QUALITY IMPROVEMENT CHECKLIST FOR HEALTH VOLUNTEERS

Name of Health Volunteer (HV): Evaluator:	
Community: Date:	
METHODS	
YES NO	
1. Did the HV seat people so that all could see each others' faces?	
2. Did the HV open the session in prayer?	
3. Did the HV wear appropriate clothing?	
4. Did the HV sit at the same level as the other participants?	
5. Did the HV use a participatory method? (game, skit, song, story, other SPECIFY:)	
6. Did the HV introduce the topic well (who s/he is, topic, time)?	
7. Did the HV ask questions to relate the topic to the participants' experiences?	
8. Did the HV use the brainstorming technique at appropriate moments?	
9. Did the HV speak loud enough that everyone could hear?	
10. Did the HV use proper eye contact with everyone?	
11. Did the HV use changes in voice intonation (not monotone)?	
12. Did the HV speak slowly and clearly?	
13. Did the HV move around the room without distracting the group?	
14. Did the HV use any props?	
15. Did the HV demonstrate any skills that s/he was promoting?	
16. Did the HV verify that people understood the main points using open-ended questions?	
17. Did the HV summarize the essential points presented at the end?	
DISCUSSION 10. Did the LIV selv the participants lete of (non-rhotorical) guartiene?	
18. Did the HV give participants adequate time to answer questions?	
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20. Did the HV encourage discussion amongst participants? 21. Did the HV encourage comments by paraphrasing what people said (repeating statements in his or her own words)? 22. Did the HV ask participants if they agree with other participants' responses? 23. Did the HV encourage comments by nodding, smiling, or other actions the show s/he was listening? 24. Did the HV ALWAYS reply to participants in a courteous and diplomatic way? 25. Did the participants make lots of comments? 1 2 3 4 5 6 7 8 9 10 Poor Excellent 26. Did the HV prevent domination of the discussion by 1 or 2 people? 27. Did the HV encourage timid participants to speak/participate? 28. Did the HV summarize the discussion? 29. Did the HV reinforce statements by sharing relevant personal experience asking others to share personal experience? CONTENTS 30. Was the content of the educational messages CORRECT? 1 2 3 4 5 6 7 8 9 10 Poor Excellent 31. Was the content of the educational messages RELEVANT?	
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1 2 3 4 5 6 7 8 9 10 Poor Excellent	
32. Was the content of the educational messages COMPLETE? 1 2 3 4 5 6 7 8 9 10 Poor Excellent	
33. OVERALL EVALUATION OF THE HV's EDUCATIONAL PERFORMANCE 1 2 3 4 5 6 7 8 9 10 Poor Excellent	i:
Comments:	