

NAME/Agency: _____

For State Staff

VENA/GTHM Skills Checklist for Effective Counseling

Skills Checklist

This checklist will be used by state staff for your VENA/GTHM observation.

1 = Needs significant practice. 5 = Excellent, keep up the great work!

	1	2	3	4	5	Comments
Establishing Rapport						
Introduced self to participant						
Displayed understanding for other culture						
Ensured privacy (kept voice low, closed door, moved to private location)						
Offered help when needed (“here are some books,” “feed baby here”)						
Used appropriate non-verbal communication (nodding head, eye contact, avoiding crossed arms, etc)						
Used respectful language						
Focused on participant when translator is used						
Completing Assessment						
Reviewed participant’s past history						
Gathers pertinent information for completing the nutrition assessment						
Uses “Getting to the Heart of the Matter” tools for counseling.						
Asked probing questions to clarify responses						
Avoided spending extensive time on irrelevant information						
Shared findings (Ht/Wt/Iron) in a non-judgmental manner						
Identifying and Exploring Concerns						
Asked open-ended questions to explore participant’s concerns						
Listened actively and allowed for silence						
Validated participant’s concerns						
Referred participant to outside sources when needed (social work, food bank...)						
Used counseling tools to start and guide conversation						
Identified and acknowledged participant’s strengths (positive behaviors)						
Maintained focus on desired health outcome (healthy pregnancy, active family)						
Helped participant explore feelings and attitudes about health concern						
Tried to lead discussion based on nutrition assessment data if nothing was offered by participant						
Assessed the participant’s readiness to change						
Worked with participant to identify problem behaviors and ideas for change						
Provided simple, accurate nutrition messages if participant was receptive						
Limited number of nutrition messages given to participant per session						
Tailored messages based on participant’s age, gender, culture, and feedback						
Setting Goal						
Summarized the conversation						
Helped participant set goal(s) that is specific & realistic for the family’s lifestyle						
Documented goal(s) in StarLINC Nutrition Education Goals Screen						

Main take away from the appointment:

What went well:

What needs improvement:

Other comments to share: