

## **Staff Training and Support Pre-Test and Post-Test for LRC Training**

AIHA has developed the following pre-test and post-test questions for information coordinators to use to assess how much their staff trainees have learned after a training session. The idea is to test a trainee's level of knowledge both before and after he or she is trained. You may use these questions however you wish. You may want to have staff trainees take the same test before and after the training session (and not give them the answers until after they have taken the test the second time). Alternatively, you may want to give them some questions and answers before the training and the remaining questions and answers after the training.

Information coordinators should also feel free to omit some questions or to create new questions of your own. This should be based on the focus of your own training programs. You can refer to the following Web sites for additional examples of tests:

In English: [www.psych.ucsb.edu/~mayer/fifth\\_dim\\_website/HTML/comp\\_knwldge\\_quiz/ck\\_quiz.html](http://www.psych.ucsb.edu/~mayer/fifth_dim_website/HTML/comp_knwldge_quiz/ck_quiz.html)

In Russian: <http://iit.metodist.ru/>

Information coordinators do not need to submit the results of your pre-tests and post-tests to AIHA. These test questions are solely for your own evaluation purposes. However, AIHA encourages you to let us know that you are using the test questions by mentioning this in your LRC monthly progress reports.

### **Computer, Internet, and Information Resources Training Pre- and Post-test**

1. Which of the following are you NOT able to do directly from the Windows "Start" button?
  - A. Shut down the computer
  - B. Start a software application
  - C. Download a file from the Internet
  - D. Search your computer for a file
  
2. Which of the following is NOT a valid e-mail address?
  - A. Ivan Ivanov@primenet.com
  - B. 74454.1266@compuserve.com
  - C. biomedical.libraries.nursing.services@dartmouth.edu
  - D. smol\_ogni@smolensk.rospac.ru
  
3. What is a LISTSERV?
  - A. An Internet mailing list that automatically distributes e-mail messages to the e-mail addresses of all individuals who are subscribed to a list.
  - B. A directory of all World Wide Web servers that are currently on the Internet.
  - C. A person who moderates an Internet newsgroup or mailing list.
  - D. The name of the very first Internet Web site.
  
4. What is a compressed file?
  - A. A file that has been reduced in size.

- B. A group of files that are combined into a single file.
  - C. A file that contains only ASCII (DOS) text.
  - D. A and B
  - E. A and C
  - F. A, B, and C
5. What are the three most commonly used formats for encoding files to send on the Internet?
- A. ZIP, TAR, and ARC
  - B. Hexadecimal, Base10, and Binary
  - C. ASCII, ANSI, and DOS
  - D. MIME, UUCODE, and BinHex
6. Which type of file does NOT have to be sent as an encoded attachment?
- A. A graphic or image
  - B. A plain text (ASCII) file
  - C. A text document in Microsoft Word format
  - D. An Excel spreadsheet
7. Downloading is:
- A. A method of searching the World Wide Web
  - B. The process of decoding an encoded file
  - C. The process of getting a file from the Internet and saving it on your own computer
  - D. The process of sending a file from your computer and putting it on the Internet
8. What is a search engine?
- A. A tool that helps you to search for sites on the Internet using keywords
  - B. A tool that helps you search for FTP sites on the Internet
  - C. A tool that helps you increase the speed of your Internet connection
  - D. An index of Web sites that is organized by subject headings
9. What are bookmarks?
- A. A marker you can put in the middle of a text document so that you can easily go back to it later
  - B. A browser feature that helps you save and organize your own list of Web sites so that you can go back to them later without having to remember the address
  - C. A Web site that specializes in providing on-line books and other full-text documents
  - D. An on-line directory of e-mail addresses
10. One tenet of the Evidence-Based Medicine philosophy is ...
- A. That the intuition of physicians should be emphasized in clinical decision making
  - B. That all medical procedures should be dictated by pre-arranged standards
  - C. That clinical decisions should include consultation of the best available evidence in the literature
  - D. That long-established practice is the best practice

11. When a journal article is peer-reviewed, it is ...
- A. Considered suspect and should not be used in decision-making
  - B. Critically evaluated by other health professionals
  - C. Guaranteed to have study design that excludes all bias
  - D. Reviewed solely for presentation and style
12. MEDLINE is a database that contains ...
- A. The full text of all journal articles published since 1966
  - B. Abstracts of all medical journal articles published since 1966
  - C. Graphs of health outcome data and meta-analyses
  - D. Bibliographic citations of most medical journal articles published since 1966, with abstracts included for about one-third of citations.
13. What is MeSH?
- A. A standardized vocabulary of medical terminology that is used by MEDLINE to index journal articles
  - B. Another term for the World Wide Web
  - C. A statistical principle that applies to study design
  - D. A type of publication
14. Medical information on the World Wide Web...
- A. Is plentiful, always free, and always reliable
  - B. Should be evaluated objectively for reliability
  - C. Is always peer-reviewed
  - D. Is only accessible by physicians
15. The only people who may contribute content to your institution Web page are:
- A. AIHA staff in Washington
  - B. Information Coordinators
  - C. The independent Web Content Authority
  - D. All institution staff may contribute to the Web page
16. CD-ROMs are ...
- A. Very resistant to damage by exposure to sunlight, scratching, and bending
  - B. Continually updated on a daily basis
  - C. High-capacity, rapidly accessible, read-only storage media
  - D. Are temporary media for data-storage with a capacity smaller than that of floppy disks
17. The Stat!-Ref CD contains ...
- A. Statistical analysis software
  - B. The complete text and figures of selected medical textbooks and reference manuals
  - C. Reference information on statistics

D. The full text of medical journal articles

18. The Cochrane Library CD ...

- A. Contains only one database
- B. Does not allow searching using MeSH terms
- C. Includes a database of systematic reviews that are uniformly formatted
- D. Is produced by an organization not affiliated with the Cochrane Collaboration

19. In an odds-ratio diagram, diamonds that occur to the left of the line-of-no-effect indicate...

- A. A meta-analysis in which the intervention analyzed resulted in beneficial effects
- B. A meta-analysis in which the intervention analyzed resulted in harmful effects
- C. A meta-analysis in which the intervention analyzed resulted in less of the outcome, which can be beneficial in some reviews and harmful in others.
- D. That the CD is not functioning properly

**Answers:**

- 1. C
- 2. A (because it has a space between "Ivan" and "Ivanov")
- 3. A
- 4. D
- 5. D
- 6. B
- 7. C
- 8. A
- 9. B
- 10. C
- 11. B
- 12. D
- 13. A
- 14. B
- 15. D
- 16. C
- 17. B
- 18. C
- 19. C