

Observation guide – Skills for performing a complete assessment

Scoring Guide: 0-3 0. Inadequate: Not demonstrated 1. Minimal: Basic skill is observed 2. Effective: Strong skill is exhibited 3. Ideal: Optimal skill is displayed	Certifier Name: Participant Name or ID:	Score	Notes
Reviews participant record from previous encounters. <ol style="list-style-type: none"> 0. Does not open the previous participant record. 1. Reads the progress notes before beginning the assessment. 2. Same as #1, plus reviews information collected during last assessment. 3. Same as #2, plus asks about previous activities or next steps. 			
Anthropometric assessment completed. <ol style="list-style-type: none"> 0. Uses incorrect technique or inappropriately asks for self-reported measurements. 1. Uses correct technique to complete accurate measurements. 2. Same as #1, plus correctly interprets growth patterns. 3. Same as #2, plus asks about reaction to measurements. 			
Bloodwork (hematology) assessment completed. <ol style="list-style-type: none"> 0. Uses incorrect technique to collect blood sample, inappropriately skips test, doesn't change risk level if needed, or retest if values are low. 1. Uses correct technique to collect and test blood sample, correctly interprets test results, changes risk level if needed or retests if values are low. 2. Same as #1, plus probes for possible reasons for low values. 			
Clinical assessment completed. <ol style="list-style-type: none"> 0. Does not ask about health or only asks mandatory health assessment questions. 1. Asks more than the mandatory health assessment questions in the data system. 2. Personalizes questions and covers all topic areas. 3. Same as #2, plus asks appropriate follow-up questions. 			
Dietary assessment completed. <ol style="list-style-type: none"> 0. Does not ask about diet or only asks mandatory diet assessment questions. 1. Asks more than the mandatory diet assessment questions in the data system. 2. Personalizes questions and covers all topic areas. 3. Same as #2, plus asks appropriate follow-up questions. 			

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Environment assessment completed. <ol style="list-style-type: none"> 0. Does not ask about environment or only asks mandatory environmental questions. 1. Asks all environmental assessment questions in the data system. 2. Personalizes questions and covers all topic areas. 3. Same as #2, plus asks appropriate follow up questions. 			
Asks appropriate probing questions for a complete assessment (Digs deeper) <ol style="list-style-type: none"> 0. No follow up questions asked. 1. Some questions asked, missed opportunities. 2. Many questions asked, few missed opportunities. 3. Asks insightful questions regarding participant's knowledge and experience, uses context clues to explore further, no missed opportunities. 			
Assigns risks accurately. <ol style="list-style-type: none"> 0. Assigns risks inaccurately. 1. Assigns all appropriate risks in the data system. 2. Same as #1 plus double checks system assigned risks for accuracy. 3. Same as #2 plus identifies possible referrals based on assigned risks. 			
Document assessment correctly <ol style="list-style-type: none"> 0. Does not document information or documentation is incomplete or inaccurate. 1. Completes required documentation accurately. 2. Same as #1 plus documents other relevant information provided by participants. 3. Same as #2 plus documents interpretation of information collected. 			
Prioritizes nutrition counseling topics to offer based on participant's interests, needs, category or risk <ol style="list-style-type: none"> 0. No counseling topics identified. 1. Counseling topics identified and offered. 2. Same as #1, plus asks participant to select 1 or 2 topics to address. 3. Same as #2, plus uses critical thinking to select highest priority topics. 			
Average score:			
Feedback or suggestions:			