

Navy Advancement Center

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Advancement Handbook for HOSPITAL CORPSMAN



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There were no changes to the technical content.**

PREFACE

The purpose of the Advancement Handbook is to assist Hospital Corpsman in studying for Navywide advancement-in-rating examinations. The bibliographies (BIBs) together with this handbook form a comprehensive examination study package. Since this handbook provides skill and knowledge components for each paygrade of the HM rating, it helps focus study on those areas that will be tested. This feature ensures Sailors will get the most out of their study time.

Each page in Parts 1 through 5 of this Advancement Handbook presents general skill areas, specific skill areas, the knowledge factors associated with each skill area, the pertinent references required to perform each skill, and the types of subject areas you can expect on the examination. Since it would be impractical to test all the tasks that a person in the HM rating is required to perform, you should use this guide as just part of a comprehensive training program.

Part 5 of this guide presents a section of information on the Navy enlisted advancement system (NEAS). The NEAS information covers advancement examination preparation, taking the exam, how exams are scored, how candidates are informed about their standings on exams taken, the final multiple system, when candidates are advanced, and a host of other advancement information useful to all enlisted personnel.

Remember that advancement competition is keen, so your keys to advancement include not only comprehensive advancement examination study but also sustained superior performance.

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Part 1



Advancement Handbook for HM3



Advancement Handbook for HM3

<p>General HM <i>Skill Area</i></p>	<p>Emergency/Field Treatment</p>
<p>A <i>skill</i> you are expected to perform from the General Skill Area above:</p>	<p>Perform preliminary assessment and treatment of chemical, biological, radiological (CBR)-contaminated patients</p>
<p><i>References</i> you should study to gain the knowledge you need to perform this skill:</p>	<ul style="list-style-type: none"> • NAVEDTRA 14295 • Virtual Navy Hospital Website: http://www.vnh.org/
<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect questions on the identification of <u>chemical/biological</u> agents to include: nerve, blister, blood, choking, incapacitants, and harassing agents, and the identification and treatment of <u>chemical</u> injuries to include actions taken before a chemical attack; chemical prophylaxis; chemical decontamination equipment, supplies, and decontamination procedures; identification and treatment of <u>radiological</u> injuries to include actions taken before nuclear explosion, affect on personnel, and treatment of nuclear casualties; <u>radiological</u> decontamination equipment and supplies, decontamination procedures, and minimum requirements for shipboard/field decontamination station design and layout.</p>

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<i>General HM Skill Area</i>	Emergency/Field Treatment
<i>A skill</i> you are expected to perform from the General Skill Area above:	Treat patients for shock
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to:</p> <ul style="list-style-type: none"> • Recognize and treat the symptoms of shock • Recall the different types of shock and the appropriate treatment • Recall how and when to apply anti-shock garments
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 14295 • <i>Brady Emergency Care</i>, current edition • <i>Emergency Care and Transportation of the Sick and Injured</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org/
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the different types of shock and the associated treatment along with the use of equipment and supplies to treat shock including Pneumatic Counter-Pressure Devices.

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General HM <i>Skill Area</i>	Emergency/Field Treatment
A <i>skill</i> you are expected to perform from the General Skill Area above:	Perform health care provider basic life support (BLS)
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to recognize and treat failures of the respiratory system and heart failure, to include:</p> <ul style="list-style-type: none"> • Airway obstruction <ul style="list-style-type: none"> - Airway/opening airway - Breathing/artificial ventilation - Circulation/cardiopulmonary resuscitation (CPR) • One-rescuer CPR technique • Two-rescuer CPR technique
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 14295 • <i>Brady Emergency Care</i>, current edition • <i>Emergency Care and Transportation of the Sick and Injured</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions on the purpose and method of treating a partial/complete airway obstruction, including the techniques for opening the airway and administering abdominal and chest thrust and the purpose, methods, and procedures for patient assessment, artificial ventilation, and cardiopulmonary resuscitation using both one and two rescuer CPR techniques for an adult, child, and infant.</p>

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General HM <i>Skill Area</i>	Emergency/Field Treatment
A <i>skill</i> you are expected to perform from the General Skill Area above:	Provide care during emergency child birth
<i>Knowledge</i> you should have to perform this skill:	You should be able to: <ul style="list-style-type: none"> • Recall procedures required for childbirth • Recognize complications of childbirth to include: <ul style="list-style-type: none"> - Breech delivery - Prolapsed cord - Excessive bleeding - Limb presentation
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 14295 • <i>Brady Emergency Care</i>, current edition • <i>Emergency Care and Transportation of the Sick and Injured</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the procedures for a live birth delivery, the equipment and supplies used and the complications that could occur during childbirth and the treatment for each.

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<i>General HM Skill Area</i>	Emergency/Field Treatment
<i>A skill</i> you are expected to perform from the General Skill Area above:	Apply tourniquets
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to:</p> <ul style="list-style-type: none"> • Recognize the requirements for a tourniquet • Recall how to apply tourniquets • Recall how to monitor and adjust tourniquets as needed
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 14295 • <i>Brady Emergency Care</i>, current edition • <i>Emergency Care and Transportation of the Sick and Injured</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on recognizing the conditions in which a tourniquet is required and the procedures for applying, monitoring, and adjusting tourniquets.

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General HM <i>Skill Area</i>	Emergency/Field Treatment
A <i>skill</i> you are expected to perform from the General Skill Area above:	Calculate medication dosage requirements
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to recall the following dosage information, to include:</p> <ul style="list-style-type: none"> • The need for dosage adjustment using Clark's rule for weight and Young's rule for age and manufacturers' recommendation • Measuring equivalents • The conversion tables for weights and liquid measures • The reducing and enlarging formulas and doses, to include: <ul style="list-style-type: none"> - Ration and proportion - Fractional method • Basic mathematics to include: <ul style="list-style-type: none"> - Decimals - Fractions - Percentages - Ratio and proportion - Specific gravity
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 14295 • <i>Brady Emergency Care</i>, current edition • <i>Emergency Care and Transportation of the Sick and Injured</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org

Exam Expectations. These are subject areas you should know to help you answer exam questions correctly:

You can expect questions on compounding utilizing Clark's and Young's rules along with the manufacturers' dosage recommendation; measuring equivalencies; the conversion tables for weights and liquid measures; the reducing and enlarging formulas and doses using ratio, proportion, and the fractional method; and using basic mathematics including decimals, fractions, and percentages.

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<i>General HM Skill Area</i>	Emergency/Field Treatment
<i>A skill you are expected to perform from the General Skill Area above:</i>	Inventory and inspect antidote lockers
<i>Knowledge you should have to perform this skill:</i>	<p>You should be able to recall the following information about antidote lockers, to include:</p> <ul style="list-style-type: none"> • Its location onboard small ships • Its contents • The procedures for securing the locker
<i>References you should study to gain the knowledge you need to perform this skill:</i>	NAVEDTRA 14295
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the location, contents, and security of the antidote locker.

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General HM <i>Skill Area</i>	Emergency/Field Treatment
A <i>skill</i> you are expected to perform from the General Skill Area above:	Perform emergency treatment for soft-tissue injuries
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to recall information about emergency treatment of soft-tissue injuries, to include:</p> <ul style="list-style-type: none"> • Removing superficial foreign bodies from the wound area • The types of wounds and procedures to debride wounds • Administering local anesthetics • The first aid battle dressings required to dress wounds • The need to suture lacerations and the types of sutures material required • Removing sutures and performing follow up care as needed
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 14295 • <i>Brady Emergency Care</i>, current edition • <i>Emergency Care and Transportation of the Sick and Injured</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org

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General HM <i>Skill Area</i>	Emergency/Field Treatment
A <i>skill</i> you are expected to perform from the General Skill Area above:	Perform preliminary assessment and treatment of dental emergencies
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to:</p> <ul style="list-style-type: none"> • Recognize and understand dental terminology • Identify basic dental anatomy. • Recall basic dental histology • Recall the procedures involved in a oral examination • Identify local anesthesia for dental use • Recognize the signs and symptoms of oral diseases and injuries
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 14295 • NAVEDTRA 12570 • <i>Brady Emergency Care</i>, current edition • <i>Emergency Care and Transportation of the Sick and Injured</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on dental terminology and basic dental anatomy; procedures involved in an oral examination; the symptoms of oral diseases and injuries; and the local anesthesia for dental use.

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<p>General HM <i>Skill Area</i></p>	<p>Emergency/Field Treatment</p>
<p>A <i>skill</i> you are expected to perform from the General Skill Area above:</p>	<p>Perform triage</p>
<p><i>Knowledge</i> you should have to perform this skill:</p>	<p>You should be able to recall the following information about performing triage, to include:</p> <ul style="list-style-type: none"> • The policies and procedures required for performing triage in peacetime and in time of conflict • The policies and procedures to prepare patients for medical evacuations • The requirements to restrain patients • The policies, procedures, equipment, and supplies required to transport patients • The procedures for patient regulating
<p><i>References</i> you should study to gain the knowledge you need to perform this skill:</p>	<ul style="list-style-type: none"> • NAVEDTRA 14295 • <i>Brady Emergency Care</i>, current edition • <i>Emergency Care and Transportation of the Sick and Injured</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect questions on performing triage in peacetime/conflict based on the patients condition; patient preparation for medical evacuations along with any special situations; the need to restrain patients and the equipment used; the policies, procedures, equipment, and supplies required to transport patients from a field environment using fixed-wing aircraft, and helicopters; transportation of patients ship-to-ship, within a ship or</p>

	submarine, and movement within and between CONUS and OUTUS; and the requirements for patient regulating and tracking.
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General HM <i>Skill Area</i>	Emergency/Field Treatment
A <i>skill</i> you are expected to perform from the General Skill Area above:	Administer medications in emergency situations
<i>Knowledge</i> you should have to perform this skill:	You should be able to: <ul style="list-style-type: none"> • Recall the policies and procedures required for the administration of medications • Recall the procedures for the administration of injections • Recognize anaphylactic reactions • Recall the treatment of anaphylactic reactions
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 14295 • <i>Brady Emergency Care</i>, current edition • <i>Emergency Care and Transportation of the Sick and Injured</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the policies and procedures required for the administration of medications in emergency situations; the procedures, equipment, and supplies used for injections; the recognition of anaphylactic reactions; and the equipment/supplies used for treatment of anaphylactic reactions.

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General HM <i>Skill Area</i>	Emergency/Field Treatment
A <i>skill</i> you are expected to perform from the General Skill Area above:	Perform basic neurological checks
<i>Knowledge</i> you should have to perform this skill:	You should be able to recall the procedures for neurological checks to include inspection and palpation.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 14295 • <i>Brady Emergency Care</i>, current edition • <i>Emergency Care and Transportation of the Sick and Injured</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on inspection of mental state; gross deformities, and lacerations; decerebrate posturing; decorticate posturing; and palpation for tenderness and deformities.

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General HM <i>Skill Area</i>	Emergency/Field Treatment
A <i>skill</i> you are expected to perform from the General Skill Area above:	Perform preliminary assessment and treatment of head and neck injuries
<i>Knowledge</i> you should have to perform this skill:	You should recall: <ul style="list-style-type: none"> • The inspection and palpation procedures for the head and neck • The equipment and supplies required for treatment
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 14295 • <i>Brady Emergency Care</i>, current edition • <i>Emergency Care and Transportation of the Sick and Injured</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on inspection of the head for hemorrhage, lesions, and contusions; palpation of the head for skull depressions, lumps, and pain; neck inspection procedures looking at the suprasternal notch and trachea; auscultation procedures for sounds; and the equipment and supplies required for treatment.

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General HM <i>Skill Area</i>	Emergency/Field Treatment
A <i>skill</i> you are expected to perform from the General Skill Area above:	Perform preliminary assessment and treatment of eye injuries
<i>Knowledge</i> you should have to perform this skill:	You should recall: <ul style="list-style-type: none"> • The inspection and palpation procedures for eye injuries • The equipment and supplies required for treatment
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 14295 • <i>Brady Emergency Care</i>, current edition • <i>Emergency Care and Transportation of the Sick and Injured</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on inspecting the eye for lacerations, foreign matter, pupils size, and pupils reaction; recognizing swelling and lack of sensation through palpation; and recalling the equipment and supplies required for treatment.

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General HM <i>Skill Area</i>	Emergency/Field Treatment
A <i>skill</i> you are expected to perform from the General Skill Area above:	Perform preliminary assessment and treatment of spinal cord injuries
<i>Knowledge</i> you should have to perform this skill:	You should recall: <ul style="list-style-type: none"> • The inspection and palpation procedures for spinal cord injuries • The equipment and supplies required for treatment
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 14295 • <i>Brady Emergency Care</i>, current edition • <i>Emergency Care and Transportation of the Sick and Injured</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on spinal range of motion, reflexes, and loss of sensation; muscle tone and paralysis; and on the equipment and supplies required for treatment.

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General HM <i>Skill Area</i>	Emergency/Field Treatment
A <i>skill</i> you are expected to perform from the General Skill Area above:	Perform preliminary assessment and treatment of orthopedic injuries
<i>Knowledge</i> you should have to perform this skill:	You should recall <ul style="list-style-type: none"> • The inspection and palpation procedures for orthopedic injuries • The equipment and supplies required for treatment
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 14295 • <i>Brady Emergency Care</i>, current edition • <i>Emergency Care and Transportation of the Sick and Injured</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on fractures, dislocations, sprains, strains, and contusions and the equipment and supplies required for treatment.

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General HM <i>Skill Area</i>	Emergency/Field Treatment
A <i>skill</i> you are expected to perform from the General Skill Area above:	Perform preliminary assessment and treatment of abdominal injuries
<i>Knowledge</i> you should have to perform this skill:	You should recall: <ul style="list-style-type: none"> • The inspection, palpation, and auscultation procedures for abdominal injuries • The equipment and supplies required for treatment
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 14295 • <i>Brady Emergency Care</i>, current edition • <i>Emergency Care and Transportation of the Sick and Injured</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on assessment findings and the equipment and supplies required for treatment.

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General HM <i>Skill Area</i>	Emergency/Field Treatment
A <i>skill</i> you are expected to perform from the General Skill Area above:	Perform preliminary assessment and treatment of thoracic injuries
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to recall:</p> <ul style="list-style-type: none"> • Inspection, palpation, auscultation, and percussion procedures • The equipment and supplies required for treatment
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 14295 • <i>Brady Emergency Care</i>, current edition • <i>Emergency Care and Transportation of the Sick and Injured</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on respiration, chest symmetry, lacerations, punctures, palpation for tenderness, and compression and on recognizing auscultation sounds of heart and lungs and percussion for fluids and lung conditions.

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General HM <i>Skill Area</i>	Emergency/Field Treatment
A <i>skill</i> you are expected to perform from the General Skill Area above:	Perform preliminary assessment and treatment of genitourinary injuries
<i>Knowledge</i> you should have to perform this skill:	You should be able to: <ul style="list-style-type: none"> • Recall the inspection procedures • Recall equipment and supplies required for treatment
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 14295 • <i>Brady Emergency Care</i>, current edition • <i>Emergency Care and Transportation of the Sick and Injured</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on observations that you should make during the inspection procedure. Recall the course of action required for treatment. Recall equipment and supplies required for treatment.

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General HM <i>Skill Area</i>	Emergency/Field Treatment
A <i>skill</i> you are expected to perform from the General Skill Area above:	Perform preliminary assessment and treatment of chemical burns or injuries
<i>Knowledge</i> you should have to perform this skill:	You should be able to recall: <ul style="list-style-type: none"> • Types of chemical burns • The inspection procedures • The equipment and supplies required for treatment
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 14295 • <i>Brady Emergency Care</i>, current edition • <i>Emergency Care and Transportation of the Sick and Injured</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the types of chemical burns and locations, the observations made during the inspection procedure; and the equipment and supplies required for treatment.

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General HM <i>Skill Area</i>	Emergency/Field Treatment
A <i>skill</i> you are expected to perform from the General Skill Area above:	Conduct preliminary assessment and treatment of thermal burns or injuries
<i>Knowledge</i> you should have to perform this skill:	You should be able to recall: <ul style="list-style-type: none"> • The types of burns and degree of burns • The inspection procedures • The equipment and supplies required for treatment
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 14295 • <i>Brady Emergency Care</i>, current edition • <i>Emergency Care and Transportation of the Sick and Injured</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the types of burns, degree of burns; the "Rule of Nines" calculation for given situations; and the equipment and supplies required for treatment.

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General HM <i>Skill Area</i>	Emergency/Field Treatment
A <i>skill</i> you are expected to perform from the General Skill Area above:	Perform preliminary assessment and treatment of ear, nose, and throat (ENT) injuries
<i>Knowledge</i> you should have to perform this skill:	You should be able to recall: <ul style="list-style-type: none"> • Inspection and palpation (mouth/throat only) procedures • The equipment and supplies required for treatment
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 14295 • <i>Brady Emergency Care</i>, current edition • <i>Emergency Care and Transportation of the Sick and Injured</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on what observations should be made on inspection of the ear, nose, and throat; palpation procedures for fractures of the mouth/throat, and the equipment and supplies required for treatment.

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General HM <i>Skill Area</i>	Emergency/Field Treatment
A <i>skill</i> you are expected to perform from the General Skill Area above:	Perform preliminary assessment and treatment of internal hemorrhages
<i>Knowledge</i> you should have to perform this skill:	You should be able to recall: <ul style="list-style-type: none"> • Inspection and palpation procedures • The equipment and supplies required for treatment
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 14295 • <i>Brady Emergency Care</i>, current edition • <i>Emergency Care and Transportation of the Sick and Injured</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the inspection and palpation procedures to assess internal hemorrhages and the equipment and supplies required for treatment.

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General HM <i>Skill Area</i>	Emergency/Field Treatment
A <i>skill</i> you are expected to perform from the General Skill Area above:	Perform preliminary assessment and treatment of environmental injuries
<i>Knowledge</i> you should have to perform this skill:	You should be able to: <ul style="list-style-type: none"> • Recognize the types of environmental injuries • Recall the inspection procedures • Recall the equipment and supplies required for treatment
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 14295 • <i>Brady Emergency Care</i>, current edition • <i>Emergency Care and Transportation of the Sick and Injured</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on types of environmental injuries and the appearance and treatment of injuries due to heat and cold.

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<p>General HM <i>Skill Area</i></p>	<p>Emergency/Field Treatment</p>
<p>A <i>skill</i> you are expected to perform from the General Skill Area above:</p>	<p>Perform preliminary assessment of mental stability</p>
<p><i>Knowledge</i> you should have to perform this skill:</p>	<p>You should be able to recall the observation techniques.</p>
<p><i>References</i> you should study to gain the knowledge you need to perform this skill:</p>	<ul style="list-style-type: none"> • NAVEDTRA 14295 • <i>Brady Emergency Care</i>, current edition • <i>Emergency Care and Transportation of the Sick and Injured</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect questions on the observations that will be made to assess mental stability and the questions and the appropriate responses that should be received during the assessment.</p>

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General HM <i>Skill Area</i>	Emergency/Field Treatment
A <i>skill</i> you are expected to perform from the General Skill Area above:	Perform preliminary assessment of seizure disorders
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to:</p> <ul style="list-style-type: none"> • Recognize the types of seizure disorders • Recall the treatment for seizure disorders • Recall equipment and supplies required for treatment
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 14295 • <i>Brady Emergency Care</i>, current edition • <i>Emergency Care and Transportation of the Sick and Injured</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the types of seizure disorders, the treatment, and the equipment and supplies required for treatment.

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General HM <i>Skill Area</i>	Emergency/Field Treatment
A <i>skill</i> you are expected to perform from the General Skill Area above:	Perform preliminary assessment and treatment of acute drug intoxication's and poisonings
<i>Knowledge</i> you should have to perform this skill:	You should be able to: <ul style="list-style-type: none"> • Recognize acute drug intoxication's, poisonings, chemical intoxication's, chemical poisonings, and hazardous material exposures • Recall the treatment procedures • Recall the equipment and supplies required for treatment
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 14295 • <i>Brady Emergency Care</i>, current edition • <i>Emergency Care and Transportation of the Sick and Injured</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the types of drug intoxication's, poisonings, chemical intoxication's, chemical poisonings, and hazardous material exposures; and recall the treatment procedures/protocols and the equipment and supplies required for treatment.

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General HM <i>Skill Area</i>	Emergency/Field Treatment
A <i>skill</i> you are expected to perform from the General Skill Area above:	Perform preliminary assessment and treatment of cardiovascular conditions
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to:</p> <ul style="list-style-type: none"> • Recognize the types of cardiovascular conditions • Recall the observations that should be made • Recall equipment and supplies required for treatment
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 14295 • <i>Brady Emergency Care</i>, current edition • <i>Emergency Care and Transportation of the Sick and Injured</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on, but not limited to, cardiogenic shock, congestive heart failure, "chest pain", angina, and myocardial infarction; the signs and symptoms of each condition; and the equipment and supplies required for treatment.

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General HM <i>Skill Area</i>	Emergency/Field Treatment
A <i>skill</i> you are expected to perform from the General Skill Area above:	Perform preliminary assessment and treatment of unconscious patients
<i>Knowledge</i> you should have to perform this skill:	You should be able to recall: <ul style="list-style-type: none"> • The inspection, palpation, and auscultation procedures • The equipment and supplies required for treatment.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 14295 • <i>Brady Emergency Care</i>, current edition • <i>Emergency Care and Transportation of the Sick and Injured</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on inspection, palpation, and auscultation procedures and the equipment and supplies required for any treatment.

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General HM <i>Skill Area</i>	Emergency/Field Treatment
A <i>skill</i> you are expected to perform from the General Skill Area above:	Dress wounds
<i>Knowledge</i> you should have to perform this skill:	You should be able to: <ul style="list-style-type: none"> • Identify the types of dressings (bandages) used to protect wounds. • Recall how the dressings are applied.
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 14295 • <i>Brady Emergency Care</i>, current edition • <i>Emergency Care and Transportation of the Sick and Injured</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the types of dressings (bandages) used to protect wounds and how the dressings are applied.

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General HM <i>Skill Area</i>	Emergency/Field Treatment
A <i>skill</i> you are expected to perform from the General Skill Area above:	Perform preliminary assessment and treatment of dermatological conditions
<i>Knowledge</i> you should have to perform this skill:	You should be able to recall: <ul style="list-style-type: none"> • Inspection procedures • The equipment and supplies required for treatment
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 14295 • <i>Brady Emergency Care</i>, current edition • <i>Emergency Care and Transportation of the Sick and Injured</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You should expect questions on the types of dermatological conditions, the inspection procedures, and the equipment and supplies required for treatment.

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<i>General HM Skill Area</i>	Patient Care
<i>A skill you are expected to perform from the General Skill Area above:</i>	Measure fluid intake/output
<i>Knowledge you should have to perform this skill:</i>	<p>You should be able to recall:</p> <ul style="list-style-type: none"> • The procedures for measuring and recording fluid intake and output • The purpose for measuring fluid intake and output
<i>References you should study to gain the knowledge you need to perform this skill:</i>	<ul style="list-style-type: none"> • NAVEDTRA 14295 • <i>Lippincott Fundamental Skills and Concepts in Patient Care</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the procedures for measuring and recording fluid intake and output and the purpose for measuring fluid intake and output.

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General HM <i>Skill Area</i>	Patient Care
A <i>skill</i> you are expected to perform from the General Skill Area above:	Perform preliminary assessment and assist in treatment of orthopedic conditions
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to recall:</p> <ul style="list-style-type: none"> • The different types of orthopedic conditions and the treatment for each • The different types of orthopedic appliances. • How to apply orthopedic appliances • How to perform circulation checks for patients with orthopedic appliances • How to remove orthopedic appliances
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 14295 • <i>Lippincott Fundamental Skills and Concepts in Patient Care</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the different types of orthopedic conditions and treatments; the types of orthopedic appliances and how to apply them; how to perform circulation checks for patients with orthopedic appliances; and removing orthopedic appliances.

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<i>General HM Skill Area</i>	Patient Care
<i>A skill you are expected to perform from the General Skill Area above:</i>	Conduct range of motion exercises
<i>Knowledge you should have to perform this skill:</i>	<p>You should be able to:</p> <ul style="list-style-type: none"> • Recall the range of motion positions • Recognize range motion limitations • Recall procedures for recording range of motion
<i>References you should study to gain the knowledge you need to perform this skill:</i>	<ul style="list-style-type: none"> • NAVEDTRA 14295 • <i>Lippincott Fundamental Skills and Concepts in Patient Care</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect question on the range of motion positions, limitations, and procedures for recording range of motion.

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General HM <i>Skill Area</i>	Patient Care
A <i>skill</i> you are expected to perform from the General Skill Area above:	Assist in opening and draining incisions, infected areas and irrigation of infected areas
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to recall the polices and procedures for:</p> <ul style="list-style-type: none"> • Assisting in opening and draining incisions • Assisting in opening and draining infected areas • Irrigation of infected areas
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 14295 • <i>Lippincott Fundamental Skills and Concepts in Patient Care</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the policies and procedures for opening and draining incisions, infected areas, and irrigation of infected areas.

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<i>General HM Skill Area</i>	Patient care
A <i>skill</i> you are expected to perform from the General Skill Area above:	Administer medications
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to:</p> <ul style="list-style-type: none"> • Recall the policies and procedures for administering medications • Recognize Physician and Nurse written orders for medication • Recognize side effects of treatments or medications • Recall the policies and procedures to report side effects of treatments or medications
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 14295 • <i>Lippincott Fundamental Skills and Concepts in Patient Care</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the policies and procedures for administering medications; recognition of Physician and Nurse written orders for medication; recognizing the side effects of treatments or medications; and recalling the policies and procedures to report side effects.

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<i>General HM Skill Area</i>	Patient Care
<i>A skill</i> you are expected to perform from the General Skill Area above:	Treat febrile conditions
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to:</p> <ul style="list-style-type: none"> • Recognize a febrile patient • Recall the treatment for a febrile patient
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 14295 • <i>Lippincott Fundamental Skills and Concepts in Patient Care</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the signs, symptoms, and treatment of a febrile patient.

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<i>General HM Skill Area</i>	Patient Care
<i>A skill you are expected to perform from the General Skill Area above:</i>	Perform preliminary assessment of laboratory results
<i>Knowledge you should have to perform this skill:</i>	<p>You should be able to:</p> <ul style="list-style-type: none"> • Recall normal lab values for basic laboratory test • Recall the policies and procedures for recording laboratory results
<i>References you should study to gain the knowledge you need to perform this skill:</i>	<ul style="list-style-type: none"> • NAVEDTRA 14295 • <i>Lippincott Fundamental Skills and Concepts in Patient Care</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on normal lab values and the policies and procedures for recording laboratory results.

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<i>General HM Skill Area</i>	Patient Care
<i>A skill</i> you are expected to perform from the General Skill Area above:	Prepare and sterilize instruments and other materials
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to:</p> <ul style="list-style-type: none"> • Recall preparation and sterilization procedures • Identify equipment and supplies required for sterilization
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 14295 • <i>Lippincott Fundamental Skills and Concepts in Patient Care</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on preparation and sterilization procedures and the equipment and supplies required for sterilization.

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<i>General HM Skill Area</i>	Patient Care
<i>A skill</i> you are expected to perform from the General Skill Area above:	Don and remove sterile surgical gowns and gloves
<i>Knowledge</i> you should have to perform this skill:	You should be able to recall the policies and procedures for putting on and taking off sterile surgical gowns and gloves
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 14295 • <i>Lippincott Fundamental Skills and Concepts in Patient Care</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the policies and procedures for putting on and taking off sterile surgical gowns and gloves.

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General HM <i>Skill Area</i>	Patient Care
A <i>skill</i> you are expected to perform from the General Skill Area above:	Perform postprocedure cleaning of treatment rooms and equipment
<i>Knowledge</i> you should have to perform this skill:	You should be able to recall the policies and procedures for performing post medical/surgical procedure cleaning of treatment rooms and equipment
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 14295 • <i>Lippincott Fundamental Skills and Concepts in Patient Care</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the policies and procedures for performing post medical/surgical procedure cleaning of treatment rooms and equipment.

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<p>General HM <i>Skill Area</i></p>	<p>Patient Care</p>
<p>A <i>skill</i> you are expected to perform from the General Skill Area above:</p>	<p>Set up oxygen equipment and provide oxygen therapy</p>
<p><i>Knowledge</i> you should have to perform this skill:</p>	<p>You should be able to:</p> <ul style="list-style-type: none"> • Recall the different types of oxygen equipment • Recall the policies and procedures required to set up oxygen equipment • Recall the procedures to provide oxygen therapy
<p><i>References</i> you should study to gain the knowledge you need to perform this skill:</p>	<ul style="list-style-type: none"> • NAVEDTRA 14295 • <i>Lippincott Fundamental Skills and Concepts in Patient Care</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect questions on the different types of oxygen equipment; the policies and procedures required to set up oxygen equipment; and the procedures to provide oxygen therapy.</p>

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<i>General HM Skill Area</i>	Patient Care
<i>A skill</i> you are expected to perform from the General Skill Area above:	Set up and operate suction equipment
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to:</p> <ul style="list-style-type: none"> • Recognize the different types of suction equipment • Recall the policies and procedures to set up and operate suction equipment
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 14295 • <i>Lippincott Fundamental Skills and Concepts in Patient Care</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the different types of suction equipment and the policies and procedures to set up and operate suction equipment.

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<i>General HM Skill Area</i>	Patient Care
<i>A skill you are expected to perform from the General Skill Area above:</i>	Set up humidifiers or vaporizers
<i>Knowledge you should have to perform this skill:</i>	<p>You should be able to:</p> <ul style="list-style-type: none"> • Recognize the different types of humidifiers and vaporizers • Recall the policies and procedures to set up humidifiers and vaporizers
<i>References you should study to gain the knowledge you need to perform this skill:</i>	<ul style="list-style-type: none"> • NAVEDTRA 14295 • <i>Lippincott Fundamental Skills and Concepts in Patient Care</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the different types of humidifiers and vaporizers and the policies and procedures to set up humidifiers and vaporizers.

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<i>General HM Skill Area</i>	Patient Care
A <i>skill</i> you are expected to perform from the General Skill Area above:	Perform urinary catheterization
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to recall:</p> <ul style="list-style-type: none"> • Basic male and female anatomy. • The policies and procedures to perform urinary catheterization • The equipment and supplies required
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 14295 • <i>Lippincott Fundamental Skills and Concepts in Patient Care</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect question on basic male and female anatomy; the policies/procedures to perform urinary catheterization; and the equipment and supplies required.

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<i>General HM Skill Area</i>	Patient Care
A <i>skill</i> you are expected to perform from the General Skill Area above:	Administer enemas
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to recall:</p> <ul style="list-style-type: none"> • Basic anatomy • The policies and procedures to administer enemas • The equipment and supplies required
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 14295 • <i>Lippincott Fundamental Skills and Concepts in Patient Care</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect question on basic anatomy; the policies and procedures to administer enemas; and the equipment and supplies required.

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<i>General HM Skill Area</i>	Patient Care
A <i>skill</i> you are expected to perform from the General Skill Area above:	Perform intravenous (IV) therapy
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to recall:</p> <ul style="list-style-type: none"> • Basic anatomy • The policies and procedures to perform intravenous (IV) therapy • The equipment and supplies required
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 14295 • <i>Lippincott Fundamental Skills and Concepts in Patient Care</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on basic anatomy; the policies/procedures to perform intravenous (IV) therapy; and the equipment and supplies required.

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<i>General HM Skill Area</i>	Patient Care
<i>A skill</i> you are expected to perform from the General Skill Area above:	Monitor dressings for hemorrhaging
<i>Knowledge</i> you should have to perform this skill:	You should be able to recall the procedures to monitor dressings for hemorrhages
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 14295 • <i>Lippincott Fundamental Skills and Concepts in Patient Care</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on what to observe when monitoring dressings for hemorrhages.

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<p>General HM <i>Skill Area</i></p>	<p>Patient Care</p>
<p>A <i>skill</i> you are expected to perform from the General Skill Area above:</p>	<p>Take and monitor vital signs</p>
<p><i>Knowledge</i> you should have to perform this skill:</p>	<p>You should be able to recall:</p> <ul style="list-style-type: none"> • Basic anatomy • The policies and procedures to obtain and monitor vital signs to include: <ul style="list-style-type: none"> - Temperature - Pulse - Respiration • The equipment and supplies required
<p><i>References</i> you should study to gain the knowledge you need to perform this skill:</p>	<ul style="list-style-type: none"> • NAVEDTRA 14295 • <i>Lippincott Fundamental Skills and Concepts in Patient Care</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect questions on basic anatomy; the policies/procedures to obtain and monitor vital signs; and the equipment/supplies required.</p>

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<i>General HM Skill Area</i>	Patient Care
<i>A skill</i> you are expected to perform from the General Skill Area above:	Perform patient isolation techniques
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to:</p> <ul style="list-style-type: none"> • Recall the policies and procedures to perform patient isolation techniques • Recall the equipment and supplies required
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 14295 • <i>Lippincott Fundamental Skills and Concepts in Patient Care</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the policies and procedures to perform patient isolation techniques and the equipment and supplies required.

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<i>General HM Skill Area</i>	Patient Care
<i>A skill</i> you are expected to perform from the General Skill Area above:	Counsel patients on treatment and self-care
<i>Knowledge</i> you should have to perform this skill:	You should be able to recall the policies and procedures required to counsel patients on treatment and self-care
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 14295 • <i>Lippincott Fundamental Skills and Concepts in Patient Care</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the policies and procedures required to counsel patients on treatment and self-care.

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<p>General HM <i>Skill Area</i></p>	<p>Patient Care</p>
<p>A <i>skill</i> you are expected to perform from the General Skill Area above:</p>	<p>Annotate inpatient records/charts and annotate medical records/charts using subjective, objective, diagnosis assessment, and treatment plan (S.O.A.P.) format</p>
<p><i>Knowledge</i> you should have to perform this skill:</p>	<p>You should be able to: Recall the policies and procedure for annotations in inpatient records/charts. Recall the procedure for annotation and annotate medical records and charts using subjective, objective, diagnosis assessment, and treatment plan (S.O.A.P.) format</p>
<p><i>References</i> you should study to gain the knowledge you need to perform this skill:</p>	<ul style="list-style-type: none"> • NAVEDTRA 14295 • <i>Lippincott Fundamental Skills and Concepts in Patient Care</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect questions on inpatient records and charts. Recall the procedure for S.O.A.P. note format.</p>

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<i>General HM Skill Area</i>	Patient Care
<i>A skill</i> you are expected to perform from the General Skill Area above:	Liase between doctor, staff, and patient to facilitate problem resolution
<i>Knowledge</i> you should have to perform this skill:	You should be able to recall basic communications skills
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 14295 • <i>Lippincott Fundamental Skills and Concepts in Patient Care</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions dealing with doctor, staff, and patient problem solving situations.

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<i>General HM Skill Area</i>	Patient Care
<i>A skill</i> you are expected to perform from the General Skill Area above:	Prepare patient for examinations
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to:</p> <ul style="list-style-type: none"> • Recall the policies and procedures for examination preparation • Recognize the different types of examinations and the requirements for each
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 14295 • <i>Lippincott Fundamental Skills and Concepts in Patient Care</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the policies and procedures for examination preparation, the different types of examinations, and the requirements for each.

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<i>General HM Skill Area</i>	Patient Care
<i>A skill you are expected to perform from the General Skill Area above:</i>	Perform electrocardiograms (EKG)
<i>Knowledge you should have to perform this skill:</i>	<p>You should be able to:</p> <ul style="list-style-type: none"> • Recall the policies and procedures for performing EKGs • Recall the equipment and supplies required
<i>References you should study to gain the knowledge you need to perform this skill:</i>	<ul style="list-style-type: none"> • NAVEDTRA 14295 • <i>Lippincott Fundamental Skills and Concepts in Patient Care</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the policies and procedures for performing EKGs and the equipment and supplies required.

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<i>General HM Skill Area</i>	Patient Care
<i>A skill</i> you are expected to perform from the General Skill Area above:	Perform audiograms
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to:</p> <ul style="list-style-type: none"> • Recall the policies and procedures for performing audiograms • Recall the equipment and supplies required
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 14295 • <i>Lippincott Fundamental Skills and Concepts in Patient Care</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the policies and procedures for performing audiograms, and the equipment and supplies required.

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<i>General HM Skill Area</i>	Patient Care
<i>A skill</i> you are expected to perform from the General Skill Area above:	Obtain cultures
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • The policies and procedures for obtaining cultures • The equipment and supplies required
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 14295 • <i>Lippincott Fundamental Skills and Concepts in Patient Care</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the policies and procedures for obtaining cultures, physical locations on the body to obtain cultures, and the equipment and supplies required.

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<i>General HM Skill Area</i>	Patient Care
A <i>skill</i> you are expected to perform from the General Skill Area above:	Assess and treat bites and stings (human, animal, or insect)
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • The policies and procedures for assessing and treating bites/stings, along with any special reporting requirements • The equipment and supplies required
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 14295 • <i>Lippincott Fundamental Skills and Concepts in Patient Care</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the policies and procedures for assessing and treating bites/stings, along with any special reporting requirements and the equipment and supplies required.

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<i>General HM Skill Area</i>	Patient Care
<i>A skill</i> you are expected to perform from the General Skill Area above:	Order eyeglasses or optical inserts
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • The current policy and procedure for ordering eyeglasses or optical inserts • The required forms
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVEDTRA 14295
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect question on the current policy and procedure for ordering eyeglasses or optical inserts and the required forms.

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<p>General HM <i>Skill Area</i></p>	<p>Patient Care</p>
<p>A <i>skill</i> you are expected to perform from the General Skill Area above:</p>	<p>Screen patients (sick calls, physical exams, etc.)</p>
<p><i>Knowledge</i> you should have to perform this skill:</p>	<p>You should recall:</p> <ul style="list-style-type: none"> • The procedures to obtain height and weight of a patient • The procedure for obtaining vital signs • The procedure to perform color perception tests • The procedure to measure visual acuity • The equipment and supplies required
<p><i>References</i> you should study to gain the knowledge you need to perform this skill:</p>	<ul style="list-style-type: none"> • NAVEDTRA 14295 • <i>Lippincott Fundamental Skills and Concepts in Patient Care</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect questions on the procedures to obtain height and weight of a patient, vital signs, perform color perception tests, and measure visual acuity and the equipment and supplies required.</p>

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General HM <i>Skill Area</i>	Patient Care
A <i>skill</i> you are expected to perform from the General Skill Area above:	Assess wounds for signs of infection and healing
<i>Knowledge</i> you should have to perform this skill:	You should be able to recognize the signs of infection and healing at a wound site
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 14295 • <i>Lippincott Fundamental Skills and Concepts in Patient Care</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the signs of infection and healing at a wound site.

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<i>General HM Skill Area</i>	Patient Care
<i>A skill</i> you are expected to perform from the General Skill Area above:	Perform preliminary assessment and assist in treatment of eye conditions
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • The inspection and palpation procedures for eye conditions • The equipment and supplies required for treatment
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 14295 • <i>Lippincott Fundamental Skills and Concepts in Patient Care</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on inspecting the eye for lacerations, foreign matter, pupils size, pupils reaction; recognizing abnormal conditions through palpation; swelling, lack of sensation; and the equipment and supplies required for treatment in an inpatient setting.

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<p>General HM <i>Skill Area</i></p>	<p>Patient Care</p>
<p>A <i>skill</i> you are expected to perform from the General Skill Area above:</p>	<p>Perform preliminary assessment and assist in treatment of abdominal and thoracic conditions</p>
<p><i>Knowledge</i> you should have to perform this skill:</p>	<p>You should recall:</p> <ul style="list-style-type: none"> • The inspection, palpation, and auscultation procedures for abdominal and thoracic conditions • The equipment and supplies required for treatment
<p><i>References</i> you should study to gain the knowledge you need to perform this skill:</p>	<ul style="list-style-type: none"> • NAVEDTRA 14295 • <i>Lippincott Fundamental Skills and Concepts in Patient Care</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect questions on respiration, chest symmetry, lacerations, and punctures; palpation for tenderness; compression; auscultation sounds of heart and lungs, percussion for fluids and lung conditions; and the equipment and supplies required for treatment in an inpatient setting.</p>

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<i>General HM Skill Area</i>	Patient Care
<i>A skill</i> you are expected to perform from the General Skill Area above:	Perform preliminary assessment and assist in treatment of respiratory conditions
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • The inspection, palpation, and auscultation procedures for respiratory conditions • The equipment and supplies required for treatment
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 14295 • <i>Lippincott Fundamental Skills and Concepts in Patient Care</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on respiration, chest symmetry, recall palpation for tenderness, and compression; auscultation sounds of lungs, and percussion for fluids and lung conditions; and the equipment and supplies required for treatment in an inpatient setting.

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General HM <i>Skill Area</i>	Patient Care
<i>A skill</i> you are expected to perform from the General Skill Area above:	Perform preliminary assessment and assist in treatment of gastrointestinal (GI) conditions
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • The inspection procedures • The equipment and supplies required for treatment
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 14295 • NAVMED P-5010 • <i>Lippincott Fundamental Skills and Concepts in Patient Care</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on observations that you should make during the inspection procedure including investigation of food borne illness; the course of action required for treatment; and the equipment and supplies required for treatment.

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General HM <i>Skill Area</i>	Patient Care
A <i>skill</i> you are expected to perform from the General Skill Area above:	Perform preliminary assessment and assist in treatment of genitourinary conditions
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • The inspection procedures • The equipment and supplies required for treatment
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 14295 • <i>Lippincott Fundamental Skills and Concepts in Patient Care</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on observations that you should make during the inspection procedure; the course of action required for treatment and the equipment and supplies required for treatment.

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General HM <i>Skill Area</i>	Patient Care
A <i>skill</i> you are expected to perform from the General Skill Area above:	Perform preliminary assessment and assist in treatment of dermatological conditions
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • The inspection procedures • The equipment and supplies required for treatment
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 14295 • <i>Lippincott Fundamental Skills and Concepts in Patient Care</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You should expect questions on the types of dermatological conditions; the inspection procedures; and the equipment and supplies required for treatment.

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General HM <i>Skill Area</i>	Patient Care
A <i>skill</i> you are expected to perform from the General Skill Area above:	Perform preliminary assessment and assist in treatment of ENT conditions
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • The inspection and palpation (mouth/throat only) procedures • The equipment and supplies required for treatment
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 14295 • <i>Lippincott Fundamental Skills and Concepts in Patient Care</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on what observations should be made on inspection of the ear, nose, and throat; the palpation procedures for fractures of the mouth/throat; and the equipment and supplies required for treatment in an inpatient setting.

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<i>General HM Skill Area</i>	Patient Care
<i>A skill</i> you are expected to perform from the General Skill Area above:	Perform preliminary assessment and assist in treatment of diabetic conditions
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to:</p> <ul style="list-style-type: none"> • Recall the types of diabetes • Recognize diabetic coma and insulin shock • Recall the equipment and supplies required for treatment
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 14295 • <i>Lippincott Fundamental Skills and Concepts in Patient Care</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the types of diabetes, diabetic coma, and insulin shock and the equipment and supplies required for treatment.

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<i>General HM Skill Area</i>	Patient Care
<i>A skill</i> you are expected to perform from the General Skill Area above:	Perform minor incisions (toe nail resections, lancing, etc.)
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • Basic anatomy • The policies and procedures to perform minor incisions and any invasive procedure • The equipment and supplies required
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 14295 • <i>Lippincott Fundamental Skills and Concepts in Patient Care</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on basic anatomy; the policies and procedures for any invasive procedure; and the equipment and supplies required.

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<i>General HM Skill Area</i>	Patient Care
A <i>skill</i> you are expected to perform from the General Skill Area above:	Administer immunizations
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to:</p> <ul style="list-style-type: none"> • Recall the most current policies and procedures required for the administration of immunizations • Recall the procedures for the administration of injections • Recognize anaphylactic reactions • Recall the treatment of anaphylactic reactions
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 14295 • <i>Lippincott Fundamental Skills and Concepts in Patient Care</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the policies and procedures required for the administration of immunizations in inpatient setting situations; the procedures, equipment, and supplies used for injections; and anaphylactic reactions and the equipment/supplies used for treatment of the reactions.

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General HM <i>Skill Area</i>	Patient Care
A <i>skill</i> you are expected to perform from the General Skill Area above:	Administer and assess intradermal skin tests and record the results
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to:</p> <ul style="list-style-type: none"> • Recall current policies and procedures required for the administration of an intradermal skin test • Recall the procedures for the administration of injections • Recognize positive and negative reactions • Record the results of the skin test • Recall the equipment and supplies required
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • BUMEDINST 6224.8 • NAVEDTRA 14295 • <i>Lippincott Fundamental Skills and Concepts in Patient Care</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the most current policies and procedures required for the administration of an intradermal skin test; the procedures for the administration of injections; positive and negative reactions; and the equipment and supplies required.

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<i>General HM Skill Area</i>	Patient Care
<i>A skill you are expected to perform from the General Skill Area above:</i>	Organize inpatient records/charts
<i>Knowledge you should have to perform this skill:</i>	<p>You should be able to:</p> <ul style="list-style-type: none"> • Recall the procedures for establishing an inpatient record/chart • Recall policies and procedures for obtaining medical history of patients • Record medical history of patients • Recall the policies and procedures for the disposition of the record/chart
<i>References you should study to gain the knowledge you need to perform this skill:</i>	<ul style="list-style-type: none"> • NAVEDTRA 14295 • NAVMED P-117 • <i>SECNAVINST 5210.11</i> • <i>Lippincott Fundamental Skills and Concepts in Patient Care</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the procedures for establishing an inpatient record/chart; obtaining medical history of patients; recording medical history; and the disposition of records and charts.

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<i>General HM Skill Area</i>	Patient Care
<i>A skill you are expected to perform from the General Skill Area above:</i>	Set up and maintain a sterile field
<i>Knowledge you should have to perform this skill:</i>	<p>You should recall:</p> <ul style="list-style-type: none"> • The policies and procedures required for setting up and maintaining a sterile field • The policies and procedures for putting on and taking off sterile surgical gowns and gloves • The equipment and supplies required
<i>References you should study to gain the knowledge you need to perform this skill:</i>	<ul style="list-style-type: none"> • NAVEDTRA 14295 • <i>Lippincott Fundamental Skills and Concepts in Patient Care</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the policies and procedures required to set up/maintain sterile field; for putting on and taking off sterile surgical gowns and gloves; and the equipment and supplies required.

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General HM <i>Skill Area</i>	Patient Care
A <i>skill</i> you are expected to perform from the General Skill Area above:	Perform preliminary assessment and assist in treatment of cardiovascular conditions
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to:</p> <ul style="list-style-type: none"> • Recognize the types of cardiovascular conditions • Recall the observations that should be made • Recall equipment and supplies required for treatment
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 14295 • <i>Lippincott Fundamental Skills and Concepts in Patient Care</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on, but not limited to, cardiogenic shock; congestive heart failure; "chest pain"; angina; myocardial infarction; the signs and symptoms of each; and the equipment and supplies required for treatment in an inpatient setting.

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<i>General HM Skill Area</i>	Patient Care
<i>A skill</i> you are expected to perform from the General Skill Area above:	Perform preliminary assessment and assist in treatment of thermal burns or injuries
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • The types of burns and degree of burns • The equipment and supplies required for treatment
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 14295 • NAVMEDCOMINST 6260.12 • <i>Lippincott Fundamental Skills and Concepts in Patient Care</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the types and degree of burns; the "Rule of Nines" calculation for given situations; and the equipment and supplies required for treatment in an inpatient setting.

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<i>General HM Skill Area</i>	Patient Care
A <i>skill</i> you are expected to perform from the General Skill Area above:	Perform preliminary assessment and assist in treatment of chemical burns or injuries
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • The types of chemical burns • The inspection procedures • The equipment and supplies required for treatment
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 14295 • <i>Lippincott Fundamental Skills and Concepts in Patient Care</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the types and locations of chemical burns and the equipment and supplies required for treatment.

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General HM <i>Skill Area</i>	Patient Care
A <i>skill</i> you are expected to perform from the General Skill Area above:	Perform preliminary assessment and assist in treatment of head and neck conditions
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • The inspection and palpation procedures for the head and neck • The equipment and supplies required for treatment
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 14295 • <i>Lippincott Fundamental Skills and Concepts in Patient Care</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on inspection of the head; palpation of the head; neck inspection; auscultation procedures; and the equipment and supplies required for treatment in an inpatient setting

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<i>General HM Skill Area</i>	Patient Care
<i>A skill you are expected to perform from the General Skill Area above:</i>	Perform preliminary assessment and assist in treatment of unconscious patients
<i>Knowledge you should have to perform this skill:</i>	<p>You should recall:</p> <ul style="list-style-type: none"> • The inspection, palpation, and auscultation procedures • The equipment and supplies required for treatment
<i>References you should study to gain the knowledge you need to perform this skill:</i>	<ul style="list-style-type: none"> • NAVEDTRA 14295 • <i>Lippincott Fundamental Skills and Concepts in Patient Care</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on inspection, palpation, and auscultation procedures and the equipment and supplies required for any treatment in an inpatient setting.

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General HM <i>Skill Area</i>	Patient Care
A <i>skill</i> you are expected to perform from the General Skill Area above:	Perform preliminary assessment and assist in treatment of internal hemorrhages
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • The inspection and palpation procedures • The equipment and supplies required for treatment
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 14295 • <i>Lippincott Fundamental Skills and Concepts in Patient Care</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the inspection and palpation procedures to assess internal hemorrhages and the equipment and supplies required for treatment in an inpatient setting.

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<i>General HM Skill Area</i>	Patient Care
<i>A skill</i> you are expected to perform from the General Skill Area above:	Perform preliminary assessment and assist in treatment of spinal cord injuries
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • The inspection and palpation procedures for spinal cord injuries • The special equipment and supplies required for treatment
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 14295 • <i>Lippincott Fundamental Skills and Concepts in Patient Care</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on spinal range of motion; reflexes; loss of sensation; muscle tone; paralysis; and the special equipment and supplies required for treatment in an inpatient setting.

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General HM <i>Skill Area</i>	Patient Care
A <i>skill</i> you are expected to perform from the General Skill Area above:	Perform preliminary assessment and assist in treatment of acute drug and chemical intoxication's or poisonings
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to:</p> <ul style="list-style-type: none"> • Recognize acute drug intoxication's, poisonings, chemical intoxication's, chemical poisonings, and hazardous material exposures • Recall the treatment procedures • Recall equipment, supplies, and medications required for treatment
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 14295 • <i>Lippincott Fundamental Skills and Concepts in Patient Care</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the types of drug intoxication's, poisonings, chemical intoxication's, chemical poisonings, and hazardous material exposures and the treatment procedures/protocols, equipment, supplies, and medications required for treatment in an inpatient setting.

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<p>General HM <i>Skill Area</i></p>	<p>Ancillary services</p>
<p>A <i>skill</i> you are expected to perform from the General Skill Area above:</p>	<p>Perform basic laboratory diagnostic tests (UA, KOH, etc.)</p>
<p><i>Knowledge</i> you should have to perform this skill:</p>	<p>You should be able to:</p> <ul style="list-style-type: none"> • Recall the different types of laboratory test • Identify the types of specimens required • Recall the policies and procedures for obtaining the types of specimens • Recall the procedure to verify labels of laboratory specimens • Recall the procedures for performing laboratory tests • Identify the equipment and supplies required
<p><i>References</i> you should study to gain the knowledge you need to perform this skill:</p>	<ul style="list-style-type: none"> • BUMEDINST 6222.10 • NAVEDTRA 14295
<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect questions on, but not limited to, the different types of laboratory tests (UA, CBC, KOH, and STDs); types of specimens required; the policies and procedures for obtaining the types of specimens; the procedure to verify labels of laboratory specimens; the procedures for performing laboratory tests; and the equipment and supplies required.</p>

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<i>General HM Skill Area</i>	Ancillary Services
A <i>skill</i> you are expected to perform from the General Skill Area above:	Dispense medications
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to:</p> <ul style="list-style-type: none"> • Recall how to reconstitute medications for administration • Convert between generic and trade name equivalency of drugs • Recognize the need for dosage adjustment utilizing Clark's rule for weight and Young's rule for age, and manufacturers' recommendation • Recall measuring equivalents • Recall the conversion tables for weights and liquid measures • Recall the reducing and enlarging formulas and doses, to include: <ul style="list-style-type: none"> - Fractional method - Ratio and proportion • Recall basic mathematics, to include: <ul style="list-style-type: none"> - Decimals - Fractions - Percentages - Ratio and proportion - Specific gravity • Identify drug interactions, contraindications, and adverse drug effects • Recall the policies and procedures for filing prescriptions

<p><i>References</i> you should study to gain the knowledge you need to perform this skill:</p>	<ul style="list-style-type: none"> • NAVEDTRA 14295 • <i>Brady Emergency Care</i>, current edition • <i>Emergency Care and Transportation of the Sick and Injured</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect questions on, but not limited to, reconstituting medications for administration; converting between generic and trade name equivalency of drugs; compounding utilizing Clark's and Young's rules along with the manufacturers' dosage recommendation; measuring equivalencies; the conversion tables for weights and liquid measures; the reducing and enlarging formulas and doses utilizing ratio, proportion, and the fractional method; using basic mathematics including decimals, fractions, and percentages; identifying drug interactions, contraindications, and adverse drug effects; and the policies and procedures for filing prescriptions.</p>

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General HM <i>Skill Area</i>	Preventive/Occupational Medicine
A <i>skill</i> you are expected to perform from the General Skill Area above:	Sort, collect, package, and dispose of biomedical waste
<i>Knowledge</i> you should have to perform this skill:	You should recall: <ul style="list-style-type: none"> • The policies and procedures required for the handling and disposition of biomedical waste ashore and afloat • The equipment and supplies required
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • BUMEDINST 6230.15 • BUMEDINST 6280.1 • NAVEDTRA 14295 • NAVMED P-5010 • NAVMED P-5038 • <i>NAVMEDCOMINST 6230.1</i> • <i>Lippincott Fundamental Skills and Concepts in Patient Care</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the policies and procedures required for handling/disposing of biomedical waste ashore/afloat and the equipment and supplies required.

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<p>General HM <i>Skill Area</i></p>	<p>Preventive/Occupational Medicine</p>
<p>A <i>skill</i> you are expected to perform from the General Skill Area above:</p>	<p>Assess and treat external parasite infestations (lice, crabs, scabies, etc.)</p>
<p><i>Knowledge</i> you should have to perform this skill:</p>	<p>You should be able to:</p> <ul style="list-style-type: none"> • Recognize the types of external parasite infestations • Recall the policies and procedures for treating external parasites • Recall the equipment and supplies required
<p><i>References</i> you should study to gain the knowledge you need to perform this skill:</p>	<ul style="list-style-type: none"> • NAVEDTRA 14295 • NAVMED P-5010 • <i>Lippincott Fundamental Skills and Concepts in Patient Care</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect questions on the types of external parasites; policies and procedures for treating external parasites; and the equipment and supplies required.</p>

Advancement Handbook for HM3

General HM <i>Skill Area</i>	Preventive/Occupational Medicine
<i>A skill</i> you are expected to perform from the General Skill Area above:	Conduct preliminary interviews of personnel exposed to communicable diseases (other than STD)
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • The policies and procedures for conducting interviews • The reporting requirements for communicable diseases
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • BUMEDINST 6220.9A • BUMEDINST 6220.12 • BUMEDINST 6230.1 • NAVEDTRA 14295 • NAVMED P-5010 • <i>Lippincott Fundamental Skills and Concepts in Patient Care</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the policies and procedures for conducting interviews and the reporting requirements for communicable diseases.

Advancement Handbook for HM3

General HM <i>Skill Area</i>	Preventive/Occupational Medicine
A <i>skill</i> you are expected to perform from the General Skill Area above:	Conduct preliminary STD interviews
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • The policies and procedures for conducting interviews • The reporting requirements for Sexually Transmitted Diseases (STD)
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 14295 • NAVMED P-5010 • Virtual Navy Hospital Website: http://www.vnh.org
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect question on the policies, procedures, and reporting requirements for conducting Sexually Transmitted Disease interviews.

Advancement Handbook for HM3

<i>General HM Skill Area</i>	Preventive /Occupational Medicine
<i>A skill</i> you are expected to perform from the General Skill Area above:	Perform heat stress index tests
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • The policies and procedures to perform heat stress index test • The current flagging system • The PHEL charts • The use of the WBGT meter • Related heat casualty reports and forms
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 14295 • NAVMED P-5010 • Virtual Navy Hospital Website: http://www.vnh.org
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the policies and procedures to perform heat stress index tests; the flagging system; PHEL charts; use of the WBGT meter; and related heat casualty reports and forms.

Advancement Handbook for HM3

<p>General HM <i>Skill Area</i></p>	<p>Preventive/Occupational Medicine</p>
<p>A <i>skill</i> you are expected to perform from the General Skill Area above:</p>	<p>Fit and issue noise protection devices</p>
<p><i>Knowledge</i> you should have to perform this skill:</p>	<p>You should recall:</p> <ul style="list-style-type: none"> • The policies and procedures for fitting and issuing noise protection devices • The equipment and supplies required
<p><i>References</i> you should study to gain the knowledge you need to perform this skill:</p>	<ul style="list-style-type: none"> • NAVEDTRA 14295 • NAVMED P-5010 • OPNAVINST 5100.23E • Virtual Navy Hospital Website: http://www.vnh.org
<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect questions on the policies and procedures for fitting and issuing noise protection devices and the equipment/supplies required.</p>

Advancement Handbook for HM3

<p>General HM <i>Skill Area</i></p>	<p>Preventive/Occupational Medicine</p>
<p>A <i>skill</i> you are expected to perform from the General Skill Area above:</p>	<p>Test water samples</p>
<p><i>Knowledge</i> you should have to perform this skill:</p>	<p>You should recall:</p> <ul style="list-style-type: none"> • The policies and procedures to test water ashore and afloat • The procedures to determine a source of water contamination • The related reports and forms • The equipment and supplies required
<p><i>References</i> you should study to gain the knowledge you need to perform this skill:</p>	<ul style="list-style-type: none"> • BUMEDINST 6240.10 • BUMEDINST 6270.8 • NAVEDTRA 14295 • NAVMED P-5010 • Virtual Navy Hospital Website: http://www.vnh.org
<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect questions on the policies and procedures to test water ashore and afloat; the procedures to determine a source of water contamination; related reports and forms; and the equipment/supplies required.</p>

Advancement Handbook for HM3

<p>General HM <i>Skill Area</i></p>	<p>Preventive/Occupational Medicine</p>
<p>A <i>skill</i> you are expected to perform from the General Skill Area above:</p>	<p>Inspect messing/food service facilities and perform pest control inspections</p>
<p><i>Knowledge</i> you should have to perform this skill:</p>	<p>You should recall:</p> <ul style="list-style-type: none"> • The policies and procedures to inspect messing and food service facilities Ashore and afloat • The policies and procedures required performing pest control inspections ashore and afloat • The related reports and forms • The equipment and supplies required
<p><i>References</i> you should study to gain the knowledge you need to perform this skill:</p>	<ul style="list-style-type: none"> • BUMEDINST 6250.12 • BUMEDINST 6250.14 • NAVEDTRA 14295 • NAVMED P-5010 • OPNAVINST 6250.4 • SECNAVINST 4061.1 • SECNAVINST 6210.2A • Virtual Navy Hospital Website: http://www.vnh.org
<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect questions on policies and procedures to inspect messing/food service facilities; performing pest control inspections; completing reports/forms, and the equipment and supplies required.</p>

Advancement Handbook for HM3

<p>General HM <i>Skill Area</i></p>	<p>Training/Administration/Logistics</p>
<p>A <i>skill</i> you are expected to perform from the General Skill Area above:</p>	<p>Inventory medical department equipment and supplies</p>
<p><i>Knowledge</i> you should have to perform this skill:</p>	<p>You should recall:</p> <ul style="list-style-type: none"> • The policies and procedures for stocking medical supplies and equipment according to authorized medical allowance list (AMAL) • The procedures for inspecting medical equipment, instruments, and supplies for serviceability • The procedures to store medical supplies ashore and afloat • The procedures to inventory Battle Dressing Stations (BDS)
<p><i>References</i> you should study to gain the knowledge you need to perform this skill:</p>	<ul style="list-style-type: none"> • BUMEDINST 6440.5 • BUMEDINST 6440.6 • BUMEDINST 6700.13G • BUMEDINST 6710.63 • NAVMED P-117 • NAVEDTRA 14295 • 632Virtual Navy Hospital Website: http://www.vnh.org
<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect questions on the policies and procedures for stocking medical supplies and equipment according to AMAL; inspecting medical equipment, instruments, and supplies for serviceability; the procedures to store medical supplies ashore and afloat and inventorying BDS.</p>

Advancement Handbook for HM3

<p>General HM <i>Skill Area</i></p>	<p>Training/Administration/Logistics</p>
<p>A <i>skill</i> you are expected to perform from the General Skill Area above:</p>	<p>Conduct first aid and health training for non-medical personnel</p>
<p><i>Knowledge</i> you should have to perform this skill:</p>	<p>You should be able to recall policies and procedures for first aid/health-related training conducted for medical and non-medical personnel</p>
<p><i>References</i> you should study to gain the knowledge you need to perform this skill:</p>	<ul style="list-style-type: none"> • BUMEDINST 1500.15 • BUMEDINST 1500.22 • BUMEDINST 1510.18 • BUMEDINST 6224.8 • BUMEDINST 6440.6 • BUMEDINST 6700.42 • SECNAVINST 1500.10 • SECNAVINST 4061.1 • NAVMED P-117 • NAVMED P-5010 • NAVEDTRA 14295
<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect questions on health related training that is conducted for medical and non-medical personnel</p>

Advancement Handbook for HM3

<i>General HM Skill Area</i>	Training/Administration/Logistics
<i>A skill</i> you are expected to perform from the General Skill Area above:	Prepare and review laboratory requests
<i>Knowledge</i> you should have to perform this skill:	You should be able to recall the policies and procedures for preparing and review laboratory request
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVEDTRA 14295
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the policies and procedures for preparing and reviewing laboratory request.

Advancement Handbook for HM3

General HM <i>Skill Area</i>	Training/Administration/Logistics
A <i>skill</i> you are expected to perform from the General Skill Area above:	Open, make entries, verify, and close medical and dental records
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to:</p> <ul style="list-style-type: none"> • Recall the policies and procedures for opening, making entries, verifying, filing, and closing health and dental records • Recall the current instructions pertaining to health and dental records • Recognize the required forms comprising health and dental records • Recall the disposition of health and dental records upon transfer, commissioning, discharge, and death
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • BUMEDNOTE 6150 • NAVMED P-117 • NAVEDTRA 14295 • SECNAVINST 5211.5 • SECNAVINST 5212.5
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions on the policies and procedures for opening, making entries, verifying, and disposition of records; the current instructions pertaining to records; the forms comprising health and dental records; policies and procedures for custody; chargeout control; terminal digit filing of records; and the disposition of records upon transfer, commissioning, discharge, and death</p>

Advancement Handbook for HM3

General HM <i>Skill Area</i>	Training/Administration/Logistics
A <i>skill</i> you are expected to perform from the General Skill Area above:	Enter and retrieve patient data from automated medical information systems (CHCS, DEERS, etc.)
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • The policies and procedures required entering and retrieving patient data from automated medical information systems • The current instructions pertaining to medical data • The security measures for medical data
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVMED P-117 • NAVEDTRA 14295 • SECNAVINST 5212.5 • SECNAVINST 5216.5 • SECNAVINST 5510.30 • Virtual Navy Hospital Website: http://www.vnh.org
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the policies and procedures required for entering and retrieving patient data from automated medical information systems; the current instructions; different types of data entries; and security requirements.

Advancement Handbook for HM3

General HM <i>Skill Area</i>	Training/Administration/Logistics
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare, serialize, and mail a standard naval letter
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to identify standard letter format elements to include:</p> <ul style="list-style-type: none"> • Margins • Identification symbols • From, To, Via, Subject, Reference, and Enclosure lines • Text and paragraph structuring • Signature block • Copy to block • Page numbering • Envelope preparation
<i>References</i> you should study to gain the knowledge you need to perform this skill:	SECNAVINST 5216.5
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions on the individual elements of a standard naval letter; placement of the identification symbols; subject line; how to list various references; the number of required spaces; size of margins; the signature block for an official signing "by direction"; numbering pages; how to vary the format; the use with a window envelope; and correspondence policies contained in the Correspondence Manual.</p>

Advancement Handbook for HM3

General HM <i>Skill Area</i>	Training/Administration/Logistics
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare general/special medical reports and forms (binnacle list, medical event reports, etc.)
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • The policies and procedures for preparing general and special medical reports • The different types of reports and forms • Current instructions and reporting requirements
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • DMRSMAN EPMAC 1080 • BUMEDINST 6010.13 • BUMEDINST 6010.20 • BUMEDINST 6120.20 • BUMEDINST 6220.12 • BUMEDINST 6224.8 • BUMEDINST 6300.10 • BUMEDINST 6310.3 • BUMEDINST 6320.3B • BUMEDINST 6440.6 • BUPERSINST 1770.3 • NAVMED P-117 • NAVMED P-5010 • NAVMED P-5055 • NAVMEDCOMINST 1300.1 • NAVMEDCOMINST 5360.1 • OPNAVINST 17522 • NAVMEDCOMINST 6320.3 • NAVMEDCOMINST 6320.72 • NAVMEDCOMINST 6470.10 • NAVMEDCOMINST 6820.1 • OPNAVINST 1000.16

	<ul style="list-style-type: none"> • OPNAVINST 1754.2 • OPNAVINST 5100.23 • OPNAVINST 6250.4 • SECNAVINST 5210.11 • SECNAVINST 5212.5 • SECNAVINST 5215.1 • SECNAVINST 5216.5
<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect questions on policies and procedures for preparing reports and forms; the different types of reports and forms, including but not limited to: medical accident/incident, manpower/personnel reporting, birth and death certificates, decedent affairs reports, issuance of nonavailability reports, overseas screening reports, TB control program reports, patient regulating, medical augmentation, supply, logistics, casualty assistance, etc.; and current instructions and reporting timelines.</p>

Part 2



Advancement Handbook for HM2



You are responsible for information contained in:
Part 1-HM3

Advancement Handbook for HM2

General HM <i>Skill Area</i>	Emergency/Field Treatment
A <i>skill</i> you are expected to perform from the General Skill Area above:	Coordinate medical evacuations
<i>Knowledge</i> you should have to perform this skill:	<p>You should be able to:</p> <ul style="list-style-type: none"> • Recall the policies and procedures required performing triage in peacetime and in time of conflict • Recall the policies and procedures to prepare patients for medical evacuations • Recognize the requirements to restrain patients • Recall the policies, procedures , equipment, and supplies required to transport patients • Recall procedures for patient regulating
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • NAVEDTRA 14295 • <i>Brady Emergency Care</i>, current edition • <i>Emergency Care and Transportation of the Sick and Injured</i>, current edition • Virtual Navy Hospital Website: http://www.vnh.org
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on performing triage; patient preparation for MEDEVAC; recognizing the need to restrain patients; the policies, procedures, equipment, and supplies required for transporting patients; and the requirements for patient regulating and tracking.

Advancement Handbook for HM2

General HM <i>Skill Area</i>	Preventive/Occupational Medicine
A <i>skill</i> you are expected to perform from the General Skill Area above:	Conduct preliminary investigation of food-borne illnesses
<i>Knowledge</i> you should have to perform this skill:	You should recall: <ul style="list-style-type: none"> • The policies and procedures to inspect messing/food service facilities and conduct habitability inspections, ashore and afloat • The policies and procedures required performing pest control inspections and water testing ashore and afloat • The related reports and forms, equipment, and supplies required
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • BUMEDINST 6250.12 • BUMEDINST 6250.14 • NAVEDTRA 14295 • NAVMED P-5010 • OPNAVINST 6250.4 • SECNAVINST 4061.1 • Virtual Navy Hospital Website: http://www.vnh.org
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on policies and procedures to inspect messing/food service facilities; conduct habitability and pest control inspections; required reports/forms; and the equipment and supplies required.

Advancement Handbook for HM2

General HM <i>Skill Area</i>	Training/Administration/Logistics
A <i>skill</i> you are expected to perform from the General Skill Area above:	Conduct instruction and training on health care related items including health benefits counseling
<i>Knowledge</i> you should have to perform this skill:	You should be able to recall policies and procedures for first aid/health-related training and benefits conducted for medical and non-medical personnel
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • BUMEDINST 1500.15 • BUMEDINST 1500.22 • BUMEDINST 1510.18 • BUMEDINST 1510.19 • BUMEDINST 1553.1 • BUMEDINST 5220.3 • BUMEDINST 6224.8 • BUMEDINST 6440.6 • NAVEDTRA 14295 • NAVMED P-117 • NAVMED P-5010 • NAVMEDCOMINST 1520.40 • NAVMEDCOMINST 3040.1 • NAVMEDCOMINST 6700.42 • SECNAVINST 1500.10 • SECNAVINST 4061.1
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on health related training and benefits that are conducted for medical and non-medical personnel.

Advancement Handbook for HM2

General HM <i>Skill Area</i>	Training/Administration/Logistics
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare/Review general/special medical reports and forms (binnacle list, medical event reports, etc.)
<i>Knowledge</i> you should have to perform this skill:	You should recall: <ul style="list-style-type: none"> • The policies and procedures for preparing general and special medical reports • The different types of reports, forms, and claims • Current instructions and reporting requirements
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • DMRSMAN EPMAC 1080 • BUMEDINST 6010.13 • BUMEDINST 6010.20 • BUMEDINST 6120.20 • BUMEDINST 6220.12 • BUMEDINST 6224.8 • BUMEDINST 6440.6 • BUPERSINST 1770.3 • NAVMED P-117 • NAVMED P-5010 • NAVMED P-5055 • NAVMEDCOMINST 1300.1 • NAVMEDCOMINST 5360.1 • NAVMEDCOMINST 6320.18 • OPNAVINST 1752.2 (Series) • NAVMEDCOMINST 6320.3 • NAVMEDCOMINST 6320.72 • NAVMEDCOMINST 6470.10 • OPNAVINST 1000.16 • OPNAVINST 1754.2 • OPNAVINST 5100.23

	<ul style="list-style-type: none"> • OPNAVINST 6250.4 • SECNAVINST 5210.11 • SECNAVINST 5212.5 • SECNAVINST 5216.5
<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect questions on policies and procedures for preparing reports/forms; the different types of reports/forms, including, but not limited to: medical accident/incident, manpower/personnel reporting, birth and death certificates, decedent affairs reports, third-party claims, issuance of nonavailability reports, heat casualty reports, overseas screening reports, TB control program report, patient regulating, medical augmentation, supply, logistics, casualty assistance, etc.; and current instructions and reporting timelines.</p>

Part 3



Advancement Handbook for HM1



You are responsible for the information contained in:

Part 1-HM3

Part 2-HM2

Advancement Handbook for HM1

<i>General HM Skill Area</i>	Emergency/Field Treatment
<i>A skill</i> you are expected to perform from the General Skill Area above:	Direct battalion aid station (BAS) operations
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • The policies and procedure for a BAS • The health support and personnel requirements • The equipment and supplies required • The BAS inspection procedures
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • BUMEDINST 6280.1 • BUMEDINST 6440.6 • BUMEDINST 6710.62 • BUMEDINST 6710.63 • NAVMED P-117
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on policies and procedure for a BAS; health support; personnel requirements; equipment; supplies; and BAS inspection procedures.

Advancement Handbook for HM1

<i>General HM Skill Area</i>	Ancillary Services
<i>A skill</i> you are expected to perform from the General Skill Area above:	Inventory controlled drugs and substances
<i>Knowledge</i> you should have to perform this skill:	You should be able to recall the policies and procedures for the inventory of controlled drugs and controlled substances
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVMED P-117
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on policies and procedures, board membership, reports/forms, and periodicity for the inventory.

Advancement Handbook for HM1

General HM <i>Skill Area</i>	Training/Administration/Logistics
<i>A skill</i> you are expected to perform from the General Skill Area above:	Review general/special medical reports and forms (decedent affairs reports, medical event reports, etc.)
<i>Knowledge</i> you should have to perform this skill:	<p>You should recall:</p> <ul style="list-style-type: none"> • The policies and procedures for preparing general and special medical reports • The different types of reports and forms • Current instructions and reporting requirements
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • DMRSMAN EPMAC 1080 • BUMEDINST 6010.13 • BUMEDINST 6010.20 • BUMEDINST 6120.20 • BUMEDINST 6220.12 • BUMEDINST 6224.8 • BUMEDINST 6440.6 • BUPERSINST 1770.3 • NAVMED P-117 • NAVMED P-5010 • NAVMED P-5055 • NAVMEDCOMINST 1300.1 • NAVMEDCOMINST 5360.1 • NAVMEDCOMINST 6320.18 • OPNAVINST 1752.2 (Series) • NAVMEDCOMINST 6320.3 • NAVMEDCOMINST 6320.72 • NAVMEDCOMINST 6470.10 • OPNAVINST 1000.16 • OPNAVINST 1754.2 • OPNAVINST 5100.23 • OPNAVINST 6250.4

	<ul style="list-style-type: none"> • SECNAVINST 5210.11 • SECNAVINST 5212.5 • SECNAVINST 5216.5
<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect questions on policies and procedures for preparing reports/forms; the different types of reports/forms, including, but not limited to: medical accident/incident, manpower/personnel reporting, birth and death certificates, decedent affairs reports, issuance of nonavailability reports, overseas screening reports, TB control program report, patient regulating, medical augmentation, supply, logistics, casualty assistance, etc.; and current instructions and reporting timelines.</p>

Advancement Handbook for HM1

General HM <i>Skill Area</i>	Training/Administration/Logistics
A <i>skill</i> you are expected to perform from the General Skill Area above:	Assist in drafting command medical readiness plans.
<i>Knowledge</i> you should have to perform this skill:	You should recall: <ul style="list-style-type: none"> • The policies and procedures for monitoring command medical readiness, enlisted distribution, and medical personnel augmentation • Total force manpower policies and procedures
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • BUMEDINST 6440.5 • BUMEDINST 6440.6 • EDVERMAN 1080 • OPNAVINST 1000.16
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on policies and procedures for monitoring command medical readiness, enlisted distribution, medical personnel augmentation, and manpower.

Part 4



Advancement Handbook for HMC



You are responsible for information contained in:

Part 1-HM3

Part 2-HM2

Part 3-HM1

Advancement Handbook for HMC

General HM <i>Skill Area</i>	Training/Administration/Logistics
A <i>skill</i> you are expected to perform from the General Skill Area above:	Monitor command medical readiness plans
<i>Knowledge</i> you should have to perform this skill:	You should recall: <ul style="list-style-type: none"> • The policies and procedures for monitoring command medical readiness • The policies and procedures for enlisted distribution • The policies and procedures for medical personnel augmentation • Total force manpower policies and procedures
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • BUMEDINST 6440.5 • BUMEDINST 6440.6 • EDVERMAN 1080 • OPNAVINST 1000.16
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on policies and procedures for monitoring command medical readiness, enlisted distribution, medical personnel augmentation, and manpower.

Advancement Handbook for HMC

General HM <i>Skill Area</i>	Training/Administration/Logistics
A <i>skill</i> you are expected to perform from the General Skill Area above:	Assist in drafting, monitoring, and coordination of joint medical operational plans
<i>Knowledge</i> you should have to perform this skill:	You should be able to recall the policies and procedures required to draft, monitor, and coordinate joint medical operational plans
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • BUMEDINST 6230.15 • BUMEDINST 6270.8 • BUMEDINST 6440.6 • NAVMED P-117 • NAVMED P-5010 • NAVMED P-5038 • NAVMED P-5055 • NAVMEDCOMINST 5360.1 • SECNAVINST 5510.30
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect question on policies and procedures for joint medical operational plans; the numerical organization of different units; medical requirements; evacuation; patient regulating; potential HAZMAT situations; MMART; health service support; and logistical and supply requirements including chemoprophalaxis.

Advancement Handbook for HMC

General HM <i>Skill Area</i>	Training/Administration/Logistics
<i>A skill</i> you are expected to perform from the General Skill Area above:	Inventory controlled medicinals
<i>Knowledge</i> you should have to perform this skill:	You should be able to recall the policies and procedures for the inventory of controlled medicinal
<i>References</i> you should study to gain the knowledge you need to perform this skill:	NAVMED P-117
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on policies and procedures, board membership, reports/forms, and periodicity for the inventory.

Advancement Handbook for HMC

<p>General HM <i>Skill Area</i></p>	<p>Training/Administration/Logistics</p>
<p>A <i>skill</i> you are expected to perform from the General Skill Area above:</p>	<p>Coordinate the medical organizational performance improvement program</p>
<p><i>Knowledge</i> you should have to perform this skill:</p>	<p>You should be able to recall the policies and procedures for advising command on performance improvement</p>
<p><i>References</i> you should study to gain the knowledge you need to perform this skill:</p>	<ul style="list-style-type: none"> • BUMEDINST 6010.13 • OPNAVINST 6320.7
<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect questions on the policies and procedures for performance improvement and the quality assurance program.</p>

Appendix 1

References Used in This HM Advancement Handbook

Rating	Short Title	Long Title	Chapters/ Paragraphs	Stocking Point
HM3				
	BUMEDINST 1500.15	Resuscitation Training	All	Note 2
	BUMEDINST 1500.22	Review and Evaluation of Operational Readiness Training Programs for Medical and Dental Personnel	All	Notes 2, 4
	BUMEDINST 6220.9A	Nosocomial Infection Control Program	All	Note 2
	BUMEDINST 6010.20	Issuance of Nonavailability Statements	All	Notes 2, 4
	BUMEDINST 6222.10	Sexually Transmitted Disease (STD) Clinical Management Guidelines	All	Notes 2, 4
	BUMEDINST 6224.8	Tuberculosis Control Program	All	Notes 2, 4
	BUMEDINST 6230.15	Immunizations and Chemoprophylaxis	All	Notes 2, 4
	BUMEDINST 6240.10	Standards for Potable Water	All	Notes 2, 4
	BUMEDINST 6250.12	Pesticide Applicator Training and Certification for Medical Personnel	All	Notes 2, 4
	BUMEDINST 6250.14	Procurement of Deratting/Deratting Exemption Certificates	All	Notes 2, 4
	NAVMEDCOMINST 6260.12	Prevention of Cold Injuries	All	Note 2
	BUMEDINST 6270.8	Procedures for Obtaining Health Hazard Assessments Pertaining to Operational Use of Hazardous Materials	All	Notes 2, 4
	BUMEDINST 6300.10	Customer Relations Program	All	Notes 2, 4
	BUMEDINST 6310.3	Management Of Alleged or Suspected Sexual Assault and Rape Cases	All	Notes 2, 4
	BUMEDINST 6320.3B	Medical and Dental Care for Eligible Persons at Navy Medical Department Facilities	All	Notes 2, 4
	BUMEDINST 6440.5	Medical Augmentation Program	All	Notes 2, 4
	BUMEDINST 6440.6	Mobile Medical Augmentation Readiness Team (MMART) Manual	All	Notes 2, 4
	BUMEDINST 6700.42	Ambulance Support	All	Notes 2, 4

	BUPERINST 1770.3	Navy Casualty Assistance Calls Program	All	Note 1
	NAVEDTRA 14295	Hospital Corpsman	All	Note 4
	NAVEDTRA 14274	Dental Technician, Vol 1	All	Note 4
	NAVMEDCOMINST 1300.1	Suitability Processing for Overseas Assignment of Navy and Marine Corps Members and Their Accompanying Dependents	All	Note 2
	NAVMEDCOMINST 5360.1	Decedent Affairs Manual	All	Note 2
	OPNAVINST 1752.2 (Series)	Family Advocacy Program	All	Notes 1
	NAVMEDCOMINST 6820.1	Professional Medical Reference Materials and Publications		Notes 2, 4
	NAVMED P-117	Manual of the Medical Department	All	Note 4
	NAVMED P-5010	Manual of Naval Preventive Medicine	All	Notes 4
	NAVMED P-5038	Control of Communicable Disease in Man	All	Note 4
	NAVMED P-5055	Radiation Health Protection Manual	All	Note 4
	OPNAVINST 5100.23E	Naval Occupational Safety and Health (NAVOSH) Program Manual	All	Note 1
	SECNAVINST 1500.10	Basic Life Support (BLS) Training	All	Note 1
	SECNAVINST 4061.1	Food Sanitation Training	All	Note 1
	SECNAVINST 5210.11D	Department of the Navy File Maintenance Procedures and Standard Subject Identification Codes (SSIC)	All	Note 1
	SECNAVINST 5211.5	Department of the Navy Privacy Act (PA) Program	All	Note 1
	EMERGENCY CARE	Brady Emergency Care, current edition	All	Commercial Publication
	EMERGENCY CARE AND TRANSPORTATION	Emergency Care and Transportation of the Sick and Injured, current edition	All	Commercial Publication
	PATIENT CARE	Lipponcott Fundamental Skills and Concepts in Patient Care, current edition	All	Commercial Publication
	http://www.vnh.org/	Virtual Naval Hospital Web Site	All	Internet Access Required
HM2				
You Are Responsible For References Contained In HM3				
	BUMEDINST 6010.13	Quality Assurance Program	All	Notes 2, 4
	BUMEDINST 6120.20	Competence For Duty Examinations	All	Notes 2,4
	BUPERSINST 1750.3	Command Defense Enrollment Eligibility	All	Notes 2, 4

		Report System (DEERS)		
	NAVMEDCOMINST 6320.18	Civilian Health and Medical Program of the Uniformed Services (CHAMPUS) Regulation	All	Notes 2, 4
	NAVMEDCOMINST 6320.72	Non-Naval Medical and Dental Care	All	Notes 2, 4
	NAVMEDCOMINST 6470.10	Initial Management of Irradiated or Radioactively Contaminated Personnel	All	Notes 2, 4
	OPNAVINST 1000.16	Manual of Navy Total Force Manpower Policies and Procedures	All	Note 1
	OPNAVINST 1754.2	Exceptional Family Member Program	All	Note 1
HM1				
You Are Responsible For References Contained in HM2 &HM3				
HMC				
You Are Responsible For References Contained in HM1, HM2, and HM3				
	OPNAVINST 6320.7	Healthcare Quality Assurance for Operating Forces	All	Note 1

LEGEND:

Note 1—INTERNET: <http://neds.nebt.daps.mil/>

Note 2—INTERNET: <http://navymedicine.med.navy.mil/instructions/>

Note 3— INTERNET: <http://www.advancement.cnet.navy.mil/>

Note 4— CD-ROM: Send name, rank, and mailing address to:

Virtual Naval Hospital
Electric Differential Multimedia Lab
200 Hawkins Drive, 5716 GH
Iowa City, IA 52242