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SELF-ASSESSMENT GUIDE

Qualification	CONTACT TRACING NC II		
Units of Competency Covered	<ul style="list-style-type: none"> • Conduct case investigation and contact identification • Conduct profiling of all contacts and index cases and follow-up • Conduct referral to health facility / quarantine facility / other relevant agencies • Conduct health education programs • Perform data recording and reporting • Conduct monitoring and surveillance 		
Instruction: Read each question and check the appropriate column to indicate your answer.			
Can I?	YES	NO	
CONDUCT CASE INVESTIGATION AND CONTACT IDENTIFICATION			
<i>Plan and prepare for the conduct of case investigation</i>			
• Check and verify patient's personal information in accordance with established standards and procedures*			
• Identify and assess location of the interview if conducive for interview			
• Identify contact tracer members and discuss roles of each member in accordance with established standards and procedures			
• Prepare prescribed/standard contact tracing forms in accordance with established standards and procedures*			
<i>Conduct interview with the patient</i>			
• Establish rapport and trust with the patient and his/her family*			
• Assess and address patient's and family's emotional state accordingly*			
• Discuss members of the contact tracing team and their roles to the patient and to his/her family in accordance with established standards and procedures*			
• Explain reason for interview to the patient and to his/her family in accordance with established standards and procedures			
• Use open statements to start the interview proper in accordance with established standards and procedures*			
• Use appropriate probing questions to elicit more information from the patient and his/her family as appropriate*			
• Demonstrate active listening at all times			

<ul style="list-style-type: none"> • Fill out Case Investigation forms and other forms prescribed appropriately* 		
<i>Close procedure/ interview</i>		
<ul style="list-style-type: none"> • Verify and consolidate all questions and information gathered are in accordance with established standards 		
<ul style="list-style-type: none"> • Review and validate information gathered with the client/patient 		
<ul style="list-style-type: none"> • Close interview politely, positively, and prospectively* 		
<i>Evaluate conduct of interview</i>		
<ul style="list-style-type: none"> • Examine aims and objectives for the epidemiological interview if achieved and in accordance with established standards and procedures* 		
<ul style="list-style-type: none"> • Review epidemiological investigation in the light of information obtained during the interview and in accordance with established standards and procedures 		
<ul style="list-style-type: none"> • Develop interviewing skills by evaluating how one performed and set goals for the future 		
<i>Identify close contacts or persons</i>		
<ul style="list-style-type: none"> • Identify close contacts in accordance with the Close Contact Line List Form* 		
<ul style="list-style-type: none"> • Review and verify list of close contacts with the patient 		
<ul style="list-style-type: none"> • Report list of all close contacts to the respective epidemiology unit or local authorities 		
CONDUCT PROFILING OF ALL CONTACTS AND INDEX CASES AND FOLLOW-UP		
<i>Profile close contacts</i>		
<ul style="list-style-type: none"> • Vet and harmonize collected data in accordance with established standards and procedures 		
<ul style="list-style-type: none"> • Complete and validate collected data via phone calls or face-to-face interviews 		
<ul style="list-style-type: none"> • Locate identified close contacts in accordance with established standards and procedures 		
<ul style="list-style-type: none"> • Assess identified close contacts if symptomatic or asymptomatic in accordance with established standards and procedures 		
<ul style="list-style-type: none"> • Classify close contacts who are symptomatic or asymptomatic based on standard protocols 		
<i>Conduct follow-up</i>		
<ul style="list-style-type: none"> • Elicit continuous information in accordance with established standards and procedures 		

<ul style="list-style-type: none"> Gather information in non-residential areas in accordance with established standards and procedures 		
<ul style="list-style-type: none"> Coordinate updated information gathered with the BHERT, CESU 		
CONDUCT REFERRAL TO HEALTH FACILITY / QUARANTINE FACILITY / OTHER RELEVANT AGENCIES		
<i>Observes proper infection prevention control (IPC) protocols</i>		
<ul style="list-style-type: none"> Donn and doff Personal Protective Equipment PPE (gown, mask, eye protection, gloves) in accordance with established standards and procedures* 		
<ul style="list-style-type: none"> Perform proper hand hygiene in accordance with established standards and procedures* 		
<ul style="list-style-type: none"> Assist patient to minimize contact with the vehicle to avoid other unnecessary physical contact 		
<ul style="list-style-type: none"> Keep vehicle well-ventilated during transport (eg. opening windows to reduce risk of transmission) 		
<ul style="list-style-type: none"> Advise driver on proper cleaning and disinfection of vehicle and other tools and equipment with patient contact in accordance with established standards* 		
<i>Coordinate with drivers and health workers on the transport of patient for referral</i>		
<ul style="list-style-type: none"> Identify available resources in the community in accordance with established standards and procedures e.g. vehicles, health workers, hospitals and health facilities, makeshift areas, testing labs & kits, etc.* 		
<ul style="list-style-type: none"> Dispatch/contact needed vehicles to pick-up and transport the patient in accordance with established standards and procedures 		
<ul style="list-style-type: none"> Notify receiving facility of estimated time of arrival, patient condition and potential infectious risks 		
<ul style="list-style-type: none"> Coordinate relevant stakeholders in the community as necessary* 		
<i>Observes proper referral and transfer protocol</i>		
<ul style="list-style-type: none"> Secure informed consent from the patient and/or family members* 		
<ul style="list-style-type: none"> Inform family members that they will not be taken alongside the patient and advise them to undergo quarantine and monitoring of symptoms 		
<ul style="list-style-type: none"> Fill-out patient referral forms accurately in accordance with established standards and procedures* 		
<ul style="list-style-type: none"> Recognize and use designated route in accordance with established standards and procedures 		
<ul style="list-style-type: none"> Document health of all staff involved in the transfer and transport in accordance with established standards and procedures 		

<i>Monitor patient's condition during transport</i>		
• Provide accurate and timely information to patient and their family in accordance with established standards and procedures		
• Monitor patient's symptoms while on transport in accordance with established standards and procedures		
• Provide primary care management as necessary		
• Keep a log of referral/transfer in accordance with established standards and procedures*		
• Advise family members on quarantine and monitoring of symptoms in accordance with established standards and procedures*		
CONDUCT HEALTH EDUCATION PROGRAMS		
<i>Establish and maintain rapport with the patient</i>		
• Make initial contact with patient according to contact tracing plan and/or established procedures		
• Demonstrate courtesy in all communication with patients and team members		
• Initiate interpersonal exchanges with patient as appropriate		
• Develop and maintain communication for effective relationship with patients		
• Generate trust and confidence of patient consistently in all of the relevant work activities that are undertaken*		
• Maintain confidentiality and privacy of patient consistently		
• Respect autonomy or patient's rights and roles in decision-making		
<i>Assess patient's health educational needs and readiness to learn</i>		
• Interview patient to obtain the patient information and find out more about the patient as an individual and what his life is like*		
• Assess patient's learning needs in accordance with established standards and procedures*		
• Determine patient's learning style and match teaching strategies as closely as possible to the patient's preferred learning style		
• Gather information about the patient's readiness to learn in accordance with established standards and procedures		
<i>Plan and implement an individualized teaching plan</i>		
• Define learning outcomes you and the patient expect from the teaching-learning process		

<ul style="list-style-type: none"> Develop specific learning objectives using WHO, DOES, WHAT, HOW, and WHEN as guide in accordance with established standards and procedures 		
<ul style="list-style-type: none"> Decide together with the patient what information will be taught by looking at the information that the patient 'needs to know' and what is 'nice to know' 		
<ul style="list-style-type: none"> Give simple written instructions as necessary 		
<i>Evaluate the patient's learning progress during and after teaching</i>		
<ul style="list-style-type: none"> Ask patient to restate instructions in his or her own words* 		
<ul style="list-style-type: none"> Ask patient questions to see whether there are areas of instruction that need reinforcing or re-teaching 		
<ul style="list-style-type: none"> Follow-up patient including family members to determine how well the patient is performing tasks he or she has been taught, as needed* 		
PERFORM DATA RECORDING AND REPORTING		
<i>Demonstrate computer literacy and data/records management</i>		
<ul style="list-style-type: none"> Navigate/operate basic Office applications in accordance with established standards and procedures* 		
<ul style="list-style-type: none"> Use e-mail system in accordance with established standards and procedures 		
<ul style="list-style-type: none"> Conduct basic functions of internet browser to search for necessary information in accordance with established standards and procedures * 		
<ul style="list-style-type: none"> Store, maintain, and easily retrieve data or files in a hard drive in an organized manner easily 		
<ul style="list-style-type: none"> Follow protocol and confidentiality of records and data at all times 		
<i>Collate records</i>		
<ul style="list-style-type: none"> Update client's information in accordance with workplace records system requirements and criteria* 		
<ul style="list-style-type: none"> Follow a set of standards for documents and recorded data 		
<ul style="list-style-type: none"> Summarize client's information based on the workplace records system 		
<ul style="list-style-type: none"> Follow protocol and confidentiality of records and data at all times 		
<i>Prepare reports based on workplace record system</i>		
<ul style="list-style-type: none"> Prepare reports in accordance with standard forms* 		
<ul style="list-style-type: none"> Submit reports to immediate supervisor in accordance with established standards and procedures 		
<ul style="list-style-type: none"> Follow protocol and confidentiality of records and data at all times 		

CONDUCT MONITORING AND SURVEILLANCE		
<i>Monitor close contacts of a specific case</i>		
• Monitor all contacts' vital signs in accordance with established standards and procedures		
• Gather relevant information through interview*		
• Update all contacts' Signs and Symptoms Log Forms regularly		
<i>Update client's case</i>		
• Conduct interview in accordance with established standards and procedures		
• Update health data information in accordance with established standards and procedures*		
• Maintain records in accordance with documentation process		
<i>Inform immediate supervisor of specific cases / findings in a timely manner</i>		
• Discuss specific cases with the supervisor in accordance with documentation process*		
• Report specific cases promptly in accordance with documentation process		
I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor.		
Candidate's Name and Signature		Date

*Note: * Critical Aspects of Competency*