Community Health Aide Program Certification Board
CHA/P Re-Entry Skills Evaluation

Re-Entry Evaluation

- The Community Health Aide Program Certification Board Standards state that if an applicant has had an extended clinical absence, defined as a community health aide or practitioner who has not, completed a minimum of 120 full HEAP patient encounters during their two-year certification cycle and has not worked clinical hours in direct patient care in every six month period, that applicant shall have a re-entry evaluation, following Board approved guidelines [Sec. C1.30.200].
- This evaluation will serve to determine clinical competence and mastery of skills. It will also serve to determine at which level a CHA/P can provide care and seek to be certified.
  - For example, a former CHP may be re-entered into employment as a CHP, or it may be determined that their skills are at CHA II. The CHA/P will demonstrate competency of skills up to and including those for their previous level of training (e.g. a CHP will need to demonstrate competency of skills for Sessions I, II, III, and IV).
- A CHA I is not eligible for re-entry
- A Physician, Physician Associate, or Nurse Practitioner familiar with the Community Health Aide Program, the Certification Board Standards, and the CHAM may conduct the re-entry evaluation.
- After the re-entry evaluation is complete, the provider conducting the evaluation will determine the level at which a CHA/P may practice. The CHA/P may then apply to the Board for certification.
- The re-entry documentation should be kept in the CHA/Ps personnel file and submitted to the CHAPCB with application for certification. This documentation will include:
  - Skills List
  - Summary of evaluation (Example of Summary of Evaluation)
- Actual patients with a problem specific concern are preferred, but if not available, a standardized/surrogate patient may be used.
- Fifteen (15) complete patient encounters are required, to include the following patient types:
  - CHA II: Two sick children
  - CHA III: Two sick children, two Well Child Visits, and two return prenatal visits.
  - CHA IV/CHP: Two sick children, two Well Child Visits, two return prenatal visits, and two Chronic Care visits.
  - Remaining patients could be Acute Care or combination of above as appropriate per session.
- Each encounter must include a body system exam.
- Immunizations and lab-only visits do not count.
- Injections should be given to actual people, however, in the event a person is not available, an injection may be simulated.
- Use the Patient Log to document encounters.
- CHAPCB will perform audits (during the certification applicant's two-year certification cycle) of the Re-Entry paperwork kept on file by the THOs, including a Patient Log.

This document lists the ***minimum*** skills that must be evaluated; additional skills may be added to this list by a THO. It's recommended that each THO have a policy regarding re-entry evaluations of CHA/Ps.

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CHA/P Name:_____ Previous Level of Training: _____

City:_____ Date of last clinical work: _____

Skills Competence Demonstrated:	Date	Initials	Comments
CHAM USE			
▪ Launch Page use/navigation			
▪ Assessing for High-Risk Health Conditions			
▪ Problem Specific Visit (navigation to, asking all the questions, following the CHAM)			
▪ Making correct Assessment and following Plan			
▪ Reporting			
EXAM SKILLS			
▪ Handwashing, donning and doffing PPE			
▪ Vital Signs: Radial P, R, BP, infant apical pulse, infant rectal temp			
▪ Measurements, adult (ht, wt) and infant (length, weight, HC)			
▪ Screening PE			
▪ Ear Problem Exam (with hearing test)			
▪ Respiratory Illness Exam			
▪ Skin Problem Exam			
▪ Digestive System Exam (Vomiting and Diarrhea) with rebound tenderness			
▪ Eye Problem Exam (with eyelid flip and fluorescein dye)			
INJECTIONS (actual people preferred, simulation allowed if necessary)			
▪ Ventrogluteal IM			
▪ Deltoid IM			
▪ Upper Arm SQ			
▪ Infant Thigh IM			
▪ Infant Thigh SQ			
▪ Intradermal (TST/PPD)			
MEDICATION SKILLS Using CHAM Medicine Handbook			
▪ Medicine Warnings			
▪ Reconstituting Injectable Meds (Ceftriaxone)			
▪ Syringes (measurement on all available in clinic)			
▪ Epinephrine Doses & Administration, EpiPen if available			
▪ Ampules (drawing up with filter straw/needle)			
▪ Use of nebulizer and MDI with spacer			
▪ Use of Narcan			
▪ Patient Education			
LAB TESTS – performance and interpretation: Excused if covered in annual procedure training)			List POC Expiration Daates
▪ Blood Sugar (e.g.: Accucheck)			
▪ Hemoglobin (e.g.: Hemocue)			
▪ Rapid Strep / Throat Swab			
▪ Urine HCG			
▪ Urine Dipstick			
OTHER SKILLS			
▪ IV Skills			
▪ Blood Draw			
▪ Suturing (may be simulated)			
▪ Scalp stapling (may be simulated)			

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CHA/P Name:_____

Skills Competence Demonstrated: Continued	Date	Initials	Comments
SESSION II Skills Competence Demonstrated: 15 Total			
▪ Return Prenatal – Exam only			
▪ Musculoskeletal Injury Exam			
▪ Chest Pain Exam			
▪ Nervous System Exam (Headache)			
▪ Two Sick Child HEAP encounters (real or standardized patient/surrogate) including the head-to-toe sick child exam and documentation			
▪ 13 additional HEAP encounters required			
SESSION III Skills Competence Demonstrated: 15 Total	Date	Initials	Comments
▪ Two Well Child Check HEAP encounters (real or standardized patient/surrogate) with documentation			
▪ Two Return Prenatal Visit HEAP encounters (real or standardized patient/surrogate) with documentation			
▪ Two Sick Child HEAP encounters (real or standardized patient/surrogate) including the head-to-toe sick child exam and documentation			
▪ Nine additional HEAP encounters required			
SESSION IV Skills Competence Demonstrated: 15 Total	Date	Initials	Comments
▪ Two Chronic Care HEAP encounters (real or standardized patient/surrogate) with documentation			
▪ Two Well Child Check HEAP encounters (real or standardized patient/surrogate) with documentation			
▪ Two Return Prenatal Visit HEAP encounters (real or standardized patient/surrogate) with documentation			
▪ Two Sick Child HEAP encounters (real or standardized patient/surrogate) including the head-to-toe sick child exam and documentation			
▪ Seven additional HEAP encounters required			
ETT or EMT			Exp Date:

Statement of attestation: By signing below, I/we attest that the skills competency and patient encounter requirements described above have been met and that the patients seen have been documented on the Patient Log.

Evaluator (print): _____ Credentials: _____ Initials:_____

Signature: _____

Evaluator (print): _____ Credentials: _____ Initials:_____

Signature: _____

Date of Completion: _____ Re-entry Skills Competence Level: _____

Comments/Recommendations:

Supervising Physician (print): _____Signature: _____ Date:_____

CHAP Director (print): _____ Signature: _____ Date:_____