Annex C. Self-Assessment Tool for Primary Care Workers

Name of Applicant: _____ Age: _____ Sex: _____

Profession: _____

Designation: _____ Number of Years in Service: _____

Name of Health Facility of Current employment: _____

_____

Municipality/ City: _____ Province: _____

Email Address: _____ Mobile Number:_____

General Instructions: A health worker who seeks to be certified as a Primary Care Worker shall accomplish the self-assessment form and prepare the needed evidence or means of verification to show proof of competence. Upon accomplishment of the form, the candidate shall discuss the data and evidence with his/her immediate supervisor for validation. It may be necessary to revise responses based on the discussion.

The Candidate then submits the validated self-assessment document and supporting evidence to the respective Center of Health Development (CHD) for review and assessment by the accredited Assessors. The designated assessor shall schedule an on-site assessment with the candidates. This is for the further validation of documents and observation of actual performance. Based on the results of the assessment of documents and observation of actual performance, the assessor may either certify the candidate or schedule for re-assessment.

I. PROVIDING FIRST CONTACT CARE (PC-FCC)

Definition: Ability to provide necessary health services appropriate to the urgency of the health problem

Criteria	YES	NO	REMARKS
Sub-competency: Establishes an effective partnership with patients (PC-FCC01) **Description:** Candidate's ability to effectively communicate with patients during the consultation, discharge, and follow-up			
1. Introduces self to the patient with a greeting or showing gestures of approachability (e.g. smiling)			
2. Establishes rapport with patients			
3. Uses appropriate language for the patient's context			
4. Relates to patients and relatives/companions with professionalism			
5. Evidence: Documented consultation and continued follow-ups of patients with the health worker (Patient records)			
Criteria	**YES**	**NO**	**REMARKS**
Sub-competency: Assesses and manages patients' clinical condition within the scope of practice of the profession (i.e. midwife assesses and manages maternal and child health cases) (PC-FCC02) **Description:** Candidate's ability to take relevant health information, perform a physical examination, and manage patients in accordance with the scope of practice of his/her profession			
1. Interviews patient or relatives to take relevant health information on the onset of symptoms and associated symptoms			

Criteria	YES	NO	REMARKS
2. Extracts past medical history, family history, and other relevant information			
3. Takes vital signs appropriately			
4. Performs Physical Examination correctly			
5. Formulates with the patient an appropriate plan of management			
6. Evidence: With complete documentation on Patient's Chart (Documented Patient's interview on History of illness, Recorded patient's vital signs and physical examination, Documented plan of management appropriate to patient diagnosis)			
Criteria	**YES**	**NO**	**REMARKS**
Sub-competency: Administers appropriate initial treatment within the scope of the practice of the profession (i.e. nurse manages cases of diarrhea initially with oral rehydration solution) (PC-FCC03) **Description:** Candidate's ability to provide appropriate initial treatment within the scope of practice of his/her profession and in accordance with the established protocols			
1. Provides Appropriate initial treatment			
2. Provides appropriate pharmacologic management to a patient			
3. Provides appropriate non-pharmacologic and supportive management to a patient			
4. Demonstrates compliance with local or international clinical practice guidelines on the particular disease/condition			
5. Records immediately and accurately care/treatment provided			
6. Evidence: With documented pharmacologic/non-pharmacologic management of the patient and other supporting documentation			

Criteria	YES	NO	REMARKS
Sub-competency: Recognizes patients who require higher levels of care (within and outside of primary care facility) (PC-FCC04) **Description:** Candidate's ability to recognize patients in primary care settings who may require higher levels of care			
1. Recognizes red flags and dangers identified in vital signs and symptoms seen in physical examination			
2. Identifies the appropriate level of patient care for warning signs/symptoms identified			
3. Conducts immediate referral for those who require higher levels of care			
4. Evidence: a. Accurate and timely recording on patient's chart b. Complete and accurate filling-out of referral forms			

II. PROVIDING PRIMARY COMPREHENSIVE CARE (PC-COM)

Definition: Ability to provide a wide range of health services that meet common needs across all life stages

Criteria	YES	NO	REMARKS
Sub-competency: Considers the patient's/ family's/ community's context in planning for care management using the biopsychosocial approach (PC-C0M1) **Description:** Candidate's ability to apply the biopsychosocial approach in planning for care management			
1. Makes inquiries on individual, family, and community context of the patient			
2. Makes inquiries on the socio-cultural, economic, or environmental context of the patient/family/community			

3. Evidence: With documentation of using patient context in planning and goal-setting with the patient/family/community			
Criteria	**YES**	**NO**	**REMARKS**
Sub-competency: Implements individual, family, and community healthcare including health screening, diagnostic, therapeutic, and preventive/rehabilitative measures within the scope of practice of the profession (PC-COM2) __Description:__ Candidate's ability to provide individual, family, and community health care			
1. Administers vaccination			
2. Performs assessment of individual's/family's/community's health status			
3. Performs breast and pap smear examination or visual inspection with acetic acid			
4. Conducts risk assessment for non-communicable diseases (NCD)			
5. Conducts prenatal checkups and assessment of high-risk pregnancies			
6. Conducts screening on TB and HIV and other communicable diseases			
7. Performs hydration, wound cleaning, suturing, NSD, and other appropriate management			
8. Provides postpartum and newborn/infant care to mother and infant			
9. Conducts health education services for individuals/families based on identified needs			
10. Evidence: With records of health screening, diagnostic, therapeutic, and preventive/promotive services conducted			
Criteria	**YES**	**NO**	**REMARKS**

Sub-competency: Counsels patients on general disease prevention and health promotion, including household remedies (PC-COM03)			
Description: Candidate's ability to provide counseling services			
1. Provides counseling on completion of vaccination			
2. Provides counseling on breastfeeding			
3. Provides counseling on prenatal care			
4. Provides counseling on proper nutrition, hydration, healthy lifestyle, and responsible parenting			
5. Provides counseling on safe water and sanitation			
6. Provides counseling on physical activity			
7. Provides counseling on smoking cessation			
8. Provides counseling on safe sex			
9. Provides counseling on family planning			
10. Provides counseling on food supplementation, if necessary			
11. Evidence: With compiled materials and resources used for counseling patients on disease prevention and health promotion			

III.   PROVIDING CONTINUING CARE

Definition: Ability to provide a sustained partnership with the patient in the management of his/her condition

Criteria	**YES**	**NO**	**REMARKS**
Sub-competency: Sustains a harmonious and continuing relationship with patients and clients, especially those with chronic and persistent health challenges that can be managed at the primary care level (PC-CON01)			

Description: Candidate's ability to sustain a continuing relationship with patients and clients			
1. Observes familiarity and rapport between the patient and client			
2. Recognizes progress or relapse of a patient's condition			
3. Provides continuous follow-up for assessment, treatment, or maintenance of medications			
4. Provides continuous follow-up of patient referrals and return referrals			

Evidence:
   a. With records of patient's progress
   b. With documentation of continued follow-up check-ups and status of referrals			

Criteria	**YES**	**NO**	**REMARKS**
Sub-competency: Plans for continuing care for patients with chronic conditions, post-discharge, and those referred back to primary care (PC-CON02) **Description:** Candidate's ability to formulate plans with patients requiring continuing care			
1. Gives advice on maintenance medications or non-pharmacologic home care			
2. Arranges for follow-up in the clinic or home visit			
3. Arranges referral for specialist care, if necessary			
4. Evidence: With Actual plan for continuing management of patients, including follow-ups and referrals			

IV.   COORDINATING CARE

Definition: Ability to transfer and share responsibility across disciplines and levels of care

Criteria	**YES**	**NO**	**REMARKS**
Sub-competency: Refers to specialty care and higher levels of care as necessary			

(PC-COO01) Description: Candidate's ability to refer to specialty care or higher levels of care			
1. Provides clear verbal and written/electronic endorsement of the patient's case to the receiving facility			
2. Submits properly accomplished referral form			
3. Completely and accurately answers queries of the receiving facility			
4. Evidence: Properly accomplished referral form			
Criteria	**YES**	**NO**	**REMARKS**
Sub-competency: Guides patients in the conduct of referrals for medications, diagnostic tests, and services in the network (PC-COO02) **Description:** Candidate's ability to assist patients during referrals			
1. Provides adequate information and instructions to patients			
2. Communicates the instructions to patients clearly so that these are easily understood			
3. Adequately answers queries of patients and/or relatives			
4. Elicits feedback from patients to monitor their understanding of instructions and their satisfaction			
5. Evidence: Receiving copy of referral form by the referral facility			
Criteria	**YES**	**NO**	**REMARKS**
Sub-competency: Participates in multi-disciplinary care and inter-professional care teams for the management of patients when necessary (PC-COO03) **Description:** Candidate's ability to participate in inter-professional or multidisciplinary care teams			
1. Works with other members of the care team with mutual respect and trust			

Criteria	YES	NO	REMARKS
2. Engages other health professionals in shared patient-centered problem-solving			
3. Reflects on individual and team performance, as well as team improvement			
4. Applies leadership practices that support collaborative practice and team effectiveness			
5. Respects other team members and supports team decisions			
6. Demonstrates that he or she genuinely values other input and expertise and is willing to learn from others			
7. Evidence: Documentation of agreement or collaboration with members of the team			
Criteria	**YES**	**NO**	**REMARKS**
Sub-competency: Communicates effectively with the members of the team(PC-COO04) **Description:** Candidate's ability to communicate effectively with the members of the healthcare team			
1. Expresses one's knowledge and opinion to team members with confidence, clarity, and respect			
2. Listens actively to encourage ideas and opinions of other team members			
3. Gives timely, sensitive, instructive feedback to others about the performance on team			
4. Chooses effective communication tools and techniques, including information systems and communication technologies to facilitate discussions			
5. Provides accurate information about the services to patients/clients in an open and honest way			

Criteria	YES	NO	REMARKS
6. Evidence: Documentation of team meetings or conferences			

Criteria	YES	NO	REMARKS
Sub-competency: Assists patients in navigating through other agencies and resources in the community (PC-COO05) **Description:** Candidate's ability to navigate through other agencies and resources			
1. Appropriately identifies the key agencies and resources in the community			
2. Provides adequate instructions to patients on how to access these resources in the community			
3. Adequately answers queries of patients on the government processes and requirements			
4. Evidence: With documented inquiries and instructions given to patients on how to access resources from key agencies and institutions			

V.   MANAGING PATIENT RECORDS

Definition: Ability to ensure coordination of care through accurate and timely integration of medical records in the healthcare provider network

Criteria	YES	NO	REMARKS
Sub-competency: Ensures quality of patient care records in terms of accuracy, completeness, reliability, and timeliness using standard protocols (PC-MPR01) **Description:** Candidate's ability to ensure the quality of patient records using standard protocols			
1. Documents conduct of patient care and intervention clearly and accurately			
2. Documents patient care and intervention in a timely manner			

Criteria	YES	NO	REMARKS
3. Ensures quality of patient records using standard protocols			
4. Files records of patients systematically			
5. Evidence: Patient Records with updated documentation			

Criteria	YES	NO	REMARKS

Sub-competency: Maintains privacy and security of data (PC-MPR02)

Description: Candidate's ability to maintain data privacy and security of patient information and records

Criteria	YES	NO	REMARKS
1. Properly encodes or accomplishes physical and electronic records			
2. Maintains patient confidentiality by not unnecessarily divulging patient data to persons beyond the care team			
3. Recommends improvements to the maintenance of the information system			
4. Evidence: Data management plan or protocol with data privacy provisions			

Criteria	YES	NO	REMARKS

Sub-competency: Demonstrates familiarity with the use of existing and mandated health information systems (PC-MPR03)

Description: Candidate's ability to demonstrate familiarity with the local health information system

Criteria	YES	NO	REMARKS
1. Demonstrates familiarity with the different forms or Electronic Medical Records (EMR) to be accomplished or used for reporting			
2. Prepares reports using health information systems			
3. Provides reviews and recommendations on the applicability of the health information system to the facility/locality			
4. Evidence: Reports generated by the health information system in use			

VI.   PROMOTING HEALTH

Definition: Ability to identify, describe, and implement programs, policies, and other health promotion interventions that are empowering, participatory, holistic, inter-sectoral, equitable, sustainable, and multi-strategic in nature

Criteria	YES	NO	REMARKS
Sub-competency: Understands and explains fundamental concepts of health promotion and disease prevention within the scope of the profession, including national and international health goals (PC-PH01) **Description:** Candidate's ability to understand and explain the fundamental concepts of health promotion			
1. Educates patients on health promotion and disease prevention strategies			
2. Integrates health promotion and disease prevention concepts to relevant programs/activities of the community during team meetings			
3. Provides sufficient answers to queries of patients and community members on health promotion and disease prevention			
4. Illustrates the concepts of disease control and prevention in existing health programs, interventions, and strategies			
5. Participates in health promotion and disease prevention activities			
6. Evidence: Documentation on involvements in planning and conduct of health promotion and disease prevention programs and activities			
Criteria	**YES**	**NO**	**REMARKS**

Sub-competency: Effectively communicates with families and communities the practices that promote health by contextualizing the health information to their needs (PC-PH02) **Description:** Evaluates the candidate's ability to effectively communicate with families and communities on health promotion			
1. Adjusts the content of patient and community education in a form that is relevant to the local and individual context			
2. Relays information and prescriptions on disease prevention and health promotion that are feasible for patients and the community			
3. Establishes partnership with patients and communities such that the community shows affirmation and ownership of behavioral change			
4. Evidence: a. With documented health promotion activities in the community b. With documented partnership agreements with relevant stakeholders in the community			
Criteria	**YES**	**NO**	**REMARKS**
Sub-competency: Implements strategies that promote inclusivity to identified vulnerable groups, and improve their access to primary care, considering their unique health needs (PC-PH03) **Description:** Candidate's ability to implement strategies that promote inclusivity to identified vulnerable groups			
1. Involves the concerned vulnerable groups in identifying their unique health needs			
2. Addresses the unique health needs of the concerned group through feasible and appropriate management			
3. Responds to concerns of vulnerable patients			

Criteria	YES	NO	REMARKS
4. Develops strategies to address the unique health needs of the following populations: (1) Indigenous People (RA 8371, Indigenous People's Right Act of 1997), (2) PWD (RA 7277), (3) LGBTQ			
5. Evidence: Documented plans and protocols for improving the delivery of health services to vulnerable populations.			

VII. IMPLEMENTING PUBLIC HEALTH FUNCTIONS (PC-IPH)

Definition: Ability to implement public health/ population health services as mandated by the Department of Health

Criteria	YES	NO	REMARKS
Sub-competency: Performs basic health surveillance and applies them appropriately to the health concerns of the community (PC-IPH01) **Description:** Candidate's ability to apply the basic concepts of public health surveillance			
1. Identifies relevant and appropriate sources of information			
2. Recognizes and reports the existence of or an impending disease outbreak or health event of regional/national/international concern.			
3. Conducts epidemiologic investigation (e.g contract tracing, data collection, specimen collection) as necessary			
4. Generates surveillance and/or epidemiologic investigation reports			
5. Collects, manages, and analyzes surveillance data			

Criteria			
6. Recommends appropriate actions based on surveillance and/or epidemiologic investigation reports			
7. Evidence: Surveillance and/or epidemiologic investigation with appropriate recommendations			

Criteria	YES	NO	REMARKS
Sub-competency: Implements public health programs, measures their progress and results, and effectuates a feedback mechanism (PC-IPH02) **Description:** Candidate's ability to implement public health programs			
1. Participates in the preparation of materials and tools for health program implementation			
2. Utilizes epidemiologic reports using EMR or manually encoded data in planning and implementing health programs			
3. Uses statistical and qualitative data processing tools to analyze health data			
4. Accurately collects data and/or feedback from the field/community			
5. Discusses epidemiologic, clinical, and/or public health basis for interventions, and programs during staff/team meetings			
6. Monitors the progress of health programs using population health indicators			
7. Makes health program adjustments based on data and community feedback			
8. Evidence: Program implementation reviews and reports			

Criteria	YES	NO	REMARKS
Sub-competency: Engages community leaders and stakeholders in the implementation of programs (PC-IPH03) **Description:** Candidate's ability to engage community leaders and stakeholders in the implementation of health programs			

1. Identifies key stakeholders or persons of influence in the locality			
2. Communicates with community leaders and stakeholders in a collaborative manner			
3. Maintains influential connections within and outside the organization and community for the benefit of the health facility			
4. Engages community leaders and stakeholders to support the implementation of health programs			
5. Evidence: Supporting documents to show collaboration with the leaders and stakeholders			

Accomplished: **Validated:**

(Name of the Applicant & Signature)   (Name of the Applicant & Signature

Date:_____   Date:_____

Assessed:

(Name of the Assessor & Signature)

Date:_____