

APPENDIX 4

LIST OF OBSERVED SKILLS AND COMPETENCIES

No.	Categories from observations	1	2	3	4	5	6	7	8	9	10	11	12	13	14	Total
I.	Role Perception															
A.	Preventive/promotive functions															
1.	Health Education															
a.	Makes use of opportunities to impart health education during routine visit to the client.															
b.	Imparts relevant and essential information															
c.	Uses an informal approach															
B.	Curative functions															
1.	Diagnosis and treatment of illness															
2.	Follow-up of cases (return visits)															
3.	Referral to other agencies															
II.	Programme Planning and Preparation.															
A.	Programme planning.															
1.	Changes made in T.P.M. chart to visit each house once a fortnight.															
2.	Lesson plan on specific topics															
a.	Makes use of knowledge and preobservations for planning.															
b.	Plans according to the needs of target group.															
c.	Is original in planning.															
d.	Shows resourcefulness in using indigenous material.															
B.	Programme preparation															
1.	Remembers what information is to be ^{ed} important where and how.															
2.	Collects material, aids etc.															

No.	Categories from Observations	1	2	3	4	5	6	7	8	9	10	11	12	13	14	Total
3.	Prepares aids whenever necessary.															
4.	Discusses with coworker/supervisor the plan of implementation.															
III.	Programme Implementation and Evaluation:															
A.	Programme implementation.															
1.	Introduces self and explains purpose of visit (if first visit).															
2.	Talks casually with whoever is available.															
3.	Observes the customs of the target group.															
4.	Imparts information as planned.															
5.	Is alert and observant to situation.															
6.	Shows ability to organise.															
7.	Is confident.															
8.	Is spontaneous in making use of appropriate examples.															
9.	Has presence of mind and is flexible to modify the plan whenever necessary.															
10.	Is sensitive to the vacation of the target group.															
11.	Communicates effectively.															
a.	Listens to the clients patiently.															
b.	Is friendly.															
c.	Uses simple language.															
d.	Uses visual aids to make a point clear.															
e.	Uses humour to make the visit interesting.															
f.	Raises points/questions for discussion.															

No.	Categories from Observations	1	2	3	4	5	6	7	8	9	10	11	12	13	14	Total
12.	Motivation and attitude															
a.	Takes initiative															
b.	Asks questions to acquire more information															
c.	Is involved															
d.	Needs incentives/coaxing to carry out work															
B.	Evaluation															
1.	Is able to evaluate self objectively															
2.	Accepts criticism and imitations.															
3.	Knows his abilities and uses them.															
4.	Learns from others and one's own experiences to modify behaviour and strategies.															
5.	Observes changes in the target group for the effectiveness of the programme.															
6.	Incorporates changes suggested for future planning.															
IV.	Personal and Professional Problems:															
A.	Is able to recognize problems.															
B.	Views personal and professional problems separately.															
C.	Finds alternative solutions and chooses the most appropriate.															
D.	Is ready to accept the problems without much resentment, if cannot be solved.															
E.	Uses problems as excuses for inefficiency in work															
V.	Programme Supervision:															
A.	Understands role of a supervisor as a:															
1.	Inspector															
2.	Helper															
3.	Coordinator															
4.	Administrator															
5.	Guide															

No.	Categories from Observations	1	2	3	4	5	6	7	8	9	10	11	12	13	14	Total
B.	Seeks help from supervisors to:															
1.	Convince target group.															
2.	Discuss important issues.															
3.	Resolve administrative problems.															
D.	Behaves with supervisors as:															
1.	A friend															
2.	An inferior being															
3.	Indifferently															
VI.	Coordination															
A.	Is aware of other agencies/personnel															
B.	Is aware of available help from them.															
C.	Is aware of a possibility of coordinating services															
D.	Tries to maintain a liason between agencies for the benefit of the target group.															