

Appendix A: Health Topic Specific Competencies (Hypertension, Pre-diabetes and Diabetes)

CHW Hypertension Competencies

Employee Name (PRINT): _____

Trainer/Supervisor Name (PRINT): _____

Organizations will adapt and enhance based on internal policies and best practices. For EXAMPLE *BEST PRACTICES*, see Appendix E.

Demonstrates the Following Skills	Related Training	Needs Training (DATE)	Meets (DATE)
Hypertension Education			
<ol style="list-style-type: none"> 1. Explain high blood pressure and how this affects patient's health status 2. Explain why high blood pressure is a significant risk factor for heart disease, kidney failure and stroke 3. Explain the importance of checking blood pressure regularly. Encourage patient to obtain their own monitor (see SMBP competencies below) 4. Explain what blood pressure values mean and how to apply to individual (CHW can use language such as, "today your blood pressure falls into this range" *CHW points to the range on the educational materials* 5. Educate on when to seek medical advice 6. Routinely assess for understanding of medication and lab values 7. Assist the client in contacting the primary care provider when needed 	<ol style="list-style-type: none"> 1. CHW Certificate Program: <ol style="list-style-type: none"> a) Healthy Lifestyles b) Health Promotion Competencies 2. WellShare Hypertension Conference 2016: https://www.youtube.com/watch?v=-kAiwHuJ-jM 3. MN Dept of Health CHW HBP Training 4. Community Health Workers and Chronic Conditions Training Program https://chwtraining.mcdph.org/ NOTE: this training is not free 		
Smoking Cessation			
<ol style="list-style-type: none"> 1. Relate how smoking affects cardiovascular disease risk 2. Give appropriate cessation message according to organization guidelines 3. Refer to smoking cessation programs (Quit Line) as appropriate 	See above trainings in Hypertension Education		

Demonstrates the Following Skills	Related Training	Needs Training (DATE)	Meets (DATE)
Activity/Exercise			
<ol style="list-style-type: none"> Describe the positive effects of exercise on blood pressure Describe appropriate kinds of exercise that is beneficial to lower blood pressure Give guidance as to the amount and level of exercise needed for beneficial effects to occur Educate patient on signs and symptoms to monitor while exercising and when to seek medical advice 	See above trainings in Hypertension Education		
Nutrition/Weight Management			
<ol style="list-style-type: none"> Explain how a modest weight loss can lower blood pressure to patients that are overweight Advise patient to limit alcohol appropriately. Refer to clinical/organizational guidelines Relay key messages for healthy eating – healthy plate 	See above trainings in Hypertension Education		
Self-Monitoring Blood Pressure Competenciesⁱ			
<ol style="list-style-type: none"> Teach the patient proper positioning: <ul style="list-style-type: none"> Seated in a chair with back supported Legs should be uncrossed Flat feet on the ground or supported by a foot stool Arm supported with the BP cuff in place and positioned so that the BP cuff is at the level of the patient’s heart Direct the patient not to talk, use the phone, text, email or watch television during the procedure (Also explain that no one else should be talking during BP measurement) Instruct the patient to take two readings one minute apart, once in the morning and once in the evening Show the patient how to turn on the device and press the start button If an error occurs direct the patient to start over When the cuff completes the deflating process and a reading is displayed, explain to the patient which numbers represent the systolic and diastolic BP Show the patient how to document their BP on the flow sheet or wallet card (If the device has memory capability, show the patient how to retrieve the readings) Provide the patient with instructions on what to do if readings show an abnormal BP measurement 	<ol style="list-style-type: none"> AMA Checklistⁱⁱ: https://www.ama-assn.org/sites/default/files/media-browser/public/iho/iho-graphic-7-tips.pdf Review CHW Best Practices for hypertension and blood pressure self-monitoring (See Appendix E) 		

PROGRESS TRACKING

Initial Review (DATE: _____) Client Interaction Observation (DATE: _____)

COMMENTS:

Employee Signature: _____ Trainer/Supervisor Signature: _____

Follow-Up Review (DATE: _____) Client Interaction Observation (DATE: _____)

COMMENTS:

Employee Signature: _____ Trainer/Supervisor Signature: _____

Follow-Up Review (DATE: _____) Client Interaction Observation (DATE: _____)

COMMENTS:

Employee Signature: _____ Trainer/Supervisor Signature: _____

Follow-Up Review (DATE: _____) Client Interaction Observation (DATE: _____)

COMMENTS:

Employee Signature: _____ Trainer/Supervisor Signature: _____



CHW Pre-diabetes and Diabetes Competencies

Employee Name (PRINT): _____

Trainer/Supervisor Name (PRINT): _____

Demonstrates the Following Skills	Related Training	Needs Training (DATE)	Meets (DATE)
Pre-diabetes – Health Education			
<ol style="list-style-type: none"> 1. Introduce patients to the concept of pre-diabetes including ADA risk assessment tool 2. Discuss the main goal of preventing type two diabetes 3. Discuss lifestyle changes and monitoring, and their role in diabetes prevention (see healthy eating and Activity/Exercise sections below) 4. Connect patients to local DPP classes 	<ol style="list-style-type: none"> 1. CHW Certificate Program: Healthy Lifestyles and Diabetes 2. Review CHW Best Practices for pre-diabetes (see Appendix E) 3. National Diabetes Prevention Program Lifestyle coach training 4. Community Health Workers and Chronic Conditions Training Program https://chwtraining.mcdph.org/ NOTE: this training is not free 		
Diabetes – Health Education			
<ol style="list-style-type: none"> 1. Introduce patients to the concept of the four cornerstones of diabetes self management: Healthy Eating, Exercise, Medications, and Self-Monitoring 2. Discuss hypoglycemia and hyperglycemia and what to do when occurs 3. Discuss diabetes complications and help patients identify how to minimize their risks 4. Discuss how to manage diabetes during an illness or infection 5. Plan and effectively lead diabetes group visits 6. Routinely assesses for understanding of medication and lab values 7. Connect patients to local DSMP classes 	<ol style="list-style-type: none"> 1. CHW Certificate Program: Healthy Lifestyles and Diabetes 2. Review CHW Best Practices for diabetes (see Appendix E) 3. AADE diabetes and pre-diabetes 101 NOTE: this training is not free 4. Community Health Workers and Chronic Conditions Training Program https://chwtraining.mcdph.org/ NOTE: this training is not free 		

Demonstrates the Following Skills	Related Training	Needs Training (DATE)	Meets (DATE)
Healthy Eating and Nutrition			
<ol style="list-style-type: none"> 1. Relate key messages for pre-diabetes/diabetes healthy eating to patients 2. Discuss behavior change goals related to healthy eating 3. Consult with/refer to Registered Dietician as appropriate 	See above trainings in Diabetes - Health Education		
Activity/Exercise			
<ol style="list-style-type: none"> 1. Relate how physical activity affects blood glucose 2. Discuss potential behavior change goals to promote physical activity based on patient's ability and medical history 3. Review the signs and symptoms to report to their provider related to exercising and their diabetes/pre-diabetes 	See above trainings in Diabetes - Health Education		
Self-Monitoring Blood Glucose			
<ol style="list-style-type: none"> 1. Correctly instruct clients to perform SBGM following their provider's orders on timing and frequency 2. Assist clients to set up meter and troubleshoot meter problems 3. Instruct patients on how to correctly record blood glucose results in log book 4. Provide accurate guidelines for home SBGM 	1. Clinician trains and signs off on correct self blood glucose monitoring ⁱⁱⁱ		

PROGRESS TRACKING

Initial Review (DATE: _____) Client Interaction Observation (DATE: _____)

COMMENTS:

Employee Signature: _____ Trainer/Supervisor Signature: _____

Follow-Up Review (DATE: _____) Client Interaction Observation (DATE: _____)

COMMENTS:

Employee Signature: _____ Trainer/Supervisor Signature: _____

Follow-Up Review (DATE: _____) Client Interaction Observation (DATE: _____)

COMMENTS:

Employee Signature: _____ Trainer/Supervisor Signature: _____

Follow-Up Review (DATE: _____) Client Interaction Observation (DATE: _____)

COMMENTS:

Employee Signature: _____ Trainer/Supervisor Signature: _____

ⁱ Organizations should reference their internal policies and procedures to provide education messages for blood pressure readings and blood glucose monitoring, including when to call 911. CHWs are there to support the client in monitoring their own blood pressure and blood glucose– they do not provide diagnosis or medical advice.

ⁱⁱ AMA BP Self-Monitoring Tool: <https://www.stepsforward.org/Static/images/modules/8/downloadable/SMBP%20monitoring%20program.pdf>

ⁱⁱⁱ CHW role is to support client’s self management of their condition. To reinforce their competence and confidence in this role we suggest that a clinician help train and sign off. Suggested resources: community paramedics, public health nurses, contracted RN/clinical professional and partner clinics. Make sure follow-up steps for client and CHW are clearly articulated.

