

## Competency-based Skills Checklist for the Standard Days Method® (SDM) Counseling and Support

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 on SDM. 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 practice with clients 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 trainee 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 trainee 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	
Greets client in a friendly and respectful manner				
Maintains eye contact with the client				
Concentrates fully on what the client is saying				
Asks why she has come to see you				
Provides general information about family planning methods available				
Explains what to expect during clinic visit				
Asks client if she has a method in mind				
Asks client her feelings about or experience with a method				
<b>SDM Screening</b>	<b>1</b>	<b>2</b>	<b>3</b>	
Ensures necessary privacy				
Obtains necessary biographical data (name, address, age, etc.)				
Ask these questions to determine that the Standard Days Method (SDM) can work for the client:				
<ul style="list-style-type: none"> <li>Do your periods come about a month apart?</li> </ul>				
<ul style="list-style-type: none"> <li>Do your periods come when you expect them?</li> </ul>				
<ul style="list-style-type: none"> <li>Can you and your partner use a condom or abstain from sexual intercourse for 12 days in a row?</li> </ul>				
If client answers YES to the above questions, tell her she can use the Standard Days Method. If she answers NO, offer her another method.				
Asks if the woman knows the first day of her last period. If the answer is yes, tells her she can start using SDM today.				
If the woman does not remember that date, tells				

TASK/ACTIVITY	CASES			COMMENTS
	1	2	3	
her that she can start using SDM on the first day of her next period.				
Asks if the woman has recently used a hormonal method of family planning. If she answers yes, explains that after discontinuing the hormonal method, she should start SDM if her last three periods have been about a month apart (about 26 to 32 days).				
Asks if the woman has recently delivered a baby or is breastfeeding, she should wait until after 4 periods. She should start after her last two periods have been about a month apart (26-32 days).				
Asks if the woman has recently used emergency contraceptive pills or had an abortion or miscarriage. If yes and her cycles before having unprotected sex or pregnancy were 26 to 32 days long. She should start on first day of next period				
<b>Explaining How to Use Cycle Beads®</b>				
Explains that the Cycle Beads® help you to use SDM				
Gives the client the Cycle Beads® to hold				
Explain what each bead represents:				
<ul style="list-style-type: none"> <li>A moveable rubber ring is used to mark each day.</li> </ul>				
<ul style="list-style-type: none"> <li>The arrow shows which direction to move the ring</li> </ul>				
<ul style="list-style-type: none"> <li>The red bead marks the first day of your menstrual period</li> </ul>				
<ul style="list-style-type: none"> <li>The white beads mark the days you are likely to get pregnant</li> </ul>				
<ul style="list-style-type: none"> <li>All of the brown beads mark the days you are not likely to get pregnant</li> </ul>				
<ul style="list-style-type: none"> <li>The dark brown bead helps you know if</li> </ul>				

TASK/ACTIVITY	CASES			COMMENTS
	1	2	3	
your menstrual cycle is shorter than 26 days				
Explains how to use Cycle Beads®				
<ul style="list-style-type: none"> <li>The day you get your period, move the ring to the red bead</li> </ul>				
<ul style="list-style-type: none"> <li>Also mark the day on your calendar</li> </ul>				
<ul style="list-style-type: none"> <li>Move the ring one bead each day. Move it even the days when you have your period</li> </ul>				
<ul style="list-style-type: none"> <li>Abstain from having sex or use a condom when the ring is on any of the white beads</li> </ul>				
<ul style="list-style-type: none"> <li>You can have sex when the ring is on any of the brown beads</li> </ul>				
<ul style="list-style-type: none"> <li>Skip over any of the beads that are left and move the ring to the red bead again when your period starts</li> </ul>				
Asks the client to repeat the instructions				
<b>Explaining How to Use the Paper-based Version of SDM</b>				
Gives the client the paper-based version of SDM				
Explains what each symbol on the paper represents.				
<ul style="list-style-type: none"> <li>The image on the paper represents the menstrual cycle</li> </ul>				
<ul style="list-style-type: none"> <li>The red drop is for the first day of your period</li> </ul>				
<ul style="list-style-type: none"> <li>On the brown days, pregnancy is unlikely. You can have sex on those days</li> </ul>				
<ul style="list-style-type: none"> <li>On the white days, pregnancy is likely. Use a condom or avoid sex</li> </ul>				
<ul style="list-style-type: none"> <li>If your period starts before the square brown symbol, your cycle is too short to</li> </ul>				

TASK/ACTIVITY	CASES			COMMENTS
	1	2	3	
use this method and you should contact your provider.				
<ul style="list-style-type: none"> <li>If your period starts after the brown triangle, your cycle is too long to use this method and you should contact your provider.</li> </ul>				
<ul style="list-style-type: none"> <li>Mark the first day of your period on the red drop and mark the date in the area provided</li> </ul>				
<ul style="list-style-type: none"> <li>Each morning, mark an "X" in the next symbol, even on days when you have your period. Follow the direction of the arrow</li> </ul>				
<ul style="list-style-type: none"> <li>Abstain from having sex or use a condom on the white days</li> </ul>				
<ul style="list-style-type: none"> <li>You can have sex on any of the brown days</li> </ul>				
<ul style="list-style-type: none"> <li>When your period starts again, begin marking on a new page, even if you have not marked all of the brown symbols</li> </ul>				
Asks the client to repeat the instructions				
<b>Advising the client on when to return to the provider</b>				
Explains that the client should return to the provider if she:				
<ul style="list-style-type: none"> <li>Has sex without a condom on a fertile day</li> </ul>				
<ul style="list-style-type: none"> <li>Thinks she might be pregnant</li> </ul>				
<ul style="list-style-type: none"> <li>Has more than one short or long cycle in a year</li> </ul>				
<ul style="list-style-type: none"> <li>Is at risk of an STI (or if partner is at risk)</li> </ul>				
<ul style="list-style-type: none"> <li>Is not satisfied with the method</li> </ul>				
<ul style="list-style-type: none"> <li>Has any concerns</li> </ul>				

**Comments:** \_\_\_\_\_

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