

EDUCATION & TRAINING TOOLKIT

Individual Learning Needs Assessment/Skills Checklist

NAME: _____

DIVISION: *PUBLIC HEALTH NURSING*

SIGNATURE OF APPROVING AUTHORITY: _____

DATE: _____

EMPLOYEE SIGNATURE: _____

DATE: _____

COMMUNICABLE DISEASE SKILL SET (C.4.3)

Date	Category	Criteria for evaluation	Skill met / evaluation date	Skill unmet / evaluation date	Resources to address learning needs	Date for skill to be met
	Regulatory	Verbalizes familiarity and complies with Indiana Communicable Disease Reporting Rules and Indiana Code				
	Environmental Programs	1. Verbalizes familiarity with local health department environmental program				
		2. Works with the environmental program as needed in the management of diseases and health concerns such as: <ul style="list-style-type: none"> · Animal bites; rabies control · Bioterrorism agents (e.g. Smallpox, Plague, Tularemia, Anthrax, and others) · Vector borne diseases (e.g. encephalitis, ehrlichiosis, Lyme, and others) · Rodent control; hantavirus · Bird control; histoplasmosis · E. coli 0:157 · Legionellosis · Tattoo and body piercing facilities per Indiana Code or county ordinance 				

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	Notice of Potential Communicable Disease	1. Verbalizes understanding of and complies with the need to verify source of report for validity and reliability				
		2. Verbalizes understanding of and complies with appropriate procedures for notifying local and state authorities regarding potential communicable disease cases				
		3. Consults with ISDH subject matter experts and field epidemiologists as appropriate and needed				
		4. Consistently documents and submits completed case investigation reports in database (INEDSS) or other appropriate system (may include hard copy filing system)				
	Contact Investigation	1. Consistently contacts patient's physician, lab, or reporting hospital for additional data prior to contacting patient				
		2. Demonstrates ability to conduct case investigations and follow up interviews as necessary				

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	Contact Investigation	3. Demonstrates professionalism in communication with patient and establishes rapport				
		4. Identifies and reports risk factors and implement appropriate disease-specific control measures				
		5. Consistently provides appropriate guidance for risk reduction				
		6. Demonstrates ability to submit correct state reporting form using INEDSS				
		7. Demonstrates ability to correctly enter all data related to specific communicable disease within appropriate disease-specific timeframe				
		8. Demonstrates ability to receive reports during non-business hours on diseases which have immediate notification requirements				
		9. Takes appropriate action for diseases reported during non-business hours				
		10. Maintains confidentiality, following state and local guidelines				

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	Tuberculosis	1. Maintains current certification for Mantoux skin testing: placement, reading, and management of disease (every 3 years)				
		2. Demonstrates ability to correctly place Mantoux skin test				
		3. Demonstrates ability to correctly read Mantoux skin test				
		4. Verbalizes understanding of management of latent and active TB				
		5. Correctly manages both latent and active TB cases				
		6. Correctly recommends and/or accurately administers appropriate TB medications using recognized state protocol				
		7. Accurately reports TB cases, both latent and active to appropriate authorities				

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	Cultural Competency	1. Consistently demonstrates respect for cultural differences in patients and community members including race, age, ethnicity, socioeconomic status, and additional cultural categories as indicated				
		2. Uses appropriate methods to communicate with non-English speaking clients				
	Use of Personal Protective Equipment (PPE)	1. Correctly identifies indications for use of PPE				
		2. Demonstrates proper donning and doffing of PPE				
		3. Demonstrates proper disposal of contaminated PPE				
		4. Verbalizes understanding of Universal Precautions and demonstrates use of Standard Precautions				
	Specimen Collection	1. Demonstrates proper specimen collection techniques, including nasopharyngeal swabs, sputum, stool, and blood				
		2. Submits specimens appropriately using correct container, labels, and forms				

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	Patient Education and Referral	1. Provides written and verbal disease specific education to patient, including prevention, treatment, signs and symptoms indicating need for follow up with physician				
		2. Appropriately refers patient of physician or specialist as indicated				
	Community Prevention	1. Demonstrates ability to implement preventive measures and services to contain or reduce the spread of disease				
		2. Initiates policy reform at the appropriate governmental level to address recurring disease issues within the community				
		3. Verbalizes knowledge of communicable diseases such as Viral Hepatitis, STDs, TB, MRSA, and others				
		B. Takes measures to educate the community on communicable diseases, their transmission and prevention				

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	Reporting	1. Complies with communicable disease reporting rule				
		2. Consistently submits INEDSS reports in a timely manner				
	Documentation, Records, and Data	1. Consistently maintains thorough, accurate, retrievable records				
		2. Demonstrates ability to monitor data for trends				
		3. Prepares statistical reports as indicated				
	Education and Training	Demonstrates familiarity with and/or knows how to locate the following: <ul style="list-style-type: none"> · Control of Communicable Diseases Manual 19th Edition (or most current) · Red Book 28th Edition (or most current) · Pink Book 11th Edition (or most current) · CD Rule 410 IAC 1-2.3 (http://www.in.gov/isdh/files/CDRule2008.pdf) · ISDH Quick Facts (http://www.in.gov/isdh/20209.htm) 				

