

---

# **HEALTH ASSESSMENT COMPETENCY DEVELOPMENT PROGRAM**

***Course Information  
for 2011***

**<http://www.health.state.ga.us/programs/nursing/clinical.asp>**

---

Office of Nursing  
Division of Public Health  
Georgia Department of Community Health

## Health Assessment Competency Development Program for 2011

### TABLE OF CONTENTS

	Page Number
<b>Quick Start Reference Sheet</b>	<b>3</b>
<b>Overview</b>	<b>4</b>
Purpose	4
Preparation for the Course	4
Competencies	5
Program Requirements	5
Criteria for Course	6
<b>Course Information</b>	<b>7</b>
Procedure for Enrollment	7
Course Format/Method, Location and Length	7
Academic Credit	8
Payment	8
Reimbursement Guidelines	9
<b>Responsibilities</b>	<b>10</b>
Nurse/Student	10
Preceptor	11
Supervisor/Manager	12
District/District Point of Contact (POC)	12
Learning Objectives to Be Clarified and Arranged by District Staff	13
<b>Supporting Documents and Forms</b>	<b>14</b>
District Contacts for Health Assessment	15
Notification Form	16
Competency Demonstration Form	17
Course Evaluation Form	18
Approved Schools for 2011	20
School Financial Contacts for 2011	23
Letter of Intent to Pay Template – Single Nurse	26
Letter of Intent to Pay Template – Multiple Nurses	27
Roster Template	28
Certificate Template	29
Health Assessment Evaluation Tool for Preceptors	30
Health Assessment Guide for Preceptors	33
DCH Requirements for Health Check Participation	36

## “QUICK START” REFERENCE SHEET

**Do you have a nurse who needs the health assessment course?  
Don't know or remember the steps to get it done?  
In a hurry? Feeling rushed for time?  
Here you go...**

	<b>STEPS</b>	<b>TIPS</b>
1.	Check the Approved Schools listing for 2011 (p. 19).	<ul style="list-style-type: none"> <li>▪ Establish/maintain relationships with nursing schools/faculty whenever possible.</li> </ul>
2.	Select a school; check school schedule for the upcoming term or session.	<ul style="list-style-type: none"> <li>▪ Use school's website or call the school's Nursing Department.</li> <li>▪ Check the class location (is it on campus or at a satellite location?).</li> <li>▪ Check the course format; is it face-to-face, online or a hybrid course?</li> </ul>
3.a.	If the preferred school is offering the course, direct the nurse to apply to the school.	<ul style="list-style-type: none"> <li>▪ Be sure nurse applies in "Non-Degreed" or "Transient" status unless she/he is in the school's Nursing Program.</li> <li>▪ Follow District policy regarding payment of application fee.</li> <li>▪ If nurse is eligible for Hope/Pell funds, complete paperwork to secure them.</li> <li>▪ Obtaining/sending transcripts can take a long time; start early!</li> </ul>
3.b.	If the preferred school is not offering the course, check other approved schools that may be accessible to the nurse.	<ul style="list-style-type: none"> <li>▪ If none are available, see if any other school (not on approved schools list) is offering the course; if so, contact Office of Nursing (OON) for approval.</li> </ul>
4.	Send notification form to Office of Nursing (OON) (p. 15).	<ul style="list-style-type: none"> <li>▪ If nurse is not accepted to the school, notify OON to remove nurse from roster.</li> <li>▪ If funds may not be available for tuition and fees, districts will be notified of this as soon as it is known.</li> </ul>
5.	Upon nurse's acceptance to the school, send Letter of Intent to Pay (see templates, pp. 25-26) to the school's financial contact (p. 22); give copy of letter to nurse taking course to take to registration.	<ul style="list-style-type: none"> <li>▪ Follow District policy regarding ordering books/supplies.</li> <li>▪ Have nurse obtain and start reading the text... yes, ahead of time.</li> </ul>
6.	Pay the school's invoice upon receipt.	<ul style="list-style-type: none"> <li>▪ Save a copy of the invoice to send to the OON.</li> </ul>
7.	When the course is completed, get from the nurse an official transcript; it will show credit hours and grade.	<ul style="list-style-type: none"> <li>▪ Save a copy to send to the OON.</li> </ul>
8.	Have the nurse complete a course evaluation (p. 17).	<ul style="list-style-type: none"> <li>▪ Save a copy to send to the OON.</li> </ul>
9.	Nurse should complete preceptorship in about 3 months; complete Competency Demonstration Form (p. 16).	<ul style="list-style-type: none"> <li>▪ Save a copy of the Competency Demonstration Form to send to the OON.</li> </ul>
10.	Send a letter requesting reimbursement, copy of invoice, transcript, competency demonstration form and course evaluation to OON.	<ul style="list-style-type: none"> <li>▪ Provide OON with instructions regarding reimbursement (pay District or county and amount of reimbursement request).</li> <li>▪ Place these documents in nurse's training or personnel file.</li> </ul>
11.	If the nurse received a "C" or better and satisfactorily completed the preceptorship, give a certificate of completion (p. 28).	<ul style="list-style-type: none"> <li>▪ Place copy of certificate in nurse's training or personnel file.</li> </ul>

## **HEALTH ASSESSMENT COMPETENCY DEVELOPMENT PROGRAM OVERVIEW**

### **PURPOSE**

The Health Assessment Competency Development Program is designed to prepare public health nurses to perform health assessments on individuals served by public health. Health assessment competencies form the foundation required for public health nurses to practice and utilize nurse protocols in public health.

The health assessment course content focuses on techniques of health assessment and communication skills. Although developmental and nutritional assessments, anthropometric measurements (use of growth charts), assessment of immunization status and screenings for hearing, vision, speech and oral cavity/dental problems may be mentioned in the course, it is expected that these will be formally taught at the district level. The need for additional training and clinical practice in health assessment of children at various ages as well as pelvic examination may also be expected.

A preceptorship is to be completed within three months following the didactic part of the course. During the preceptorship, the public health nurse gains clinical experience by performing specific assessments on clients of different ages. The preceptorship phase is completed when the nurse demonstrates competency in all required areas of health assessment.

The Department of Community Health requires public health nurses to have written documentation of completion of a Health Assessment course through a baccalaureate nursing education program, documentation of completion of training to administer a standardized developmental/ behavioral assessment, and completion of a preceptorship before Health Check services are billed (Part II, Policies and Procedures for Health Check Services [EPSDT], revised January 1, 2011 pp. 3-4).

To develop competency in Women's Health, Women's Health training courses (commonly referred to as Women's Health Expanded Role Training) are necessary. Clinical/lab experience in doing pelvic exams is seldom included in baccalaureate-level health assessment courses or in the Women's Health courses so active involvement of a preceptor is indicated.

### **PREPARATION FOR THE COURSE**

It is important that nurses be informed during the interview process of expectations and requirements related to the health assessment course. This will give them the opportunity to ask questions and prepare for the course.

Adequate orientation to the work environment (approximately 2-4 months) should also occur prior to sending a nurse to the health assessment course; during this time, supervisors should try to assure that public health will be a good "fit" for the nurse. In addition, during the orientation period, it is recommended that new nurses remain productively occupied in the performance of duties that they are able to perform; this will

assist in assessing their interest in public health nursing, providing a stimulating environment, maintaining their engagement and retaining nurses who later complete the course.

Clarifying work time that will be allowed for study during the course should be clarified prior to the start of the course; most districts feel that study time should be mutually shared by the employer and the nurse/student.

## **HEALTH ASSESSMENT COMPETENCIES**

Health assessment competencies that are to be developed during the course and preceptorship are:

1. Evidence-based knowledge of and ability to perform health assessments for designated or assigned ages, sexes and populations.
2. Ability to communicate effectively via written, oral, electronic and other means with various, diverse individuals and populations.
3. Ability to elicit data for a health history that includes physical, cultural, social, nutritional, mental, developmental and environmental information.
4. Ability to differentiate normal/abnormal findings.
5. Ability to interpret and apply findings to develop an appropriate plan of care to improve health.

## **PROGRAM REQUIREMENTS**

Meeting the following four requirements signifies satisfactory completion of the Health Assessment Competency Development Program:

1. Payment of tuition/fees to approved school for health assessment course.  
Evidence: copy of school's invoice listing student's name, tuition and fees.
2. Earn academic credit with a letter grade of 'C' or better in a health assessment course from an approved school of nursing.  
Evidence: copy of the official transcript with school seal or official grade report.
3. Documentation, through assigned preceptor(s), of demonstrated competency in required age groups (birth-3, 3-12, 12-21, and adult) and areas of practice (e.g., male genitourinary, male and female breast exam, pelvic).  
Evidence: Competency Demonstration Form(s) signed by nurse and preceptor(s).
4. Course evaluation.  
Evidence: receipt of course evaluation in Office of Nursing.

**NOTE:** To practice under nurse protocol in Women's Health, satisfactory completion of all Women's Health training courses (Documentation, Breast Exam, Contraceptive Technology 1, and Gynecological Problems) is required. This requirement may be met in various ways. Documentation training is available via DVD self-study. Breast Exam is included in all baccalaureate-level health assessment courses. For those nurses needing a refresher "how to" training in breast and pelvic exam, this can be provided by contacting the Family Planning Program. Contraceptive Technology 1 is offered twice a year through the Family Planning Program. Gynecological Problems is offered once annually through the Family Planning Program. Alternately, this training requirement

may be met through getting the didactic gynecological content in the health assessment course and taking STD 101 where gynecological management is addressed. Additionally, for someone with recent Women's Health experience, competency demonstration through a preceptor, with appropriate documentation, is acceptable.

### **CRITERIA FOR HEALTH ASSESSMENT COURSE**

A nurse must take the course if any of the following apply:

- She/he does not have written documentation of having taken/passed a course in health assessment at or above the baccalaureate level (official transcript with school seal).
- She/he has no or limited clinical experience in health assessment.
- She/he has been out of clinical practice for an extended time and has not demonstrated competency in required areas of practice.
- Her/his district nursing director deems it to be appropriate for the role in which the nurse is expected to function.

A nurse may exempt the course if:

- She/he transfers from another public health clinical practice setting and has satisfactorily completed the course requirements.
- She/he has provided written documentation (official transcript with school seal) of having taken/ passed the course with baccalaureate or higher credit.
- She/he has requested credit by exam in health assessment through a school of nursing approved by the Office of Nursing and has passed the exam.

**NOTE:** If a nurse exempts the course, documentation of this, as well as demonstration of competency, should be maintained in her/his training or personnel file.

## **COURSE INFORMATION**

### **PROCEDURE FOR ENROLLING IN THE HEALTH ASSESSMENT COURSE**

When it has been determined that a nurse is to take the Health Assessment course, a school should be selected from the current list of approved schools. The Office of Nursing sends this list at least annually to the district point of contact (POC) for health assessment (see listing on p. 14).

1. The nurse submits an application, including necessary transcripts, to the selected school well in advance of the application deadline set by the school. It is advisable for the nurse and/or district POC for health assessment to contact the school directly to confirm the application deadline, the appropriate application category (non-degreed, transient or degreed) and course specifics (see Approved Schools List on p. 19 for school contact information).
2. The district POC identifies qualified preceptor(s) for the nurse and submits the Health Assessment Competency Development Notification Form, signed by the District Nursing and Clinical Director (DND) or designee, to the Assistant Chief Nurse, Office of Nursing.
3. The Assistant Chief Nurse, if funds are available, places the nurse on that semester's roster. If funds are not available, the POC is notified. If the nurse is not accepted to the school, the POC notifies the Office of Nursing.
4. The POC or designee submits a letter of intent to pay to the selected school of nursing.
5. Any questions should be directed to the district POC; the district POC may contact the Assistant Chief Nurse, Office of Nursing, for additional assistance.

### **COURSE FORMAT/METHOD, LOCATION AND LENGTH**

Georgia schools of nursing are offering health assessment courses in a variety of formats and locations:

- Face-to-face (in a classroom setting on campus or at a satellite location).
- Online or hybrid (primarily online but with required on-campus sessions during which skill development is assessed).

**NOTE:** Face-to-face courses may be "web enhanced," i.e., syllabus and some materials/assignments are placed online. Hybrid courses are commonly defined as 51-95% online and online courses as >95% online.

The length of the health assessment course also varies; compressed and extended courses are available. It ranges from 1 – 16 weeks. Most courses are a full semester (approximately 15 weeks) in length. Some schools have also begun to schedule courses on evenings and weekend days.

Consultation with the nurse needing the health assessment course can help determine the course format and length that is most suitable. If the nurse questions whether she/he has adequate technology skills to succeed in an online or hybrid course, consult with the school; each school offers an orientation to use of the computer for course work and technical assistance is readily available.

For online and hybrid courses, viewing online videos is common. This may require that the district or county Information Technology (IT) staff be prepared to adjust settings on a computer so that these may be viewed. Availability of IT staff for troubleshooting will always be appreciated; letting them know ahead of time that this may be needed is advisable.

### **ACADEMIC CREDIT**

In order for the Division of Public Health to reimburse the tuition for the health assessment course, the nurse must receive academic credit for the course. Baccalaureate and graduate-level nursing programs in Georgia offer academic credit, ranging from 2-6 hours, for the health assessment course.

### **PAYMENT**

Payment for the health assessment course is paid by the district, county or state office program and reimbursed, when funds are available and the Office of Nursing approves the nurse to take the course, after requirements are met, by the Department of Community Health.

## HEALTH ASSESSMENT COMPETENCY DEVELOPMENT PROGRAM REIMBURSEMENT GUIDELINES

### INTRODUCTION

The Health Assessment Competency Development Program is designed to prepare public health nurses to conduct comprehensive health assessments for public health clients. Georgia public health nurses are required to demonstrate mastery of five health assessment competencies in order to improve the health and safety of all Georgians.

### PURPOSE

The purpose of the following reimbursement guidelines is to provide a systematic process to ensure that funds allocated by the Division of Medicaid for health assessment training are utilized appropriately and in accordance with current policies and procedures.

### GUIDELINES

Upon successful completion of the health assessment course, clinical preceptorship, and competency demonstration, the District Point of Contact should forward the following documents to the Office of Nursing, Assistant Chief Nurse:

- Copy of invoice for tuition or fees paid by County or District
- Copy of official grade report or copy of official transcript
- Completed Competency Demonstration Form signed by nurse and preceptor
- Completed health assessment course evaluation
- Letter addressed to the Office of Nursing requesting reimbursement for tuition or fees paid on behalf of the public health nurse

Upon receipt of all documents listed above, the Office of Nursing will submit a request for reimbursement to the Budget Office. Reimbursement will be forwarded directly to the District or County within 60 days. **Please notify the Office of Nursing, Assistant Chief Nurse when reimbursement funds are received from the Budget Office.**

## RESPONSIBILITIES

### RESPONSIBILITIES OF NURSE/STUDENT

1. Before the course, the public health nurse is to:
  - Apply to the college/university within the timeframe established by the academic institution and be accepted to take the health assessment course.
  - Clarify work schedule with supervisor to address the work time that will be allotted to the course and how it will be scheduled throughout the course.
  - Review the Policies and Procedures for Health Check Services Manual.
    - Go to [www.ghp.georgia.gov](http://www.ghp.georgia.gov); click on Provider Information tab at top of page; in center of page, in Medicaid Provider Manuals window, click on View Full List; scroll down to Health Check Services.
  - Review a textbook of basic anatomy and physiology.
  - Register for the course (taking a copy of the intent to pay letter that was sent to the school) and obtain the required textbook(s), including a notebook.
  - Plan the preceptorship with pre-assigned clinical preceptor(s); if taking an online/hybrid course, work with the preceptor may need to begin soon after the start of the course in order to assess and validate newly-learned skills. Be prepared!
  
2. During the didactic portion of the course, the public health nurse is to:
  - Attend all classroom, laboratory and practice sessions. The college assigns the class and lab hours; if the course is online, participate as directed by nursing faculty.
  - Complete all course objectives and assignments.
  - Work with assigned preceptor, if needed, to begin validation of newly-learned skills; competency should be documented on the competency demonstration form after work with the preceptor begins.
  - Complete all examinations with a passing grade of C or better.
  - Participate in all classroom/online activities. If not observed by the college or university, holidays are postponed.
  
3. After the course, the public health nurse is to complete the preceptorship. Within three months, the public health nurse is to demonstrate competency in the following age groups and types of assessments:

Complete physical assessment including standardized developmental assessment of both male and female children with two (2) document appraisals of children whose ages are from birth to three (3) years of age; 2 documented appraisals of male and female children whose ages are three (3) to twelve (12) years; four documented appraisals of male and female children whose ages are twelve (12) to twenty-one (21).

  - Five (5) female breast exams.
  - Five (5) adult male genitourinary examination on males fourteen (14) years or older.

- Submit documentation of completion of preceptorship requirements must be certified, signed and submitted with enrollment application.
- adult (if assigned)

**Types of Assessments (if not demonstrated in assessments above):**

- Male genitourinary (on male clients 14 years of age and older)  
**NOTE:** These are to be G/U exams but do not have to be STD exams.
- Male and female breast
- Pelvic (if assigned)

When competency has been demonstrated, the nurse and preceptor(s) are to sign the Competency Demonstration Form.

**NOTE:** It may take longer than 3 months for competency to be demonstrated in all required areas.

4. Upon completion of all requirements for the health assessment competency development program, the Nurse/Student must submit the following the following documents to the District Point of Contact, within three months of the course ending date if possible:
  - Copy of invoice for tuition or fees paid by County or District
  - Copy of official grade report or copy of official transcript with credit hours noted
  - Completed Competency Demonstration Form signed by nurse and preceptor(s)
  - Completed health assessment course evaluation

A certificate acknowledging completion of requirements may be obtained from the District POC or designee upon submission of the four items listed above.

5. After completion of the preceptorship, it is recommended that a feedback session be held between the nurse and preceptor to discuss areas of strength and areas for improvement for the nurse, preceptor and health assessment competency development program.

## **RESPONSIBILITIES OF PRECEPTOR**

The preceptor is an integral component of the Health Assessment course. She/he guides the public health nurse in incorporating the learned techniques of health assessment into clinical practice and in development of the health assessment competencies. Each assigned preceptor must have completed a health assessment course, be a skilled practitioner, and be familiar with the competencies and content of the health assessment course. During the didactic sessions and for the three-month (or longer) preceptorship period, the preceptor:

- Is available to their assigned public health nurse by phone or in person (from the beginning of the course).

- Observes the public health nurse's performance on each of the required physical assessments, utilizing the Health Assessment Guide for Preceptors as indicated (see form on p. 34).
- Reviews each completed and written assessment for content and accuracy.
- Completes a Health Assessment Evaluation Tool for each assessment observed (see form on p. 30).
- Discusses each of the assessment tools with the public health nurse. The public health nurse and her/his preceptor sign each completed assessment form.
- Provides feedback on nurse's assessment skills and assesses competency.
- Signs the competency demonstration form when all assessments are complete and competency has been demonstrated.
- Solicits feedback from the nurse regarding her level of confidence in each of the required areas of competency demonstration.
- Participates in feedback session with nurse to discuss areas of strength and improvement for the nurse, preceptor and health assessment competency development program.

#### **RESPONSIBILITIES OF SUPERVISOR/MANAGER**

The supervisor of the nurse, regardless of title, plays an important role in assuring that the nurse has a successful academic experience in the health assessment course.

- Discusses nurses' need for health assessment course with district POC as indicated.
- Provides support for nurse during health assessment course as needed.
- Assures that nurse's schedule includes time each week during the course for study.
- Facilitates preceptorship and skill development of nurse.
- Monitors progress of nurse and communicates with district POC to assure competency development during the course and preceptorship.

#### **RESPONSIBILITIES OF DISTRICT/DISTRICT POINT OF CONTACT (POC)**

- Selects public health nurse who is in need of health assessment competency development to attend a health assessment course.
- Directs nurse to apply to currently approved academic institution within timeframe required by school.
- Submits Health Assessment Competency Development Notification Form to Assistant Chief Nurse, Office of Nursing.
- Provides nurse, supervisor, and preceptor with copy of Health Assessment Competency Development Program Course Information.
- Assures that, prior to course registration date, letter of intent to pay is sent to the school at which the nurse is admitted to take health assessment.
- Provides nurse with copy of intent to pay letter and directs her/him to take the letter to school registration.
- Identifies preceptor(s) for each public health nurse in advance of the course.

- Assures that nurse's schedule includes time each week during the course for study.
- Provides for preceptorship time during the three-month period following course completion for each public health nurse.
- Clarifies the roles and expectations of the preceptor and the public health nurse and communicates this to public health nurse's supervisor, preceptor(s) and nurse.
- A certificate of completion may be issued to the public health nurse upon completion of all requirements for the health assessment competency development program.
- Upon successful completion of the health assessment course, clinical preceptorship, and competency demonstration, the following documents should be forwarded to the Office of Nursing, Assistant Chief Nurse:
  - Copy of invoice for tuition or fees paid by County or District
  - Copy of official grade report or copy of official transcript (an official transcript with school seal must be kept in nurse's local file; a copy of this may be sent to the Office of Nursing)
  - Completed Competency Demonstration Form signed by nurse and preceptor (Assessment Evaluation Tools for each assessment are to be kept in public health nurse's personnel or training file; please only submit Competency Demonstration Form to Office of Nursing)
  - Completed health assessment course evaluation (this will be used to assess and improve the course)
  - Letter addressed to the Office of Nursing requesting reimbursement for tuition or fees paid on behalf of the public health nurse

**LEARNING OBJECTIVES TO BE CLARIFIED AND ARRANGED BY DISTRICT STAFF:**

- Competency demonstration of health assessment of required ages and types; this includes pelvic exams if assigned.
- Nutritional assessment, including nutrition history and counseling.
- Anthropometric measurements, including the use of growth charts.
- Developmental assessment, including use of ASQ-3 or other developmental assessment tool.
- Vision and hearing screening techniques, including the proper use of the appropriate equipment.
- Dental screening and screening of the oral cavity and its structures.
- Assessment of immunization status.

# **SUPPORTING DOCUMENTS AND FORMS**

**District Point of Contact (POC)  
for Health Assessment (revised 02/10)**

<b>DISTRICT</b>	<b>POC (DND or Designee)</b>	<b>CONTACT INFO (phone &amp; email)</b>
1-1	Margaret Bean	706/295-6647 <a href="mailto:mrbean@dhr.state.ga.us">mrbean@dhr.state.ga.us</a>
1-2	Debbie Robbins	706/272-2342, ext 310 <a href="mailto:dlobbins@dhr.state.ga.us">dlobbins@dhr.state.ga.us</a>
2	Annette Harkins c: Angie Hanes	770/535-6907 <a href="mailto:acharkins@dhr.state.ga.us">acharkins@dhr.state.ga.us</a> <a href="mailto:ahhanes@dhr.state.ga.us">ahhanes@dhr.state.ga.us</a>
3-1	Patti Duckworth	770-514-2309, fax 770-514-2414 <a href="mailto:pgduckwo@dhr.state.ga.us">pgduckwo@dhr.state.ga.us</a>
3-2	Juliet Cooper	404/730-1636 <a href="mailto:jucooper@dhr.state.ga.us">jucooper@dhr.state.ga.us</a>
3-3	Dianne (Banister) Ivins	770/961-1330, ext. 146 <a href="mailto:dbbanister@dhr.state.ga.us">dbbanister@dhr.state.ga.us</a>
3-4	Linda Davis c: Eloise Hodges	678-442-6864 <a href="mailto:linda.davis@gnrhealth.com">linda.davis@gnrhealth.com</a> <a href="mailto:emhodges@dhr.state.ga.us">emhodges@dhr.state.ga.us</a>
3-5	Gloria Chen	404/294-3798 <a href="mailto:gvchen@dhr.state.ga.us">gvchen@dhr.state.ga.us</a>
4	Susan Ayers Wendy Levan	706/845-4035, ext. 218 <a href="mailto:spayers@dhr.state.ga.us">spayers@dhr.state.ga.us</a> 706-845-4035 <a href="mailto:walevan@dhr.state.ga.us">walevan@dhr.state.ga.us</a>
5-1	Donna Forth	478/275-6545 <a href="mailto:dgforth@dhr.state.ga.us">dgforth@dhr.state.ga.us</a>
5-2	Debbie Liby	478/751-6303 <a href="mailto:dkliby@dhr.state.ga.us">dkliby@dhr.state.ga.us</a>
6	Tammy Burdeaux B/U: John Robinson, Suzanne Harrow, Melba McNorrill	706/667-4296 <a href="mailto:tcburdeaux@dhr.state.ga.us">tcburdeaux@dhr.state.ga.us</a> <a href="mailto:jtrobinson6@dhr.state.ga.us">jtrobinson6@dhr.state.ga.us</a> <a href="mailto:ssharrow@dhr.state.ga.us">ssharrow@dhr.state.ga.us</a> <a href="mailto:mgmcnorrill@dhr.state.ga.us">mgmcnorrill@dhr.state.ga.us</a>
7	Eileen Albritton	706/321-6102 <a href="mailto:emalbritton@dhr.state.ga.us">emalbritton@dhr.state.ga.us</a>
8-1	Debra Adams	229/245-6433 <a href="mailto:daadams@dhr.state.ga.us">daadams@dhr.state.ga.us</a>
8-2	Linda O'Donnell c: Kitty Bishop	229/430-4574 <a href="mailto:laodonnell@dhr.state.ga.us">laodonnell@dhr.state.ga.us</a> 229/430-4599 <a href="mailto:kpbishop@dhr.state.ga.us">kpbishop@dhr.state.ga.us</a>
9-1	Betty Dixon, Rebekah Chance-Revels	912/356-2241 <a href="mailto:rchance-revels@dhr.state.ga.us">rchance-revels@dhr.state.ga.us</a> <a href="mailto:etdixon@dhr.state.ga.us">etdixon@dhr.state.ga.us</a>
9-2	Scarlett Conner, Asst. c: Cindi Hart	912/557-7193 <a href="mailto:snconner@dhr.state.ga.us">snconner@dhr.state.ga.us</a> <a href="mailto:crhart@dhr.state.ga.us">crhart@dhr.state.ga.us</a> 912-764-3800
10	Carol Burnes	706/583-2777 <a href="mailto:caburnes@dhr.state.ga.us">caburnes@dhr.state.ga.us</a>

## Health Assessment Competency Development Notification Form

NAME & TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

WORK ADDRESS: \_\_\_\_\_

WORK PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

DISTRICT #/COUNTY: \_\_\_\_\_ DOB (MO/DAY/YR): \_\_\_\_\_

Gender: \_\_\_ Female \_\_\_ Male

ENROLLMENT CRITERIA (please check)	EXEMPTION CRITERIA (please check)
<input type="checkbox"/> DND determines enrollment necessary for optimal performance.	<input type="checkbox"/> Transfer from other PH clinical practice setting and has documentation of successful completion of course requirements.
<input type="checkbox"/> No documentation of successful completion of a baccalaureate or higher level health assessment course.	<input type="checkbox"/> Successful completion of a baccalaureate or higher level health assessment course AND documentation of preceptorship and competency demonstration.
<input type="checkbox"/> Limited or no clinical experience in health assessment OR has been out of clinical practice for extended time.	<input type="checkbox"/> Requested and received credit by exam through school of nursing AND has documentation of preceptorship and competency demonstration.

What is your highest nursing degree?

\_\_\_Diploma \_\_\_ADN \_\_\_BSN \_\_\_MSN Other: \_\_\_\_\_

Approved School for Enrollment: \_\_\_\_\_

Planned Term and Year of Enrollment: (e.g., Fall 2011): \_\_\_\_\_

Type of Course: \_\_\_\_\_ In-classroom (primarily face to face; may be "web enhanced," i.e., syllabus and some materials/assignments online)  
\_\_\_\_\_ Hybrid (51%-95% online)  
\_\_\_\_\_ Online (>95% online)

Please consult with your supervisor to identify your preceptor(s) for this course.

Preceptor Name for Child Health: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

and, if applicable:

Preceptor Name for Women's Health: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_ Email: \_\_\_\_\_  
Signature of District PHN/CLIN Director or Designee: \_\_\_\_\_

Send completed form before term begins to: Meshell McCloud, Fax # 404/463-0377,  
[mymccloud@dhr.state.ga.us](mailto:mymccloud@dhr.state.ga.us) Peachtree Street, NW, Suite 12-433, Atlanta, GA 30303  
Tuition payment by DCH is contingent upon available funds and will be reviewed each semester.

**HEALTH ASSESSMENT PRECEPTORSHIP  
COMPETENCY DEMONSTRATION FORM**

Nurse's Name: \_\_\_\_\_ District #/County: \_\_\_\_\_

Date of Health Assessment Course (month/year): \_\_\_\_\_ to \_\_\_\_\_

Name of Preceptor(s):

Child Health \_\_\_\_\_

Women's Health, if applicable \_\_\_\_\_

**PHYSICAL ASSESSMENTS**

**Requirement:** A complete appraisal for each area of assignment until competency is demonstrated. Document (date and initials of preceptor in box) each appraisal completed. Appraisals of children from birth to twenty-one (21) must include assessments of both male and female children. (See pages 9 -10)

BIRTH TO 3 YRS	3 YRS TO 12 YRS	12 YRS TO 21 YRS	ADULT	MALE GU EXAMS (14 yrs and older)	MALE BREAST EXAMS	FEMALE BREAST EXAMS	PELVIC EXAMS
*(male)	*(male)	*(male)		*		*	
* (female)	*(female)	*(male)		*		*	
		*(female)		*		*	
		*(female)		*		*	
				*		*	

\* = required by DCH, DMA Part II, Policies and Procedures for Health Check Services (EPSDT), Revised January 1, 2011

**Preceptor to determine number of assessments required in each category based on individual nurse's competency; if additional space is needed for documentation, use reverse side.**

When competency has been demonstrated in each of the areas listed above, the public health nurse and preceptor(s) sign and date the Competency Demonstration Form.

Public Health Nurse: \_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_

Preceptor (Child Health): \_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_

Preceptor (Women's Health): \_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_

**Evaluation  
Health Assessment Course  
2011**

The health assessment competencies identified for Georgia public health nurses are:

- 1) Evidence-based knowledge of and ability to perform health assessments for all ages, sexes and populations
- 2) Ability to communicate effectively via written, oral, electronic and other means with various, diverse individuals and populations
- 3) Ability to elicit data for a health history that includes physical, cultural, social, nutritional, mental and developmental information
- 4) Ability to differentiate normal/abnormal findings
- 5) Ability to interpret and apply findings to develop an appropriate plan of care

In an effort to evaluate the Health Assessment course you have just completed and its appropriateness for other public health nurses, please take a moment to complete the following:

Evaluation Criteria:⇒		Strongly Agree	Agree	Disagree	Strongly Disagree
		1	2	3	4
<i>Please check the box that reflects your opinion.</i>					
1.	I had the information I felt I needed prior to the start of the course.				
2.	I knew my preceptor's name and understood the role of my preceptor before I started the course.				
3.	This course helped me to develop the above listed health assessment competencies.				
4.	I feel that the course adequately prepared me to begin doing health assessments in my work setting with my preceptor.				
5.	The course content was appropriate for the development of the health assessment competencies.				
6.	I would recommend this course to other public health nurses.				
7.	I feel competent in the technology used in the course (e.g., computer, web, video, simulation).				
8.	I plan to use this college credit to work toward my BSN or higher nursing degree.				

**Please answer the following:**

9. The number of hours per week I spent on the course (in class, online, studying, doing assignments, etc.) was:  
 < 10 hrs/wk    \_\_\_ 11 – 15 hrs/wk    \_\_\_ 16 - 20 hrs/wk    \_\_\_ > 20 hrs/wk

10. The number of hours per week of work time I was scheduled to work on the course was:  
 \_\_\_ None    \_\_\_ 1 – 4 hrs/wk    \_\_\_ 5 – 8 hrs/wk    \_\_\_ 9 – 12 hrs/wk    \_\_\_ 13-16 hrs/wk    \_\_\_ > 16 hrs/wk

11. College/university at which course was taken: \_\_\_\_\_

12. Dates of course (starting month/year – ending month/year): \_\_\_\_\_

13. Type of course taken:

- Face-to-face (in classroom, possibly with web-enhanced features)  
 Hybrid (51 – 75% online, with some on-campus sessions required)  
 Online (>95% online)

14. What I liked most about the course was:

15. What I liked least about the course was:

16. What I would change about the course is:

***Additional Comments – Please provide additional feedback and suggestions to improve or enhance this course:***

***Email, fax or mail to:***      **Office Of Nursing  
Division of Public Health  
2 Peachtree St, NW, Suite 12-433  
Atlanta, GA 30303  
404-657-6642  
FAX: 404-463-0377  
[phn@dhr.state.ga.us](mailto:phn@dhr.state.ga.us)**

**HEALTH ASSESSMENT COURSE  
APPROVED SCHOOLS FOR 2011**

School Information	Course #/Format/Hours	Course Begin/ End Date	Schedule (day/time of class & lab) Location and Instructor
<b>Albany State University</b> <a href="http://www.asurams.edu">http://www.asurams.edu</a> Nursing: 229-430-4724 Registrar: 229-430-4638 Dr. Linda Grimsley, Chair, Dept of Nursing Dr. Kathy Williams, Coordinator, BSN Program Please call Dr. Grimsley before enrolling in health assessment course.	NURS 3510/3 hours	Spring 2011 Starts Jan 6	Call or email for information on Fall semester.
<b>Armstrong Atlantic State University</b> <a href="http://www.armstrong.edu/">http://www.armstrong.edu/</a> Nursing: 912-344-2554 or 2575 Registrar: 912-344-2503 Helen Taggart, Dept Head, Nursing <a href="mailto:nursing@armstrong.edu">nursing@armstrong.edu</a>	NUR 3320/Class/4 hours NUR 3320L (lab) Labs will be assigned during class	Spring 2011 Starts Jan 10	Call or email for information on Fall semester.
<b>Clayton State University</b> <a href="http://www.clayton.edu/">http://www.clayton.edu/</a> Nursing: 678-466-4900 Registrar: 678-466-4145 Sue Odom, DSN, RN, Assoc Dean  Christi Hicks, 678-466-4901	NURS 3201/Class & Online/2 hrs NURS 3201L/Lab/1 hr  *Class and online courses offered.	Spring 2011 Starts Jan 18 Summer Starts May 21 Fall – starts Aug 15	Call or email for additional information on Summer and Fall semesters.  If interested in in-class option, call Dr. Sue Odom directly at 678/466-4959 ASAP to request/assess availability; these classes usually fill up with school's degree students.
<b>Georgia College &amp; State University</b> <a href="http://www.gcsu.edu/nursing/">http://www.gcsu.edu/nursing/</a> Nursing: 478-445-1076 Registrar: 478-445-6286 Kendra Russell, Chair, Undergrad Nursing 478-445-7135 <a href="mailto:kendra.russell@gcsu.edu">kendra.russell@gcsu.edu</a>	NRSG 3140/Class/3 hours NRSG 3140L (lab)	Spring 2011 Starts Jan 10	Please contact Michelle Marks, 478-445-1076, <a href="mailto:michelle.marks@gcsu.edu">michelle.marks@gcsu.edu</a> , if you have any further questions.

School Information	Course #/Format/Hours	Course Begin/ End Date	Schedule (day/time of class & lab) Location and Instructor
<b>Ga Southern University</b> <a href="http://www.georgiasouthern.edu/registrar">www.georgiasouthern.edu/registrar</a> Nursing: 912-478-5479 Registrar: 912-478-5152 Donna Hodnicki, PhD, FNP-BC, FAAN, LNC Chair and Professor of Nursing Debra Allen, Graduate Program Director	NURS 3230A/ 3230 AA /Online w/ Classroom Enhancement/Didactic/4 hrs	Spring 2011 Starts Jan 10	Call or email for information on Summer and Fall semesters
<b>Georgia Southwestern State University</b> <a href="http://www.gsw.edu/academics/schedule">http://www.gsw.edu/academics/schedule</a> Nursing: 229-931-2275 Registrar: 229-928-1331 Janet Wheel: 229-931-2662	NURS 3200/Online or In Classroom/4 hrs	Spring 2011 Starts Jan 7 Fall 2011 Starts August 16	Course not offered in Summer
<b>Kennesaw State University</b> <a href="http://www.kennesaw.edu/chhs/schoolofnursing/">www.kennesaw.edu/chhs/schoolofnursing/</a> Nursing: 770-423-6061 Registrar: 770-423-6200 Cynthia Elery Dr. Jan Fylnn: 770-499-3213 Associate Director of Undergraduate Nursing Program	NURS 3309/Class & Lab/3 hours  * Class and online courses offered.	Spring 2011 Starts Jan 8	Please contact Julia E. Becker, Administrative Associate I, at (770) 423- 6093, <a href="mailto:jbecker7@kennesaw.edu">jbecker7@kennesaw.edu</a> , if you have any questions.
<b>Macon State College</b> <a href="http://www.maconstate.edu">www.maconstate.edu</a> Nursing: 478-471-2762 Registrar: 478-471-2853 Camille Payne, Eddy, RN, Dean Div of Nsg Debbie Greene, PhD, RN, Nursing Program Director	NURS 3200/Online & Lab on Campus/3 hrs * Macon and Warner Robins campus offerings	Fall 2011 Starts August 15	Call or email for more information
<b>North Georgia College &amp; State University</b> <a href="http://www.ngcsu.edu/nursing">www.ngcsu.edu/nursing</a> Nursing: 706-864-1400 or 706-864-1930 Registrar: 706-864-1760 Toni Barnett, PhD, APRN, BC, FNP, Dept Head	NUR 3330/Class/6 hrs	Summer 2011 Starts June 1	<b>*NOTE:</b> If PHN wants to enroll in course, please call Nursing Dept at 706-864-1930 to obtain approval to enroll in this course; PHNs must obtain approval prior to enrolling in the health assessment course.

School Information	Course #/Format/Hours	Course Begin/ End Date	Schedule (day/time of class & lab) Location and Instructor
<b>University of South Carolina – Aiken</b> <a href="http://www.usca.edu">www.usca.edu</a> Nursing: 803-641-3392 Registrar: 803-641-3550 Julia Ball, PhD, RN, Dean <a href="mailto:juliab@usca.edu">juliab@usca.edu</a>	ANRS A307/3 hrs  *In-state tuition charged to GA residents of Richmond & Columbia counties.	Spring 2011 Starts Jan 10 Fall 2011 Starts Aug 18	Call or email for additional information.
<b>University of West Georgia</b> <a href="http://www.westga.edu/~nurs">www.westga.edu/~nurs</a> Nursing: 678-836-6500 or 839-6552 Registrar: 678-839-6438 Dr. Kathryn Grams, Dean, School of Nursing	NUR 3172/Class/2 hrs  * Offerings in Carrollton, Newnan, Rome.	Spring 2011 Starts Jan 5  Fall 2011 Starts Aug 22	If interested in Carrollton or Newnan options, call Dr. Kathryn Grams directly at 678-839-6552 ASAP to request/assess availability; these classes usually fill up with school's pre-licensure and RN-BSN degree students. The Rome class, if offered, usually has room for public health nurses.
<b>Valdosta State University</b> <a href="http://www.valdosta.edu">www.valdosta.edu</a> Nursing: 229-333-5959 Registrar: 229-333-5727 Dr. Anita Huff, Dean Dr. Jean Temple ( <a href="mailto:atemple@valdosta.edu">atemple@valdosta.edu</a> )	NURS 4060 4 hrs/class (web-enhanced)  * Some Saturday offerings available.	Spring 2011 Starts Jan 10	Class will be offered Spring, Summer and Fall 2010. Please contact Gail Taylor at <a href="mailto:tgtaylor@valdosta.edu">tgtaylor@valdosta.edu</a> Call or email for additional information.

**FINANCIAL CONTACTS FOR THIRD PARTY PAYMENT  
SCHOOLS OF NURSING**

**\*NOTE: The Letter of Intent (LOI) should be sent to the school's contact for third party payment. The LOI requests that the school waive fees other than the technology fee, e.g., health fee, activity fee, athletic fee, activity center fee, orientation fee, postal fee, ID card fee, enrollment services fee, nurse/health course fee. It states that the student (or employer) is to pay the parking fee. Some schools are able to waive the requested fees and some are not; tuition and fees charged by the school will be reimbursed as per the division's policy.**

Approved Schools:

Albany State	Freda Jimmerson, Accounting Professional, Financial Operations 504 College Dr Albany, GA 31705 <a href="mailto:freda.jimmerson@asurams.edu">freda.jimmerson@asurams.edu</a> 229-430-3728 Fax 229-430-4696 Alternate Contact: Stacey Smith, 229-430-4615 <a href="mailto:stacey.smith@asurams.edu">stacey.smith@asurams.edu</a>
Armstrong Atlantic	Kamilah Bennett Bursar Office 11935 Abercorn St Savannah, GA 31419 <a href="mailto:Kamilah.bennett@armstrong.edu">Kamilah.bennett@armstrong.edu</a> 912-344-3243 Fax 912-344-3473 <b>(unable to waive fees)</b>
Clayton State	Sandra Starr, Student Accounts/Third Party Coordinator 2000 Clayton State Blvd Morrow, GA 30260 <a href="mailto:SandraStarr@mail.clayton.edu">SandraStarr@mail.clayton.edu</a> 678-466-4290 Fax 678-466-4299 Alternate Contact: Linda Stanford, Bursar's Office <a href="mailto:lindastanford@mail.clayton.edu">lindastanford@mail.clayton.edu</a> <b>(unable to waive fees)</b>
Ga College	Wanda Ennis CBX 022 Milledgeville, GA 31061 <a href="mailto:wanda.ennis@gcsu.edu">wanda.ennis@gcsu.edu</a> 478-445-6094 Fax 478-445-1213
Ga Southern Univ	Diana McDaniel, Office of Student Fees P.O. Box 8155 Statesboro, GA 30460 <a href="mailto:Dmcdan@georgiasouthern.edu">Dmcdan@georgiasouthern.edu</a> 912-478-0163, 912-478-0020 Fax 912-478-7887 or 912-478-1724

Ga Southwestern	Jan Rogers, Dir of Student Accounts 800 Ga Southwestern State Univ Dr Americus GA 31709-4379 <a href="mailto:jrogers@gsw.edu">jrogers@gsw.edu</a> 229-931-2013 Fax 229-931-2768
Kennesaw	Donna Adams, Bursar's Office 1000 Chastain Rd Mailbox #: 0503 Kennesaw, GA 30744 <a href="mailto:dadams32@kennesaw.edu">dadams32@kennesaw.edu</a> Bursars@kennesaw.edu 770-499-3458 Fax 770-499-3573
Macon State College	Bernice Hart, Accounting Assistant 100 College Station Dr Macon, GA 31206 <a href="mailto:bernice.hart@maconstate.edu">bernice.hart@maconstate.edu</a> 478-471-2727 or 478-471-2705 Fax 478-471-2097
No Ga College	Brenda Gaddis, Assistant Bursar Controller's Office 82 College Circle Dahlonega, GA 30597 <a href="mailto:bggaddis@northgeorgia.edu">bggaddis@northgeorgia.edu</a> 706-867-2839 Fax 706-864-1878 Alternate Contact: Charlotte L. Wade, Bursar 706-864-1408, fax 706-864-1878, email <a href="mailto:clwade@ngcsu.edu">clwade@ngcsu.edu</a>
USC Aiken	Sue Boatwright, Finance Office (in-state tuition for residents of Richmond and Columbia counties only) 471 University Pkwy Aiken SC 29801 <a href="mailto:SueB@usca.edu">SueB@usca.edu</a> 803-641-3419 Fax 803-641-3693
Univ of W Ga	Doug Jenkins, Bursar's Office 1600 Maple St Carrollton, GA 30118 <a href="mailto:douglasj@westga.edu">douglasj@westga.edu</a> 678-839-5648 Fax 678-839-5649
VSU	Katrina Whitmore, Student Financial Services 1500 N Patterson St Valdosta, GA 31698-0187 <a href="mailto:kpwhitmore@valdosta.edu">kpwhitmore@valdosta.edu</a> 229-333-5725 Fax 229-259-2051

Other Schools (use only if approved in advance by Office of Nursing):

Brenau University	Lisa Scroggs, Student Accounts Manager, Accounting Office 500 Washington St Gainesville GA 30501 <a href="mailto:lscroggs@brenau.edu">lscroggs@brenau.edu</a> 770-531-3138 Fax 770-538-4665
Ga State Univ	Maliaha Dixon, Student Accts Specialist, Ofc of Student Accounts P.O. Box 4029 Atlanta, GA 30302-4029 <a href="mailto:mdixon10@gsu.edu">mdixon10@gsu.edu</a> 404-413-2147 Fax 404-413-2144
Medical Coll of Ga	Karen Lucas, Accounting Assistant II (for all campuses) 1459 Laney Walker Blvd, AA-2004 Augusta GA 30912 <a href="mailto:kalucas@mail.mcg.edu">kalucas@mail.mcg.edu</a> 706-721-2926 Fax 706-721-8022
Piedmont	Linda Pitts, Business Office P.O. Box 10 Demorest, GA 30535 <a href="mailto:lpitts@piedmont.edu">lpitts@piedmont.edu</a> 706-776-0101

(DISTRICT OR COUNTY LETTERHEAD)



(DATE)

**MEMORANDUM**

**TO:** (Name, Title, Dept/Office of Third Party Payment Contact)  
(School)

**FROM:** (Name)  
(Title, District)

**SUBJECT:** Tuition Arrangement for Public Health Nurse

The purpose of this memo is to assure that your institution is reimbursed, in a timely manner, the in-state tuition costs for the following public health nurse enrolled in the Health Assessment course during the (SEMESTER & YEAR, e.g., SPRING 2010) semester:

NAME                      COUNTY                      DOB

(NAME OF PUBLIC HEALTH DISTRICT OR COUNTY) will pay the in-state tuition and technology fees for the public health nurse listed above. (LIST NAME OF PERSON OR AGENCY) is responsible for any parking fee, books and supplies. If a health fee, activity fee, athletic fee, postal fee, or orientation fee is charged, we request that these fees be waived since this nurse is a state or county government employee and is taking this one course for employment purposes. If that is not possible, please contact me. Please forward the invoice for payment to me at the following address:

(NAME  
TITLE  
ADDRESS  
or electronically at EMAIL ADDRESS)

The above nurse is advised to take this letter to the school if completing the registration process on site. This letter should serve to eliminate the student's obligation to make any personal payment at the time of registration.

Please feel free to contact (NAME at PHONE #) or by fax at (NUMBER) or at ([EMAIL ADDRESS](#)). Thank you for your attention to this matter.

c: (Nurse listed above)???

(DISTRICT OR COUNTY LETTERHEAD)



(DATE)

**MEMORANDUM**

**TO:** (Name, Title, Dept/Office of Third Party Payment Contact)  
(School)

**FROM:** (Name)  
(Title, District)

**SUBJECT:** Tuition Arrangement for Public Health Nurses

The purpose of this memo is to assure that your institution is reimbursed, in a timely manner, the in-state tuition costs for the following public health nurses enrolled in the Health Assessment course during the (SEMESTER & YEAR, e.g., SPRING 2010) semester:

NAME                      COUNTY                      DOB

(NAME OF PUBLIC HEALTH DISTRICT OR COUNTY) will pay the in-state tuition and technology fees for the public health nurses listed above. (LIST NAME OF AGENCY OR PERSON) is responsible for any parking fee, books and supplies. If a health fee, activity fee, athletic fee, postal fee, or orientation fee is charged, we request that these fees be waived since these nurses are state or county government employees and are taking this one course for employment purposes. If that is not possible, please contact me. Please forward the invoice for payment to me at the following address:

(NAME  
TITLE  
ADDRESS  
or electronically at EMAIL ADDRESS)

The above nurses are advised to take this letter to the school if completing the registration process on site. This letter should serve to eliminate the student's obligation to make any personal payment at the time of registration.

Please feel free to contact (NAME at PHONE #) or by fax at (NUMBER) or at ([EMAIL ADDRESS](#)). Thank you for your attention to this matter.

c: (Nurses listed above)

**HEALTH ASSESSMENT ROSTER  
SEMESTER & YEAR (e.g., SPRING 2010)**

<b>#</b>	<b>STUDENT</b>	<b>DIST &amp; CO</b>	<b>DOB</b>	<b>SCHOOL</b>	<b>Email/Phone #/Comments</b>
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Georgia Department of Community Health  
Division of Public Health  
Office of Nursing

*Name*

*has completed the requirements for the*

***Health Assessment  
Competency Development Program***

---

Date

---

Dist Nursing Director Name and Credentials  
Title  
District Name and Number

---

Dist Health Director Name and Credentials  
Title  
District Name and Number

**HEALTH ASSESSMENT EVALUATION TOOL**  
(complete both pages)

*Preceptor to use for evaluation of each health assessment observed; results to be discussed with nurse.*

**Please rate the participant's performance using the following codes:**

**S = Satisfactory and safe skill performance**

**N = Needs practice before performance**

**O = Omitted performance of skill; note reasons**

Client's Age: \_\_\_\_\_

Public Health Nurse's Name \_\_\_\_\_ Date: \_\_\_\_\_

**Approach to Client/Family S \_\_\_ N \_\_\_ O \_\_\_**

1. Attitude
2. Rapport established
3. Utilizes a variety of communication skills

COMMENTS:

**Organization/Flow of Work S \_\_\_ N \_\_\_ O \_\_\_**

1. Equipment/supplies gathered before exam
2. Order of exam appropriate to situation
3. Efficient use of time

COMMENTS:

**Safety S \_\_\_ N \_\_\_ O \_\_\_**

1. In equipment use
2. Age-appropriate safe conditions for client

COMMENTS:

**Procedure/Process S \_\_\_ N \_\_\_ O \_\_\_**

1. Health history including review of systems
2. Developmental history
3. Family health history
4. Risk assessment
5. Nutritional assessment S \_\_\_ N \_\_\_ O \_\_\_
  - a. Food/eating practices
  - b. Food resources
  - c. 24 hr recall with analysis
  - d. Considers growth, physical indicators, lab
  - e. Interpretation made based on above

COMMENTS:

6. Growth assessment S \_\_\_ N \_\_\_ O \_\_\_
  - a. Technique appropriate to age
  - b. Accurately measures/plots on charts
  - c. Adjusts for prematurity when indicated
  - d. Interprets values obtained

COMMENTS:

7. Immunization Status Eval. S \_\_\_ N \_\_\_ O \_\_\_
  - a. Obtains info from client/records/ parent
  - b. Evaluates status
  - c. Correctly administers immunizations

COMMENTS:

8. Developmental Screening **S**\_\_\_ **N**\_\_\_ **O**\_\_\_
- a. Uses appropriate tool for age
  - b. Administers and interprets appropriately

COMMENTS:

9. Physical Assessment **S**\_\_\_ **N**\_\_\_ **O**\_\_\_
- a. Uses techniques of inspection, auscultation, palpation and percussion
  - b. Explains procedures to client/parent
  - c. For child, enlists assistance of parent
  - d. Provides comfort and privacy
  - e. Gives feedback to client/parent during exam
  - f. Differentiates normal from abnormal

COMMENTS:

10. Laboratory Tests **S**\_\_\_ **N**\_\_\_ **O**\_\_\_
- a. Prepares client/parent for procedures
  - b. Collects specimens appropriately
  - c. Interprets results accurately

COMMENTS:

11. Synthesis of Data/Intervention **S**\_\_\_ **N**\_\_\_ **O**\_\_\_
- a. Correlates and interprets data
  - b. Identifies and prioritizes problems
  - c. Provides age appropriate anticipatory guidance and health education
  - d. Supports/promotes healthful family practices
  - e. Refers as indicated

COMMENTS:

12. Documentation **S**\_\_\_ **N**\_\_\_ **O**\_\_\_
- a. Understands principles of documentation
  - b. Records accurate, legible, concise and coherent info on health record

**Participant's Strengths:**

**Participant's Areas for Development:**

**Recommendations for Improvement:**

**Participant's Comments:**

Participant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Preceptor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DISTRIBUTION: TURN IN TO COUNTY NURSE MANAGER**

## HEALTH ASSESSMENT GUIDE FOR PRECEPTORS

*\*PRECEPTOR MAY CHOOSE TO USE THIS AS A GUIDE TO ASSURE THAT ALL BODY SYSTEMS ARE COVERED DURING EXAM*

**LEGEND: S = Satisfactorily Performed**  
**N = Needs Improvement**  
**O = Not Performed**  
**NA = Not Age-Appropriate**

### Health History, General Appearance and Measurements

- Collects history
- Notes general appearance data
- Records ht, wt, skinfold thickness (if indicated), vision, vital signs

### Skin

- Examines with each body region

### Head and Face

- Inspects & palpates scalp, hair, cranium
- Tests sensation of face (CN V)
- Inspects positioning of eyes/ears
- Inspects face for expression, symmetry (CN VII)
- Palpates temporal pulses
- Palpates TMJ
- Palpates sinuses; if tender, transilluminates
- Measures circumference (<2 yr)
- Measures fontanel < 18 mos)

### Eyes

- Tests visual fields by confrontation (CN II)
- Tests extraocular muscles via corneal light reflex, 6 cardinal fields (CN III, IV, VI)
- Inspects external eye
- Inspects conjunctivae, sclera, corneas, irises
- Tests pupil's size, response to light and accommodation
- Examines with ophthalmoscope(fundus, red reflex, disc, vessels, retinal background)

### Ears

- Inspects external ear
- Tests for tenderness
- Examines with otoscope (canal, TM)
- Assesses hearing (voice, Weber, Rinne; CN VIII)

### Nose

- Inspects (symmetry, lesions)
- Tests patency of each nostril
- Inspects nares with speculum

### Mouth and Throat

- Inspects lips, mouth, buccal mucosa, teeth/gums, tongue, flora of mouth, palate, uvula
- Tests mobility of uvula and gag reflex (CN IX, X)
- Inspects tongue in mouth and while protruded (CN XII)

### Neck

- Inspects neck (including for jugular venous pulse)
- Palpates lymph nodes
- Inspects/palpates carotid pulses; listens for bruits if indicated
- Palpates trachea
- Tests ROM and strength against resistance (CNXI)
- Palpates thyroid

### **Chest**

- Inspects posterior/anterior chest
- Palpates posterior/anterior chest and spinous processes
- Percusses lung fields, diaphragmatic excursion
- Percusses CVA
- Observes respirations
- Auscultates breath sounds

### **Heart**

- Observes/palpates for PMI
- Palpates precordium
- Auscultates with bell/diaphragm in sitting/lying position

### **Upper Extremities**

- Tests ROM, strength of hands, arms, shoulders
- Palpates epitrochlear nodes

### **Breast**

Female:

- Performs California CBE (lymph node exam, Cahan position, pattern, pressure, perimeter coverage, communication)**

Male/Prepubertal Female:

- Inspects and palpates while palpating anterior chest wall

### **Abdomen**

- Inspects abdomen, including umbilicus
- Auscultates (bowel and vascular sounds)
- Percusses all quadrants, liver, spleen
- Palpates, light/deep, all quadrants
- Palpates for liver, spleen, kidneys, aorta
- Palpates inguinal nodes and femoral pulses

### **Lower Extremities**

- Inspects skin, hair, symmetry, leg position
- Palpates pulses (popliteal, posterior tibial, dorsalis pedis)
- Palpates for temperature and pretibial edema
- Tests ROM and strength of hips, knees, ankles, feet
- Inspects legs (when client is standing) for varicose veins

### **Male Genitalia/Rectum**

- Inspects penis/scrotum, including position of urethral meatus
- Palpates scrotal contents
- Checks for inguinal hernia
- Palpates inguinal nodes
- Inspects perianal area
- Palpates rectal walls and prostate

### **Female Genitalia/Rectum**

- Inspects perineal and perianal areas, including vaginal/urethral orifices
- Palpates vulva
- Inspects vaginal walls and cervix with speculum
- Performs bimanual examination (cervix, uterus, adnexa, rectum, rectovaginal walls)
- Palpates inguinal nodes

**Musculoskeletal**

- Observes gait
- Evaluates ROM (hands, elbows, shoulders, neck, hips, knees, feet)
- Evaluates muscle strength (biceps, triceps, deltoid, hamstrings, quadriceps)
- Assesses hips (< 1 yr)
- Assesses spine

**Neurologic**

- Performs developmental assessment (< 6 yrs)
- Tests sensation (light touch, sharp/dull, vibration)
- Tests stereognosis/graphesthesia
- Performs finger to nose test or rapid alternating movements test
- Observes heel to toe walk
- Performs Romberg test
- Elicits/tests reflexes (biceps, triceps, brachioradialis, patellar, Achilles, babinski; < 6 mos: moro, rooting, tonic neck, grasp, dancing/stepping)

**Organizational Skills:**

**Approach to client:**

**Additional Comments:**

**DCH Requirements for Nurses Participating in Health Check Program**

**\*From Part II, Policies and Procedures for Health Check Services (EPSDT), pp. 3-4**

**<https://www.mmis.georgia.gov/portal/portals/0/staticcontent/public/all/handbooks/health%20check%20services%20-%20epsdt%20-%20manual.pdf>**, Published January 1, 2011 (accessed January 24, 2011).

**602. Special Conditions of Participation**

In addition to the general Conditions of Participation contained in Part I Policies and Procedures for Medicaid/PeachCare for Kids, providers in the Health Check program must meet the following requirements:

**602.1** The provider must agree to use only staff members who meet the qualifications listed below:

- A. Must be able to provide immunizations. It is recommended the provider enroll in the VFC program and submit a VFC Provider Enrollment Letter with their Health Check Provider Enrollment Application. This is encouraged because the vaccine administration fee is the only reimbursement a provider will receive for administering vaccines otherwise available through the VFC program.
- B. Physicians must be currently licensed to practice medicine.
- C. Certified Nurse-Midwives must be currently licensed to practice.
- D. Physician assistants must be currently licensed to practice.
- E. Certified pediatric, OB/GYN, family, general or adult nurse practitioners must be currently licensed. A copy of their nursing license must be submitted with the application. A recent graduate of a Nurse Practitioner Program who is awaiting Specialty Certification may enroll as a Registered Nurse and re-enroll as a Nurse Practitioner once he/she passes the Specialty Certification exam. They must submit a copy of their nursing license and a State Board Provisional Authorization to Practice with their application.
- F. Public Health registered nurses who have successfully completed the required training for expanded role nurses and who are affiliated with a Georgia local board of health.

**602.2** All non-physician providers (NPs, PAs, RNs, etc.) must maintain current written protocols and physician sponsorship. Non-Physician providers must submit an official letter from their physician sponsor for proof of physician sponsorship.