

Competency-based Skills Checklist for ECPs

Date of Assessment _____ Dates of Training _____

Place of Assessment: Facility _____ Classroom _____

Name of Facility _____

Type of Facility: ☐ MOH/Gov't ☐ NGO ☐ Other

Level of Facility: ☐ Primary ☐ Secondary ☐ Tertiary

Name of the Student _____

Name of the Assessor _____

This assessment tool contains the detailed steps that a student should follow in counseling and providing client instructions for emergency contraceptive pills (ECPs). The checklist may be used during training to monitor the progress of the student as s/he acquires the new skills and it may be used during the clinical phase of training to determine whether the student has reached a level of competence in performing the skills. It may also be used by the trainer or supervisor when following up or monitoring the student. The student should always receive a copy of the assessment checklist so that s/he may know what is expected of her/him.

Instructions for the Assessor

1. Always explain to the client what you are doing before beginning the assessment. Ask for the client's permission to observe.
2. Begin the assessment when the student greets the client.
3. Use the following rating scale:
1= Needs Improvement. Step or task not performed correctly or out of sequence (if necessary) or is omitted.
2= Competently Performed. Step or task performed correctly in proper sequence (if necessary) but participant does not progress from step to step efficiently.
3= Proficiently Performed. Step or task efficiently and precisely performed in the proper sequence (if necessary).
Not observed: Step, task, or skill not performed by the student during evaluation by the trainer.
4. Continue assessing the student throughout the time s/he is with the client, using the rating scale.
5. Observe only and fill in the form using the rating numbers. Do not interfere unless the student misses a critical step or compromises the safety of the client.
6. Write specific comments when a task is not performed according to standards.
7. Use the same copy for several observations.
8. When you have completed the observation, review the results with the student. Do this in private, away from the client or other students.

TASK/ACTIVITY	CASES			COMMENTS
	1	2	3	
Shows respect and avoids judging client				
Maintains relaxed, friendly and attentive body postures and eye contact				
Uses simple, clear language				
Asks client about feelings (and show empathy)				
Encourages client participation				
Explains what will occur during visit				
Ensures client understanding and corrects misunderstandings				
Greets client in a friendly and respectful manner.				
Introduces self.				
Asks client why she has come to you or what makes her think she needs ECPs.				
Asks client what she has heard about ECPs.				
Ensures confidentiality and privacy and that the client is comfortable				
Maintains eye contact with the client.				
Concentrates fully on what the client is saying.				
Screens client for date of unprotected sex and last menstruation.				
Tells client about ECPs (how they work, effectiveness, possible side effects).				
Allows client to ask questions and asks client if he/she has any questions.				
Explains correct use of ECPs and asks client to summarize instructions.				
Shows ECPs to client and gives client correct number of pills.				
Advises the client not to take any extra ECPs, as these will likely increase the possibility of nausea or vomiting, but will not increase effectiveness.				

TASK/ACTIVITY	CASES			COMMENTS
Suggests that the client take the ECPs while she is still with you.				
Explains how to manage possible side effects and tells client to return or go to a clinic or hospital if there are any problems or concerns.				
Explains that the dosage needs to be repeated if the client vomits within 2-3 hours of taking ECPs.				
Tells client the menstrual period is likely to be a few days earlier or later than the expected date.				
Explains that there is still a chance of pregnancy even after treatment with ECPs.				
Explain that ECPs will not harm the fetus should they fail to prevent pregnancy.				
Advises the client to use condoms for the remainder of her cycle.				
Ensures that the client understands that ECPs will not protect her from pregnancy if she engages in unprotected intercourse in the days or weeks following treatment.				
Advises the client to return if her menstruation is delayed for more than a week after it is due.				
Advises the client to return if she has any concerns.				
Asks about plans to have children, desire for FP (e.g., spacing, limiting)				
Asks client about ongoing contraceptive method, and asks if she would like to begin a contraceptive now.				
Discusses her experience with other contraceptive methods.				
Gives correct information about contraceptives				
Asks about client's partner(s), children, family, sexual behavior and health				
Explores STI risk and what client does to avoid STIs				
Advises on preventing STIs				

Comments: _____