

GUIDELINES FOR FIELD TRAINING PORTION OF COMMUNITY HEALTH AIDE (CHA) BASIC TRAINING CURRICULUM

INTRODUCTION

Field follow-up after basic training sessions is a vital component of the CHA Basic Training Curriculum to ensure safe practice of patient care in the village. After Session I, it is recommended that the CHA work full time. Two hundred hours of work is required after Sessions II, III, and IV to allow the CHA to incorporate knowledge and to practice skills learned in Basic Training.

It is the responsibility of the Tribal Health Organization (THO) to see that the CHA gets an adequate amount of clinical experience between training sessions. To guarantee that adequate practice occurs, Session I CHA must be the primary provider for 20 HEAP patient encounters and be assessed to be ready for the next basic training session. Session II, III, and IV CHAs must be the primary provider for 60 HEAP patient encounters. In villages with small numbers of patient encounters, alternate clinical sites should be considered

Those that oversee the Field Training Requirements must be oriented and vetted for familiarity with the CHAM and the CHAPCB CHA Competencies. Each field follow-up visit should focus on session specific knowledge and skills. These providers may include: physicians, Advanced Practice Providers (APP's), CHA/Ps. CHA's will not evaluate anyone higher than their skill level.

ROLE OF TRAINING CENTER

The Training Center will be responsible for completing the following documents for each student and sending to the field supervisor/training coordinator:

1. Session specific overall evaluation of performance.
2. Field Training Requirements which include Post Session Learning Needs (PSLN) that identify individual learning needs in performing essential skills.
3. Post Session Practice Checklists (blue sheet), which identifies Session specific skills which were taught during training.
4. Emergency Skills Checklist (pink sheet), which identifies Session specific emergency skills which were taught during training.

ROLE OF THO

The THO will be administratively responsible for coordinating the supervision of the CHA. Prior to the CHA's acceptance into the next session of Basic Training, the CHA Basic Training Application needs to be completed and submitted. The completed Field Training Requirements document, including completed PSLNs, also needs to be signed and initialed prior to submitting to the Training Center.

Field Staff, in conjunction with the CHA, are responsible for accomplishing the following tasks within the recommended six month timeframe:

1. Review training center documents prior to the field visit.
2. Address the specific skills identified on the PSLN.
 - a. Develop and implement a plan to address needs identified on the PSLN.
 - b. Document performance on PSLN. This includes training activity and evaluation. For examples, see Basic Training Curriculum and Process Overview.
 - c. Submit to Training Center prior to acceptance for next session.
3. Use Post Session Practice Checklist (blue sheet) to reinforce new skills.
 - a. If the CHA is observed performing a skill, sign off second column indicating "Supervised Village Practice".
 - b. Third column is provided for "Comments" on CHA performance.
 - c. This checklist is not a certification document and there are no requirements for signing off skills between sessions. It is designed as a tool to guide practice in the village.
4. Evaluate general patient encounter skills.
 - a. Review Patient Encounter Forms (PEF) for accuracy, completeness, legibility, appropriate care and documentation, using a PEF Review Form.
 - b. Observe CHA participation in three Medical Traffic reports. Use the Medical Traffic Checklist to evaluate such items as organization and clarity.
 - c. Observe/supervise CHA as primary provider for a minimum of three patient encounters to evaluate overall performance and reliability of findings.