not supported should be reviewed to determine if they are justified for retention in the basic course. Using these criteria, all learning objectives in both the resident and Phase II courses meet the requirements and are considered to be supported by survey data.

JOB SATISFACTION ANALYSIS

Respondents were asked to indicate how interested they were in their job, if they felt their talents and training were being used, if they were satisfied with the sense of accomplishment from their jobs, and what their reenlistment intentions were. Satisfaction indicators for TAFMS groups

TABLE 41

"SLICK" STS ELEMENTS NOT SUPPORTED BY SURVEY DATA
(LESS THAN 20 PERCENT MEMBERS PERFORMING)

| STS ENTRIES | TNG EMP | IST ENL (N=226) | DAFSC 4N151 (N=250) | DAFSC 4N171 (N=112) | TASK DIFF |
|--|------------|-----------------------|---------------------------|---------------------------|--------------|
| | | | | | |
| 5d (10) . Lasers | | | | | |
| J358 Operate laser equipment | 2.15 | 15 | 13 | 13 | 6.35 |
| 18. SURGICAL SPECIALTIES | | | | | |
| 18a (12). Pediatric surgery | | | | | |
| I275 Assist physician in treatment of congenital anomalies | 2.06 | 7 | 8 | 7 | 5.47 |

(High TE >= 4.23)

TE MEAN = 2.37 S.D. = 1.86

TD MEAN = 5.00 S.D. = 1.00

TABLE 42

UROLOGY STS ELEMENTS NOT SUPPORTED BY SURVEY DATA
(LESS THAN 20 PERCENT C-SHRED MEMBERS PERFORMING)

| STS ENTRIES | TNG | | IST | | DAFSC | | TASK | |
|---|--------|---|--------|--|--------|---|--------|------|
| | EMP | | ENL | | 4N151C | | 4N171C | |
| | (N=24) | | (N=24) | | (N=30) | | (N=24) | |
| 21d (1) (e) Poliomyelitis | | | | | | | | |
| 1282 Assist physician in treatment of poliomyelitis | 1.02 | 0 | | | 10 | 0 | | 5.56 |
| 21d (1) (g) 4. Nervous system | | | | | | | | |
| 1274 Assist physician in treatment of central nervous system injuries | 1.71 | 0 | | | 10 | 8 | | 5.94 |
| 21d (2) (a). Arthrodesis | | | | | | | | |
| 1309 Assist physician with treatments requiring arthrodesis | 1.31 | 8 | | | 10 | 8 | | 5.65 |

TE MEAN = 2.37 S.D. = 1.86 (High TE >= 4.23)

TD MEAN = 5.00 S.D. = 1.00

TABLE 43

ENT STS ENTRIES NOT SUPPORTED BY SURVEY DATA
(LESS THAN 20 PERCENT D-SHRED MEMBERS PERFORMING)

| STS ENTRIES | TNG | 1ST | DAFSC | DAFSC | TASK |
|-------------------|-----|---------------|------------------|-----------------|------|
| | EMP | ENL (N=16) | 4N151D (N=23) | 4N171D (N=7) | |
| <hr/> | | | | | |
| 22d (2) Calorics | | | | | |
| <hr/> | | | | | |
| F173 | .60 | 13 | 17 | 14 | 6.80 |
| <hr/> | | | | | |
| 22l (5). Stengers | | | | | |
| <hr/> | | | | | |
| F183 | .71 | 19 | 9 | 14 | 6.18 |

TE MEAN = 2.37 S.D. = 1.86 (High TE >= 4.23)

TD MEAN = 5.00 S.D. = 1.00

TABLE 44
TECHNICAL TASKS PERFORMED BY 20 PERCENT
OR MORE FIRST-ENLISTMENT PERSONNEL
BUT NOT MATCHED TO THE STS

| TASKS | PERCENT MEMBERS PERFORMING |
|--|----------------------------------|
| J344 Don or doff sterile gowns or gloves | 89 |
| J345 Don or doff surgical attire, other than sterile gown or gloves | 78 |
| J394 Stock OR with sterile or nonsterile supplies | 78 |
| J346 Establish patient identity | 77 |
| J370 Perform draping of surgical equipment, such as microscopes or x-ray units | 74 |
| J330 Apply electrosurgical devices to patients | 73 |
| K400 Assemble OR equipment or instruments after cleaning | 72 |
| J383 Prepare soaking solutions, such as Cidex | 72 |
| K416 Dispose of blood and blood by-products | 54 |
| K432 Prepare disinfecting solutions for skin | 40 |
| I290 Assist physician with biopsies of skin or mucosal lesions | 37 |
| J361 Operate patient monitoring equipment | 33 |
| I325 Prepare and drape patient for clinic procedures | 32 |
| K405 Change tubing or face masks on anesthesia machines | 27 |
| I294 Assist physician with cystoscopies | 24 |
| F151 Assist physician with noninvasive physical examinations | 21 |

in the present study were compared to those reported by respondents in other medical career ladders surveyed in 1993, to those reported in the last OSR, and across the Operating Room/Nursing Care cluster and the four independent jobs identified in the Job Structure Analysis.

Table 45 shows the comparison of current job satisfaction indicators for AFSC 4N1X1/B/C/D personnel to those of the AFSC 4J0X2 (Physical Therapy) and 4P0X1 (Pharmacy) career ladder surveyed in 1993. Overall, members of AFSC 4N1X1/B/C/D are more satisfied with their jobs than are those of the related medical career fields. Members in the current study feel their talents and training are being used as well or better than members in the comparative sample. Members in the Surgical Services career field seem satisfied with their job, their sense of accomplishment is high, and about the same number plan to reenlist as do members of the other medical career ladders.

As shown in Table 46, job satisfaction indicators for the current survey are slightly higher than those of the previous study published in 1987. In the current survey, expressed job interest and perceived use of talents and training are slightly higher. Sense of accomplishment data were not available for the last report. Reenlistment intentions have remained about the same.

Table 47 shows reported job satisfaction by the specialty jobs. Overall, members of the Surgical Services career field are satisfied with their work. Personnel performing the Clinic Urology job, however, do not find their job interesting, but feel their talents and training are well used. The seven respondents performing the CSS NCOIC job and the 15 performing the Logistics job feel their training is not well used. This may be because these are support functions removed from actual patient care. Personnel performing the CSS and CSS NCOIC jobs have the lowest sense of accomplishment in the career ladder. Overall, reenlistment intentions are fair, while a higher percentage of the more senior personnel in supervisory positions plan to retire.

IMPLICATIONS

The work of the career ladder is described by a cluster of five surgical suite jobs (the Operating Room/Nursing Care cluster, which includes the General Surgery, Urology, Orthopedic, and Otorhinolaryngology (ENT) specialties), and the four support jobs (Surgical Services Management, Central Sterile Supply (CSS), CSS NCOIC, and Surgical Logistics).

Personnel in this career field progress typically through the career field. Three-skill level members perform mostly technical tasks, such as setting up ORs and passing instruments. Five-skill level personnel are more directly involved with assisting with surgical procedures, while 7-skill level members are involved with supervision and administrative duties.

TABLE 45

COMPARISON OF JOB SATISFACTION DATA FOR AFSC 4N1X1
TAFMS GROUPS IN CURRENT STUDY TO A COMPARATIVE SAMPLE
(PERCENT MEMBERS PERFORMING)

| | 1-48 MOS TAFMS | | 49-96 MOS TAFMS | | 97+ MOS TAFMS | |
|---------------------------------|--------------------------|-----------------------------------|--------------------------|-----------------------------------|--------------------------|-----------------------------------|
| | AFSC 4N1X1 (N=272) | 1993 COMP SAMPLE (N=341) | AFSC 4N1X1 (N=113) | 1993 COMP SAMPLE (N=231) | AFSC 4N1X1 (N=314) | 1993 COMP SAMPLE (N=387) |
| <u>EXPRESSED JOB INTEREST:</u> | | | | | | |
| INTERESTING | 90 | 78 | 88 | 81 | 88 | 82 |
| SO-SO | 9 | 12 | 9 | 14 | 7 | 11 |
| DULL | 1 | 9 | 3 | 5 | 5 | 7 |
| <u>TALENTS USED:</u> | | | | | | |
| FAIRLY WELL TO PERFECTLY | 94 | 83 | 89 | 83 | 89 | 83 |
| LITTLE OR NOT AT ALL | 6 | 17 | 10 | 10 | 11 | 11 |
| <u>TRAINING USED:</u> | | | | | | |
| FAIRLY WELL TO PERFECTLY | 93 | 89 | 90 | 90 | 89 | 89 |
| LITTLE OR NOT AT ALL | 7 | 11 | 10 | 10 | 11 | 11 |
| <u>SENSE OF ACCOMPLISHMENT:</u> | | | | | | |
| SATISFIED | 82 | 72 | 82 | 72 | 79 | 74 |
| NEUTRAL | 11 | 9 | 5 | 12 | 8 | 9 |
| DISSATISFIED | 7 | 18 | 11 | 16 | 13 | 17 |
| <u>REENLISTMENT INTENTIONS:</u> | | | | | | |
| WILL REENLIST | 51 | 52 | 66 | 67 | 71 | 78 |
| WILL NOT REENLIST | 49 | 48 | 34 | 32 | 7 | 8 |
| WILL RETIRE | 0 | 0 | 0 | * | 22 | 14 |

* Indicates less than 1 percent

TABLE 46

COMPARISON OF JOB SATISFACTION DATA FOR AFSC 4N1X1
TAFMS GROUPS IN CURRENT AND PREVIOUS STUDY
(PERCENT MEMBERS PERFORMING)

| | 1-48 MOS TAFMS | | 49-96 MOS TAFMS | | 97+ MOS TAFMS | |
|---------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| | 1994 (N=272) | 1987 (N=475) | 1994 (N=113) | 1987 (N=100) | 1994 (N=314) | 1987 (N=194) |
| <u>EXPRESSED JOB INTEREST:</u> | | | | | | |
| INTERESTING | 90 | 88 | 88 | 79 | 88 | 77 |
| SO-SO | 9 | 7 | 9 | 13 | 8 | 15 |
| DULL | 1 | 3 | 3 | 5 | 5 | 7 |
| <u>TALENTS USED:</u> | | | | | | |
| FAIRLY WELL TO PERFECTLY | 94 | 89 | 89 | 88 | 89 | 83 |
| LITTLE OR NOT AT ALL | 6 | 10 | 11 | 12 | 11 | 17 |
| <u>TRAINING USED:</u> | | | | | | |
| FAIRLY WELL TO PERFECTLY | 93 | 93 | 90 | 83 | 89 | 86 |
| LITTLE OR NOT AT ALL | 7 | 6 | 10 | 16 | 11 | 13 |
| <u>SENSE OF ACCOMPLISHMENT:</u> | | | | | | |
| SATISFIED | 82 | - | 72 | - | 79 | - |
| NEUTRAL | 11 | - | 12 | - | 8 | - |
| DISSATISFIED | 7 | - | 16 | - | 13 | - |
| <u>REENLISTMENT INTENTIONS:</u> | | | | | | |
| WILL REENLIST | 51 | 59 | 66 | 66 | 71 | 74 |
| WILL NOT REENLIST | 49 | 38 | 33 | 33 | 7 | 8 |
| WILL RETIRE | 0 | * | * | * | 22 | 17 |

- No data available

* Indicates less than 1 percent

TABLE 47

JOBSATISFACTION DATA FOR CLUSTER AND JOBS
(PERCENT MEMBERS RESPONDING)

| | O.R./NURSING CARE CLUSTER (N=595) | GENERAL SURGERY TECH (N=352) | SURGICAL SUITE NCOIC (N=177) | SURGICAL SUITE UROLOGY (N=18) | CLINIC UROLOGY TECH (N=5) |
|---------------------------------|---|------------------------------------|------------------------------------|-------------------------------------|---------------------------------|
| <u>EXPRESSED JOB INTEREST:</u> | | | | | |
| INTERESTING | 90 | 91 | 92 | 94 | 40 |
| SO-SO | 7 | 6 | 5 | 6 | 60 |
| DULL | 3 | 2 | 3 | 0 | 0 |
| <u>TALENTS USED:</u> | | | | | |
| FAIRLY WELL TO PERFECTLY | 92 | 93 | 88 | 100 | 100 |
| LITTLE OR NOT AT ALL | 8 | 7 | 12 | 0 | 0 |
| <u>TRAINING USED:</u> | | | | | |
| FAIRLY WELL TO PERFECTLY | 93 | 94 | 95 | 100 | 80 |
| LITTLE TO NOT AT ALL | 7 | 6 | 5 | 0 | 20 |
| <u>SENSE OF ACCOMPLISHMENT:</u> | | | | | |
| SATISFIED | 82 | 82 | 84 | 83 | 100 |
| NEUTRAL | 9 | 9 | 7 | 11 | 0 |
| DISSATISFIED | 9 | 9 | 9 | 6 | 0 |
| <u>REENLISTMENT INTENTIONS:</u> | | | | | |
| WILL REENLIST | 64 | 64 | 67 | 72 | 60 |
| WILL NOT REENLIST | 28 | 33 | 10 | 11 | 20 |
| WILL RETIRE | 8 | 3 | 23 | 17 | 20 |

TABLE 47 (CONTINUED)

JOB SATISFACTION DATA FOR CLUSTER AND JOBS
(PERCENT MEMBERS RESPONDING)

| | ENT TECH (N=31) | ORTHOPEDIC TECH (N=66) | MGMTN SUPV JOB (N=32) | CSS NCOIC (N=7) | CSS JOB (N=14) | SURGICAL LOGISTICS JOB (N=15) |
|--|--------------------|---------------------------|-----------------------------|--------------------|-------------------|-------------------------------------|
| <u>EXPRESSED JOB INTEREST:</u> | | | | | | |
| INTERESTING | 81 | 89 | 94 | 71 | 71 | 80 |
| SO-SO | 13 | 8 | 3 | 15 | 22 | 13 |
| DULL | 6 | 3 | 3 | 14 | 7 | 7 |
| <u>TALENTS USED:</u> | | | | | | |
| FAIRLY WELL TO PERFECTLY LITTLE OR NOT AT ALL | 83 17 | 95 5 | 91 9 | 71 29 | 93 7 | 87 13 |
| <u>TRAINING USED:</u> | | | | | | |
| FAIRLY WELL TO PERFECTLY LITTLE TO NOT AT ALL | 77 23 | 92 8 | 81 19 | 71 29 | 93 7 | 67 33 |
| <u>SENSE OF ACCOMPLISHMENT:</u> | | | | | | |
| SATISFIED | 72 | 89 | 78 | 43 | 64 | 87 |
| NEUTRAL | 11 | 3 | 3 | 28 | 21 | 0 |
| DISSATISFIED | 17 | 8 | 19 | 29 | 14 | 13 |
| <u>REENLISTMENT INTENTIONS:</u> | | | | | | |
| WILL REENLIST | 68 | 59 | 44 | 57 | 50 | 67 |
| WILL NOT REENLIST | 29 | 30 | 15 | 14 | 43 | 7 |
| WILL RETIRE | 3 | 11 | 41 | 29 | 7 | 20 |

The STS is mostly supported by OSR data. There are unsupported items in the general surgery section and in each of the surgical specialties, except for paragraph 20, dealing with Urology functions. The POI for the resident course and the Phase II clinical course are well supported by survey data. Technical School personnel should review the STS and the unsupported items to determine if they merit removal from the 3-level training course. The development of an advanced Urology training course could also benefit from a review of survey data on the Urology specialty.

Job satisfaction for the career ladder is generally positive. Most members performing the specialty jobs and in the TAFMS groups find their work interesting, except for those performing more support functions of CSS and Logistics.

Survey data were made available at the 28 February through 11 March 1994 U&TW where the CFETP for the career ladder was developed and the STS and POIs for the career ladder were reviewed. Survey data were used to validate decisions made at this meeting.

APPENDIX A
JOB DESCRIPTIONS

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TABLE A1
GENERAL SURGERY TECHNICIAN
(STG079)

| TASKS | PERCENT MEMBERS PERFORMING |
|--|----------------------------------|
| J338 Break down sterile fields | 99 |
| J336 Assist surgeons in applying sterile drapes | 99 |
| J343 Dispose of sterile gowns and gloves | 99 |
| J344 Don or doff sterile gowns or gloves | 99 |
| J378 Prepare and pass instruments or supplies to operating team members | 98 |
| J335 Assist sterile team members with donning or removing surgical attire | 98 |
| J337 Assist surgeons in dressing surgical sites | 98 |
| J385 Pull surgical supplies or instruments | 97 |
| J349 Identify drugs or solutions on sterile field | 97 |
| J328 Adjust Mayo instrument tray stands | 97 |
| J329 Adjust overhead operating lights | 97 |
| J396 Transfer patients to and from OR tables | 97 |
| J354 Open sterile supplies, such as muslin-wrapped, paper-wrapped, or peel-packaged sterile supplies | 96 |
| J367 Perform hand and arm scrub | 96 |
| J347 Establish sterile fields in OR | 96 |
| J365 Pass specimens to circulators | 96 |
| J351 Inspect equipment for cleanliness or operation | 96 |
| J331 Arrange sterile instruments and supplies on back tables | 95 |
| J394 Stock OR with sterile or nonsterile supplies | 94 |
| J350 Identify drugs or solutions prior to transfer to sterile field | 94 |
| J334 Assist professional staff in performing counts of sponges, instruments, drugs, needles, or related supplies | 93 |
| J379 Prepare and pass medications to surgeons during operative procedures | 93 |
| J346 Establish patient identity | 93 |
| J397 Transfer sterile items to sterile fields | 92 |
| K434 Remove and dispose of sharps | 92 |
| J345 Don or doff surgical attire, other than sterile gown or gloves | 89 |
| K399 Assemble instrument sets | 89 |
| K400 Assemble OR equipment or instruments after cleaning | 89 |
| K424 Operate sterilizers | 88 |
| K438 Store sterilized or nonsterilized items | 88 |
| J339 Clean operating room (OR) support areas | 88 |
| J390 Retrieve equipment or supplies for surgery | 87 |
| J362 Operate skin stapling devices | 87 |
| J330 Apply electrosurgical devices to patients | 87 |

TABLE A2
SURGICAL SUITE NCOIC
(STG098)

| TASKS | PERCENT MEMBERS PERFORMING |
|---|----------------------------------|
| J344 Don or doff sterile gowns or gloves | 100 |
| J343 Dispose of sterile gowns or gloves | 100 |
| J350 Identify drugs or solutions prior to transfer to sterile field | 100 |
| J351 Inspect equipment for cleanliness or operation | 99 |
| J367 Perform hand and arm scrub | 99 |
| J385 Pull surgical supplies or instruments | 99 |
| J352 Inventory surgical instruments or equipment, other than field supplies or field equipment | 99 |
| J347 Establish sterile fields in OR | 99 |
| J349 Identify drugs or solutions on sterile field | 99 |
| J341 Consult schedule of operations | 97 |
| J331 Arrange sterile instruments and supplies on back tables | 97 |
| J338 Break down sterile fields | 97 |
| J335 Assist sterile team members with donning or removing surgical attire | 97 |
| J336 Assist surgeons in applying sterile drapes | 97 |
| J337 Assist surgeons in dressing surgical sites | 97 |
| J329 Adjust overhead operating lights | 97 |
| J342 Correct breaks in sterile techniques by members of operating teams | 97 |
| J328 Adjust Mayo instrument tray stands | 97 |
| J339 Clean operating room (OR) support areas | 97 |
| J354 Open sterile supplies, such as muslin-wrapped, paper-wrapped, or peel-packaged sterile supplies | 96 |
| J345 Don or doff surgical attire, other than sterile gown or gloves | 96 |
| J334 Assist professional staff in performing counts of sponges, instruments, needles, or related supplies | 96 |
| J330 Apply electrosurgical devices to patients | 96 |
| J365 Pass specimens to circulators | 96 |
| J346 Establish patient identity | 96 |
| J379 Prepare and pass medications to surgeons during operative procedures | 96 |
| K424 Operate sterilizers | 94 |
| J364 Operate video equipment | 94 |
| K437 Rotate dated supplies | 92 |
| K438 Store sterilized or nonsterilized items | 92 |
| J397 Transfer sterile items to sterile fields | 91 |
| K436 Review expiration dates on sterile instruments, supplies, or drugs | 91 |
| J390 Retrieve equipment or supplies for surgery | 91 |

TABLE A3
SURGICAL SUITE
UROLOGY TECHNICIAN
(STG131)

| TASKS | PERCENT MEMBERS PERFORMING |
|--|----------------------------------|
| F159 Instill xylocaine jellies intrauretherally | 100 |
| F149 Answer patient medical inquiries | 100 |
| I302 Assist physician with prostate biopsies | 100 |
| J344 Don or doff sterile gowns or gloves | 100 |
| I325 Prepare and drape patients for clinic procedures | 100 |
| F150 Assist physician in applying dressings or packs | 100 |
| J354 Open sterile supplies, such as muslin-wrapped, paper-wrapped, or peel-packaged sterile supplies | 100 |
| F191 Prepare sterile setups for clinic procedures | 100 |
| J383 Prepare soaking solutions, such as Cidex | 100 |
| J328 Adjust Mayo instrument tray stands | 100 |
| F152 Brief physicians on patient follow-ups | 100 |
| F188 Prepare patients for clinic examinations | 94 |
| F186 Perform urodynamic tests, such as cystometrograms or urine flow | 94 |
| G215 Take specimens to laboratories | 94 |
| E145 Schedule patient appointments | 94 |
| E143 Review SF 513 (Medical Record-Consultation Sheet) | 94 |
| J338 Break down sterile fields | 94 |
| I303 Assist physician with prostate ultrasounds | 94 |
| J355 Operate cystoscopy tables | 94 |
| J347 Establish sterile fields in OR | 94 |
| E146 Schedule patients for surgery | 94 |
| J335 Assist sterile team members with donning or removing surgical attire | 94 |
| J343 Dispose of sterile gowns or gloves | 94 |
| I311 Assist physician with urodynamics | 94 |
| J349 Identify drugs or solutions on sterile field | 94 |
| J337 Assist surgeons in dressing surgical sites | 94 |
| G205 Catheterize patients | 94 |
| J378 Prepare and pass instruments or supplies to operating team members | 94 |
| K438 Store sterilized or nonsterilized items | 94 |
| E142 Review patient health records prior to appointments | 89 |
| J331 Arrange sterile instruments and supplies on back tables | 89 |
| J345 Don or doff surgical attire, other than sterile gown or gloves | 89 |
| J367 Perform hand and arm scrubs | 89 |
| J365 Pass specimens to circulators | 89 |

TABLE A4
CLINIC UROLOGY TECHNICIAN
(STG058)

| TASKS | PERCENT MEMBERS PERFORMING |
|--|----------------------------------|
| I294 Assist physician with cystoscopies | 100 |
| I325 Prepare and drape patients for clinic procedures | 100 |
| E103 Brief patients on clinical or operating room policies | 100 |
| J355 Operate cystoscopy tables | 100 |
| F159 Instill xylocaine jellies intrauretherally | 100 |
| G208 Log procedures into record books or computers | 100 |
| J330 Apply electrosurgical devices to patients | 100 |
| G205 Catheterize patients | 100 |
| F152 Brief physicians on patient follow-ups | 100 |
| F149 Answer patient medical inquiries | 100 |
| I302 Assist physician with prostate biopsies | 100 |
| F150 Assist physician in applying dressings or packs | 100 |
| I315 Change solutions during clinic procedures | 100 |
| J338 Break down sterile fields | 100 |
| I308 Assist physician with transurethral resections | 100 |
| J331 Arrange sterile instruments and supplies on back tables | 100 |
| J356 Operate electrosurgical devices | 100 |
| I318 Inject medications, at direction of physician | 100 |
| J344 Don or doff sterile gowns or gloves | 100 |
| J329 Adjust overhead operating lights | 100 |
| F191 Prepare sterile setups for clinic procedures | 80 |
| F148 Administer topical local anesthetics | 80 |
| G206 Counsel patients | 80 |
| G215 Take specimens to laboratories | 80 |
| I311 Assist physician with urodynamics | 80 |
| G202 Administer medications or immunizations to patients, under supervision of physician | 80 |
| E105 Collect statistical data, other than daily patient counts or patient audit trails | 80 |
| J377 Position sterile tables or related equipment, such as monitors, microscopes, or lasers | 80 |
| J354 Open sterile supplies, such as muslin-wrapped, paper-wrapped, or peel packaged sterile supplies | 80 |
| J371 Perform surgical skin cleansings | 80 |
| F155 Collect catheterized urine specimens | 80 |
| G210 Perform basic patient care in medical emergencies | 80 |
| J335 Assist sterile team members with donning or removing surgical attire | 80 |

TABLE A5

OTORHINOLARYNGOLOGY (ENT)
TECHNICIAN
(STG063)

| TASKS | PERCENT MEMBERS PERFORMING |
|---|----------------------------------|
| E145 Schedule patient appointments | 100 |
| J338 Break down sterile fields | 100 |
| J336 Assist surgeons in applying sterile drapes | 97 |
| J328 Adjust Mayo instrument tray stands | 97 |
| J349 Identify drugs or solutions on sterile field | 97 |
| F150 Assist physician in applying dressings or packs | 97 |
| I298 Assist physician with myringotomies | 94 |
| I305 Assist physician with septoplasties | 94 |
| J331 Arrange sterile instruments and supplies on back tables | 94 |
| J337 Assist surgeons in dressing surgical sites | 94 |
| J344 Don or doff sterile gowns or gloves | 94 |
| J343 Dispose of sterile gowns or gloves | 94 |
| J329 Adjust overhead operating lights | 94 |
| E143 Review SF 513 (Medical Record-Consultation Sheet) | 90 |
| I307 Assist physician with tonsillectomy and adenoidectomy (T&A) procedures | 90 |
| J367 Perform hand and arm scrubs | 90 |
| I269 Assist physician in limited functional endoscopic sinus surgeries | 90 |
| J347 Establish sterile fields in OR | 90 |
| J354 Open sterile supplies, such as muslin-wrapped, paper-wrapped, or peel-packaged sterile supplies | 90 |
| J379 Prepare and pass medications to surgeons during operative procedures | 90 |
| F199 Remove sutures | 90 |
| E146 Schedule patients for surgery | 90 |
| J335 Assist sterile team members with donning or removing surgical attire | 87 |
| E129 Perform periodic inventories of dated medications | 87 |
| I267 Assist physician in functional nasal reconstructions | 87 |
| J378 Prepare and pass instruments or supplies to operating team members | 87 |
| J365 Pass specimens to circulators | 87 |
| F197 Remove foreign bodies from ears using suction method | 84 |
| F191 Prepare sterile setups for clinic procedures | 84 |
| J334 Assist professional staff in performing counts of sponges, instruments, needles, or related supplies | 84 |
| F177 Perform routine ear examinations with otoscope | 84 |
| J350 Identify drugs or solutions prior to transfer to sterile field | 84 |
| I266 Assist physician in excision and closure of skin lesions | 84 |

TABLE A6
ORTHOPEDIC TECHNICIAN
(STG061)

| TASKS | PERCENT MEMBERS PERFORMING |
|---|----------------------------------|
| H263 Remove splints | 100 |
| H262 Remove casts | 100 |
| H249 Apply short leg plaster or fiberglass cast | 100 |
| H259 Prepare patients for application of casts or splints | 100 |
| H246 Apply short arm plaster or fiberglass splints | 100 |
| H247 Apply short arm scaphoid plaster or fiberglass splints | 100 |
| H245 Apply standard long arm plaster or fiberglass casts | 98 |
| H260 Prepare patients for removal of casts or splints | 97 |
| H252 Apply standard long arm plaster or fiberglass casts | 97 |
| H230 Apply long arm plaster or fiberglass splints | 97 |
| I327 Remove skin staples | 97 |
| H233 Apply long leg cylinder plaster or fiberglass casts | 97 |
| H258 Prepare casting or splinting materials | 95 |
| H253 Apply standard short arm plaster or fiberglass casts | 94 |
| H234 Apply long leg plaster or fiberglass casts | 94 |
| H232 Apply long arm sugar tong plaster or fiberglass splints | 94 |
| F199 Remove sutures | 92 |
| H250 Apply short leg plaster or fiberglass splints | 92 |
| I284 Assist physician in treatment of sprains, strains, or contusions | 92 |
| H229 Apply long arm navicular plaster or fiberglass casts | 92 |
| I278 Assist physician in treatment of fractures | 91 |
| F150 Assist physician in applying dressings or packs | 91 |
| I314 Change dressings | 89 |
| I319 Instruct patients in use of orthopedic appliances | 89 |
| H248 Apply short arm sugar tong plaster or fiberglass splints | 89 |
| I288 Assist physician in treatment of wounds | 88 |
| H235 Apply long leg plaster or fiberglass splints | 88 |
| J337 Assist surgeons in dressing surgical sites | 88 |
| J336 Assist surgeons in applying sterile drapes | 88 |
| H231 Apply long arm scaphoid plaster or fiberglass splints | 86 |
| E145 Schedule patient appointments | 85 |
| J344 Don or doff sterile gowns or gloves | 85 |
| F164 Order x-rays | 85 |

TABLE A7
SURGICAL SERVICES
MANAGEMENT/SUPERVISION JOB
(STG056)

| TASKS | PERCENT MEMBERS PERFORMING |
|---|----------------------------------|
| A4 Determine requirements for space, personnel, equipment, or supplies | 100 |
| A21 Schedule personnel for leaves, passes, or temporary duty (TDY) | 100 |
| B27 Correct safety hazards | 100 |
| A3 Conduct staff meetings or briefings | 97 |
| A20 Prepare work schedules or duty rosters | 97 |
| A13 Establish work schedules | 97 |
| B28 Counsel personnel on personal or military-related matters | 97 |
| C49 Evaluate budget requirements | 94 |
| C45 Analyze workload requirements | 94 |
| A17 Plan or schedule work priorities | 94 |
| C62 Evaluate work schedules | 94 |
| C46 Conduct performance feedback worksheet (PFW) evaluation sessions | 94 |
| A16 Plan or schedule work assignments | 94 |
| C55 Evaluate new equipment | 94 |
| A10 Establish performance standards for subordinates | 94 |
| A1 Assign personnel to duty positions | 94 |
| C71 Write or review EPRs | 91 |
| A9 Establish organizational policies, such as operating instructions (OIs) or standard operating procedures (SOPs) | 91 |
| A22 Write job or position descriptions | 91 |
| A2 Assign sponsors for newly assigned personnel | 91 |
| C56 Evaluate personnel for compliance with performance standards | 88 |
| C52 Evaluate housekeeping contractor performance | 88 |
| C54 Evaluate job descriptions | 88 |
| C57 Evaluate procedures for maintenance of property items | 88 |
| C72 Write recommendations for awards or decorations | 84 |
| C63 Identify safety hazards | 84 |
| A15 Plan or prepare briefings | 84 |
| A7 Develop self-inspection checklists | 84 |
| B24 Brief subordinates on medical ethics | 84 |
| B35 Implement self-inspection programs | 81 |
| B40 Supervise Apprentice Surgical Service Specialists (AFSC 902X2/B/C/D) | 81 |
| B32 Implement Quality Air Force (QAF) programs or initiatives | 81 |
| C59 Evaluate safety programs | 81 |

TABLE A8
CENTRAL STERILE
SUPPLY NCOIC
(STG050)

| TASKS | PERCENT MEMBERS PERFORMING |
|---|----------------------------------|
| K399 Assemble instrument sets | 100 |
| K439 Wrap and label instrument sets for sterilization | 100 |
| K400 Assemble OR equipment or instruments after cleaning | 100 |
| C56 Evaluate personnel for compliance with performance standards | 100 |
| A10 Establish performance standards for subordinates | 100 |
| K409 Clean sterilizers | 100 |
| E125 Order medical supplies using local purchase procedures | 100 |
| E123 Order linen supplies | 100 |
| K419 Load or unload sterilizers | 86 |
| K424 Operate sterilizers | 86 |
| K421 Monitor sterilizer effectiveness using biological indicators | 86 |
| B43 Supervise Surgical Service Specialists (AFSC 90252/B/C/D) | 86 |
| K423 Operate ETO aeration equipment | 86 |
| K417 Fold linens for sterilization | 86 |
| K413 Deliver or pick up supplies to or from using units | 86 |
| E124 Order medical supplies from USAF supply agencies | 86 |
| C71 Write or review EPRs | 86 |
| A9 Establish organizational policies, such as operating instructions (OIs) or standard operating procedures (SOPs) | 86 |
| K438 Store sterilized or nonsterilized items | 86 |
| K412 Damp dust horizontal surfaces or storage areas with germicides | 86 |
| K418 Inspect microscopic or endoscopic surgical instruments | 71 |
| C63 Identify safety hazards | 71 |
| K422 Monitor sterilizer effectiveness using chemical indicators | 71 |
| B40 Supervise Apprentice Surgical Services Specialists (AFSC 90232/B/C/D) | 71 |
| K408 Clean instruments or equipment for storage or reprocessing | 71 |
| A16 Plan or schedule work assignments | 71 |
| C45 Analyze workload requirements | 71 |
| A12 Establish work methods, work controls, or inspection procedures | 71 |
| A17 Plan or schedule work priorities | 71 |
| A3 Conduct staff meetings or briefings | 71 |
| C55 Evaluate new equipment | 71 |
| D94 Maintain training record, charts, graphs, or files | 71 |

TABLE A9
CENTRAL STERILE
SUPPLY JOB
(STG052)

| TASKS | PERCENT MEMBERS PERFORMING |
|---|----------------------------------|
| K439 Wrap and label instrument sets for sterilization | 100 |
| K399 Assemble instrument sets | 100 |
| K408 Clean instruments or equipment for storage or reprocessing | 93 |
| K400 Assemble OR equipment or instruments after cleaning | 93 |
| K424 Operate sterilizers | 93 |
| K438 Store sterilized or nonsterilized items | 93 |
| K437 Rotate dated supplies | 93 |
| K419 Load or unload sterilizers | 86 |
| K409 Clean sterilizers | 86 |
| K421 Monitor sterilizer effectiveness using biological indicators | 79 |
| K422 Monitor sterilizer effectiveness using chemical indicators | 79 |
| K423 Operate ETO aeration equipment | 71 |
| K401 Change agent tanks on ethylene oxide (ETO) sterilizers | 71 |
| K417 Fold linens for sterilization | 57 |
| K436 Review expiration dates on sterile instruments, supplies, or drugs | 57 |
| K414 Disassemble equipment or instruments in preparation for manual or mechanical cleaning | 50 |
| J385 Pull surgical supplies or instruments | 50 |
| K430 Perform routine chemical disinfection of surgical instruments or supplies | 50 |
| K407 Clean ETO aeration equipment | 43 |
| K402 Change compressed medical gas tanks, other than agent tanks | 43 |
| K412 Damp dust horizontal surfaces or storage areas with germicides | 43 |
| K434 Remove and dispose of sharps | 43 |
| E123 Order linen supplies | 43 |
| K418 Inspect microscopic or endoscopic surgical instruments | 36 |

TABLE A10
SURGICAL LOGISTICS JOB
(STG055)

| TASKS | PERCENT MEMBERS PERFORMING |
|--|----------------------------------|
| E125 Order medical supplies using local purchase procedures | 100 |
| E126 Order nonmedical supplies from USAF supply agencies | 100 |
| E138 Research supply catalogs or medical catalog (MEDCAT) supply listings | 100 |
| E108 Coordinate standard medical supply purchases with medical materiel personnel | 87 |
| E124 Order medical supplies from USAF supply agencies | 87 |
| E137 Research data from vendors for equipment purchases or standard medical supply purchases | 87 |
| E144 Review using Activity Issue/Turn In lists | 87 |
| E136 Prepare shopping guides | 87 |
| E106 Coordinate equipment purchases medical materiel personnel | 87 |
| C46 Conduct performance feedback worksheet evaluation sessions | 87 |
| C49 Evaluate budget requirements | 60 |
| C56 Evaluate personnel for compliance with performance standards | 53 |
| E121 Maintain property custodial action/custodial receipt | 53 |
| E141 Review and sign CA/CRLs | 47 |
| B40 Supervise Apprentice Surgical Service Specialists (AFSC 90232/B/C/D) | 40 |
| A8 Draft budget requirements | 40 |
| C45 Analyze workload requirements | 33 |
| E147 Write correspondence, such as letters, point papers, or staff summary sheets | 33 |
| J394 Stock OR with sterile or nonsterile supplies | 27 |

APPENDIX B
TASK MODULES

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TABLE B1

| | |
|------|--|
| 0001 | OPERATING ROOM ASEPTIC SUPPORT |
| J379 | Perform preoperative shaves |
| J371 | Perform surgical skin cleansings |
| J380 | Prepare cleaning solutions |
| J381 | Prepare disinfecting solutions for inanimate object |
| J384 | Prepare specimens for laboratory or pathology examinations |
| K433 | Prepare formalin containers for surgical specimens |
| 0002 | OPERATING ROOM SURGICAL SUPPORT |
| J330 | Apply electrosurgical devices to patients |
| J353 | Maintain body position of patients during administration of spinal or regional anesthesia |
| J356 | Operate electrosurgical devices |
| J362 | Operate skin stapling devices |
| J363 | Operate surgical tables |
| J364 | Operate video equipment |
| J370 | Perform sterile draping of surgical equipment, such as microscopes or x-ray units |
| J376 | Position patients on operating tables |
| J377 | Position sterile tables or related equipment, such as monitors, microscopes, or lasers |
| 0003 | OPERATING ROOM ANESTHESIA SUPPORT |
| K402 | Change compressed medical gas tanks, other than agent tanks on ETO sterilizers |
| K403 | Change rebreathing bags on anesthesia machines |
| K405 | Change tubing or face masks on anesthesia machines |
| K435 | Replace disposable tubing or face masks on anesthesia machines |
| 0004 | GENERAL NURSING CARE |
| G203 | Assist anesthetists in maintaining airway for patients |
| G204 | Assist in administration of oxygen |
| G209 | Monitor intravenous (IV) solutions flows |
| G210 | Perform basic patient care in medical emergencies |
| G211 | Perform postanesthesia care of patients in recovery rooms, under supervision of professional staff |
| G212 | Start IV solutions, under supervision of professional staff |
| G213 | Take and record vital signs of patients |

0005 SUPERVISE OPERATING ROOM PERSONNEL (NCOIC)

- A1 Assign personnel to duty positions
- A2 Assign sponsors for newly assigned personnel
- A3 Conduct staff meetings or briefings
- A4 Determine requirements for space, personnel, equipment, or supplies
- A8 Draft budget requirements
- A9 Establish organizational policies, such as operating instructions (OIs) or standard operating procedures (SOPs)
- A10 Establish performance standards for subordinates
- A12 Establish work methods, work controls, or inspections procedures
- A13 Establish work schedules
- A15 Plan or prepare briefings
- A16 Plan or schedule work assignments
- A17 Plan or schedule work priorities
- A20 Prepare work schedules or duty rosters
- A21 Schedule personnel for leaves, passes, or temporary duty (TDY)
- A22 Write job position descriptions
- B24 Brief subordinates on medical ethics
- B26 Conduct staff meetings
- B27 Correct safety hazards
- B28 Counsel personnel on personal or military-related matters
- B37 Initiate personnel action requests, such as upgrade actions or duty title changes
- B39 Interpret policies, directives, or procedures for subordinates
- B40 Supervise Apprentice Surgical Service Specialists (AFSC 90232/B/C/D)
- B43 Supervise Surgical Service Specialists (AFSC 90252/B/C/D)
- C45 Analyze workload requirements
- C46 Conduct performance feedback worksheet (PFW) evaluation sessions
- C49 Evaluate budget requirements
- C55 Evaluate new equipment
- C56 Evaluate personnel for compliance with performance standards
- C62 Evaluate work schedules
- C63 Identify safety hazards
- C65 Initiate reports of unsatisfactory equipment, supplies, or contractor performance
- C71 Write or review EPRs
- C72 Write recommendations for awards or decorations

0006 SUPERVISE OPERATING ROOM PERSONNEL (SUPERINTENDENT)

- A7 Develop self-inspection checklists
- A14 Evaluate layouts of facilities
- A18 Plan safety programs
- A19 Plan security programs
- B29 Direct maintenance of administrative files
- B30 Draft recommendations for policy changes on utilization of personnel or equipment
- B31 Implement cost-reduction programs, such as fraud, waste, and abuse

| | |
|------|--|
| 0006 | SUPERVISE OPERATING ROOM PERSONNEL (SUPERINTENDENT) (CONT) |
|------|--|

- B32 Implement Quality Air Force (QAF) programs or initiatives
- B33 Implement safety programs
- B34 Implement security programs
- B35 Implement self-inspection programs
- B36 Implement suggestion programs
- B38 Initiate requests for personnel replacements or manning assistance
- B44 Supervise Surgical Service Technicians (AFSC 90272/B/C/D)
- C47 Evaluate accidents or incident reports
- C48 Evaluate administrative forms, files, or procedures
- C51 Evaluate completed special projects, such as self-help projects
- C52 Evaluate housekeeping contractor performance
- C53 Evaluate inspections reports or procedures
- C54 Evaluate job descriptions
- C57 Evaluate procedures for maintenance of property items
- C58 Evaluate quality of patient care
- C59 Evaluate safety programs
- C60 Evaluate security programs
- C61 Evaluate suggestions
- C64 Indorse enlisted performance reports (EPRs)
- C67 Investigate accidents or incidents
- C69 Select individuals for specialized training
- C73 Write staff studies, surveys, or special reports, other than training reports

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| 0007 | MANAGE CIVILIAN PERSONNEL |
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- A5 Develop civilian performance appraisal plans
- B23 Annotate timesheets for civilian employees
- B25 Conduct hiring interviews
- B41 Supervise civilian personnel
- C70 Write civilian performance ratings or supervisory appraisals

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| 0008 | CLINIC PATIENT CARE |
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- E103 Brief patients on clinical or operating room policies
- E114 Instruct patients in filling out forms, such as patient histories or consent forms
- E119 Maintain daily patient logs
- E122 Obtain patient health records
- E128 Order pharmacy supplies
- E129 Perform periodic inventories of dated medications
- E131 Pick up daily administrative distribution
- E134 Prepare forms for tissue examinations
- E135 Prepare or distribute daily clinic schedules
- E139 Return patient health records
- E140 Return x-rays to radiology

0008 CLINIC PATIENT CARE (CONT)

- E142 Review patient health records prior to appointments
- E143 Review SF 153 (Medical Record - Consultation Sheet)
- E145 Schedule patient appointments
- E146 Schedule patients for surgery
- F149 Answer patient medical inquiries
- F151 Assist physician in noninvasive physical examinations
- F152 Brief physicians on patient followups
- F153 Chaperone during examinations
- F188 Prepare patients for clinic examinations
- F191 Prepare sterile setups for clinic procedures
- F199 Remove sutures
- G208 Log procedures into record books or computers
- I314 Change dressings
- I324 Prepare accessory equipment, such as lamps, for clinics
- I325 Prepare and drape patients for clinic procedures
- I327 Remove skin staples
- K406 Clean clinic examining and treatment rooms

0009 APPLY PLASTER/FIBERGLASS CASTS

- H227 Apply long arm cylinder plaster or fiberglass casts
- H228 Apply long arm hanging plaster or fiberglass casts
- H229 Apply long arm navicular plaster or fiberglass casts
- H230 Apply long arm plaster or fiberglass splints
- H231 Apply long arm scaphoid plaster or fiberglass splints
- H232 Apply long arm sugar tong plaster or fiberglass splints
- H233 Apply long leg cylinder plaster or fiberglass casts
- H234 Apply long leg plaster or fiberglass casts
- H235 Apply long leg plaster or fiberglass splints
- H245 Apply short arm navicular plaster or fiberglass casts
- H246 Apply short arm plaster or fiberglass casts
- H247 Apply short arm scaphoid plaster or fiberglass splints
- H248 Apply short arm sugar tong plaster or fiberglass splints
- H249 Apply short leg plaster or fiberglass casts
- H250 Apply short leg plaster or fiberglass splints
- H252 Apply standard long arm plaster or fiberglass casts
- H253 Apply standard short arm plaster or fiberglass casts
- H259 Prepare patients for application of casts or splints
- H260 Prepare patients for removal of casts or splints
- H262 Remove casts
- H263 Remove splints
- I284 Assist physician in treatment of sprains, strains, or contusions
- I319 Instruct patients in use of orthopedic appliances

0010 APPLY TRACTION DEVICES

- H218 Apply balanced suspension with skeletal traction devices
- H219 Apply balanced suspension with skin traction devices
- H220 Apply body jacket plaster or fiberglass casts
- H221 Apply Bryant's traction
- H222 Apply Buck's tractions
- H223 Apply cervical halter traction devices
- H224 Apply cervical skeleton traction devices
- H225 Apply Dunlop tractions
- H226 Apply hip section spica plaster or fiberglass casts
- H236 Apply lower limb suspension tractions
- H237 Apply Minerva jacket plaster or fiberglass casts
- H239 Apply pelvic traction devices
- H240 Apply right angle skeletal tractions devices
- H241 Apply right angle skin traction devices
- H242 Apply Russel's skin traction devices
- H243 Apply Russel's split traction devices
- H244 Apply scoliosis corrective plaster or fiberglass casts
- H251 Apply shoulder spica plaster or fiberglass casts
- H254 Apply Thomas leg splint and Pearson attachment traction devices
- H255 Apply upper limb suspension tractions
- H256 Apply Velpeau plaster or fiberglass casts
- H261 Prepare patients for traction applications

0011 ASSIST WITH UROLOGY PROCEDURES

- F155 Collect catheterized urine specimens
- F156 Collect clean catch urine specimens
- F159 Instill xylocaine jellies intrauretherally
- I302 Assist physician with prostrate biopsies
- I303 Assist physician with prostrate ultrasounds
- I308 Assist physician with transurethral resections
- I310 Assist physician with ureterscopies
- I311 Assist physician with urodynamics

0012 PERFORM X-RAY PROCEDURES

- E116 Label x-ray films
- F157 Develop x-ray films
- F158 Inject contrast media intrauretherally
- F160 Maintain scheduled drug logbooks
- F163 Operate flouroscoy units
- F186 Perform urodynamic tests, such as cystometrograms or urine flow
- F200 Set techniques for x-ray exposure
- F201 Shoot kidney-ureter-bladder (KUB) x-rays

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| 0013 | PERFORM MACRO/MICROSCOPIC URINALYSIS |
| F175 | Perform posturography tests |
| I320 | Perform macroscopic urinalysis, such as dipsticking |
| I321 | Perform microscopic urinalysis |
| I322 | Perform uroradiographic procedures |
| 0014 | STERILIZING/PREPARING SURGICAL INSTRUMENTS |
| K399 | Assemble instrument sets |
| K400 | Assemble OR equipment or instruments after cleaning |
| K408 | Clean instruments or equipment for storage or reprocessing |
| K409 | Clean sterilizers |
| K412 | Damp dust horizontal surfaces or storage areas with germicides |
| K419 | Load or unload sterilizers |
| K421 | Monitor sterilizer effectiveness using biological indicators |
| K422 | Monitor sterilizer effectiveness using chemical indicators |
| K424 | Operate sterilizers |
| K436 | Review expiration dates on sterilized instruments, supplies, or drugs |
| K437 | Rotate dated supplies |
| K438 | Store sterilized or nonsterilized items |
| K439 | Wrap and label instrument sets for sterilization |
| 0015 | ENT SURGICAL PATIENT CARE |
| I265 | Assist physician in brow lifts |
| I267 | Assist physician in functional nasal reconstruction |
| I268 | Assist physician in limited dermabrasions |
| I269 | Assist physician limited functional endoscopic sinus surgeries |
| I270 | Assist physician in limited skin flap reconstructions |
| I291 | Assist physician with blepharoplasties |
| I292 | Assist physician with Caldwell-Luc procedures |
| I295 | Assist physician with fat tympanoplasties |
| I296 | Assist physician with limited exploratory tympanotomies |
| I297 | Assist physician with local tympanoplasties |
| I298 | Assist physician with myringotomies |
| I300 | Assist physician with otoplasties |
| I305 | Assist physician with septoplasties |
| I307 | Assist physician with tonsillectomy and adenoidectomy (T&A) procedures |
| I312 | Assist physician with uvulopalatopharyngoplasties |

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| 0016 | CONTINGENCY DUTIES |
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| M458 | Assemble or disassemble OR equipment, instruments, or supplies for air transportable hospitals (AHs) |
| M459 | Assemble surgical tents |
| M460 | Assemble tents, other than surgical tents |
| M465 | Don or doff chemical warfare personal protective clothing |
| M466 | Identify chemical warfare agents |
| M467 | Inventory OR field supplies or field equipment |
| M468 | Load or unload patients on patient transportation vehicles |
| M469 | Maintain sanitary field environment |
| M472 | Operate field autoclaves |
| M473 | Pack or unpack OR field supplies or field equipment |
| M474 | Palletize supplies or equipment for transportation |
| M475 | Participate in chemical warfare confidence exercises |
| M476 | Perform communications security (COMSEC) or operational security (OPSEC) during contingency exercises or operations |
| M477 | Perform decontamination procedures for chemical warfare |
| M478 | Perform immediate medical casualty care |
| M479 | Perform inpatient surgical care under field conditions |
| M480 | Perform outpatient surgical care under field conditions |
| M481 | perform triage |
| M483 | Transfer litter patients |

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| 0017 | ORDER/PURCHASE SURGICAL SUPPLIES |
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| E106 | Coordinate equipment purchases with medical materiel personnel |
| E108 | Coordinate standard medical supply purchases with medical materiel personnel |
| E124 | Order medical supplies form USAF supply agencies |
| E125 | Order medical supplies using local purchase procedures |
| E126 | Order nonmedical supplies form USAF supply agencies |
| E127 | Order nonmedical supplies using local purchase procedures |
| E136 | Prepare shopping guides |
| E137 | Research data from vendors for equipment purchases or standard medical supply purchases |
| E138 | Research supply catalogs or medical catalogs (MEDCAT) supply listings |
| E144 | Review Using Activity Issue/Turn In Lists |

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| 0018 | ENT CLINIC PATIENT CARE |
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| F154 | Clean mastoid cavities |
| F161 | Make ear mold impressions |
| F165 | Perform air-conduction hearing tests |
| F166 | Perform audiometric maskings |
| F167 | Perform auditory brain stem response tests |
| F168 | Perform basic tympanometry tests |
| F169 | Perform bone-conduction hearing tests |

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| 0018 | ENT CLINIC PATIENT CARE (CONT) |
| F172 | Perform Hilger nerve stimulations |
| F176 | Perform reflex decay tests |
| F177 | Perform routine ear examinations with otoscopes |
| F180 | Perform speech discrimination tests |
| F181 | Perform speech reception threshold (SRT) tests |
| F182 | Perform stapedial reflex tests |
| F184 | Perform throat cultures |
| F185 | Perform tone decay hearing tests |
| F194 | Remove foreign bodies from ears by irrigation method |
| F195 | Remove foreign bodies from ears using alligator forceps |
| F196 | Remove foreign bodies from ears using curettage method |
| F197 | Remove foreign bodies from ears using suction method |
| F198 | Remove foreign bodies from ears using wire loops |
| I280 | Assist physician in treatment of otosclerosis |
| 0019 | ENT DIAGNOSTIC SCREENING |
| F170 | Perform Hallpike positional tests |
| F171 | Perform hearing aid evaluations |
| F173 | Perform ice water caloric tests |
| F178 | Perform Schirmer's Tear test |
| F179 | Perform small increment sensitivity tests |
| F183 | Perform Stenger tests |
| F192 | Produce visual media for medical treatment or research |
| 0020 | ASSIST PHYSICIAN WITH ADMINISTERING MEDICATIONS |
| F148 | Administer topical local anesthetics |
| G202 | Administer medications or immunizations to patients, under supervision of physician |
| I315 | Change solutions during clinic procedures |
| I318 | Inject medications, at direction of physician |