

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

- | | | |
|---|--------------------------|--------------------------|
| 18. Did the HV ask the participants lots of (non-rhetorical) questions? | ☐ | ☐ |
| 19. Did the HV give participants adequate time to answer questions? | ☐ | ☐ |
