



# VENA Self Audit Counseling Checklist

## Skills Checklist

Rate counselor on a scale of 1 to 5 on how well each skill was performed.

1 = Needs significant practice. 5 = Excellent, keep up the great work!

	1	2	3	4	5	Comments
<b>Establishing Rapport</b>						
Attempted to establish rapport with the client (including but not limited to introducing self, smiling, making eye contact versus focusing on paperwork)						
<b>Completing Assessment Forms</b>						
Reviewed client's past history, clarifying responses as needed						
Offered to share findings (Ht/Wt/Hgb/Hct) in a non-judgmental manner						
<b>Identifying and Exploring Concerns</b>						
Attempted to open conversation using any of the following (but not limited to): - following up on previous goal, if applicable - open-ended questions - agenda setting tools						
Attempted to explore parent/client's concerns using active listening and open-ended questions						
Provided nutrition information that is accurate, tailored to client concern, and not overwhelming						
<b>Setting Goal</b>						
Attempted to summarize the key points of the conversation						
Helped client set goal if client is receptive (counselor did not create goal for client or insist that a goal is required)						
Documented goal(s) on the VENA family documentation tool for follow up						
<b>Closing on Positive Note</b>						
Attempted to conclude on positive note by for example (but not limited to): - expressing appreciation for client's time - showing enthusiasm about following up next time						
<b>Documentation</b>						
Completed all sections of the VENA Family Documentation Tool (it is okay to write "no concerns or "not interested in setting goal at this time")						
Provided and documented appropriate referrals as needed						
Provided "snap shot" of the session with enough info to follow up at next visit						
<b>Additional Comments</b>						