

# Mentee Checklist

Date of visit: DD / MM / YYYY

**Please Circle:** Initial or Quarterly

Mentee Name:   
 Mentor Name:

Mentee position:   
 Clinic name:

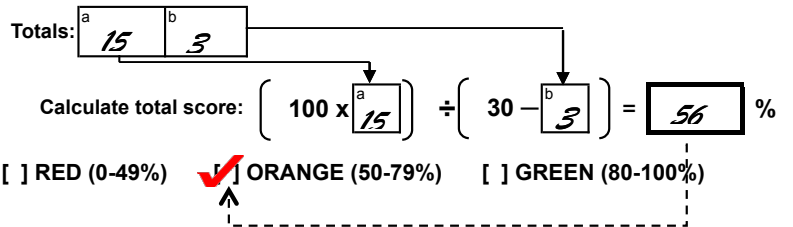
## INSTRUCTIONS

On a quarterly basis, the mentee fills in the 'Mentee self-assessment' section in full before the mentor completes their section: the mentee considers each item and marks whether they feel confident to perform it independently, whether they need more support, or N/A ("not applicable") if it is not their responsibility.

The mentor fills in the 'Mentor assessment' column scoring the mentee from 1-3 (1: **Needs intensive support**; 2: **Needs some support**; 3: **Competent** - little or no support required) on each item or marking N/A if the item is not the mentee's responsibility.

When the assessment is complete, the mentor totals the scores for each section and counts the number of N/As marked (only in the mentor section, the mentee self-assessment is not used for scoring). The scores are then written in the boxes below the table using the formula written below to calculate the percentage score for the section. This percentage is then translated as either: red (0-49%), orange (50-79%) or green (80-100%):

**EXAMPLE:**



## OVERALL SCORE

Instructions	Section:	+	%	% score for each section:
Transfer the % scores from each section, add them up and divide by 4 to get the overall % score, which should be translated into the mentoring phase.	A. Pre-ART			<span style="border: 1px solid black; display: inline-block; width: 40px; height: 20px;"></span> %
	B. ART	+		<span style="border: 1px solid black; display: inline-block; width: 40px; height: 20px;"></span> %
	C. PMTCT/ paediatrics	+		<span style="border: 1px solid black; display: inline-block; width: 40px; height: 20px;"></span> %
	D. Other topics	+		<span style="border: 1px solid black; display: inline-block; width: 40px; height: 20px;"></span> %
	Overall score:	=		<span style="border: 1px solid black; display: inline-block; width: 40px; height: 20px;"></span> ÷ 4 = <span style="border: 1px solid black; display: inline-block; width: 40px; height: 20px;"></span> %

Based on overall %, tick:  RED (0-49%)  ORANGE (50-79%)  GREEN (80-100%)

## Mentee Self-Assessment and Mentor Assessment

• Mentee Self-Assessment Column = Completed by Mentee • Mentor Assessment Column = Completed by Mentor	Mentee Self-Assessment			Mentor Assessment		Mentor scoring: 1: Needs intensive support 2: Needs some support 3: Competent - little or no support required
	Confident	Needs more support	N/A	Score (1-3)	N/A	
A. Pre-ART	Mentor Notes / Score Explanation					
1 Records relevant patient history (TB, ARVs, OI, PMTCT, reviews lab results etc., prior notes).						
2 Completes head-to-toe physical exam (checks for vital signs, weight, height, nutritional status, pregnancy status, etc.) and treats/refers						
3 Demonstrates ability to identify exposed infants <24 months and PSHD in infants <12 months.						

4	Screening of all HIV patients for TB in each clinical visit according to the standard checklist.					
5	Prescribes CPT and IPT for adults and children appropriately.					
6	Able to interpret DNA PCR and rapid test results in children aged <12 months and >12 months and ensures HIV+ infants start ART immediately.					
7	Demonstrates ability to correctly identify <i>adults</i> eligible for ART based on WHO clinical staging, universal access or immunologic staging and					
8	Demonstrates ability to correctly identify <i>children</i> eligible for ART based on WHO clinical staging, universal access or immunologic staging and					
9	Implements and follows up on scheduled CD4 testing for pre-ART.					
10	Knows when to send lab tests (Hb, LFT's) and interprets results correctly (e.g. anaemia, hepatitis etc.).					

Totals <sup>a</sup> <sup>b</sup>

$$\text{Calculate total score: } \left( 100 \times \frac{a}{b} \right) \div \left( 30 - \frac{b}{b} \right) = \boxed{\phantom{000}} \%$$

Based on %, tick:  RED (0-49%)  ORANGE (50-79%)  GREEN (80-100%)

<ul style="list-style-type: none"> <li>Mentee Self-Assessment Column = Completed by Mentee</li> <li>Mentor Assessment Column = Completed by Mentor</li> </ul>	Mentee Self-Assessment			Mentor Assessment		<b>Mentor scoring:</b> 1: Needs intensive support 2: Needs some support 3: Competent - little or no support required
	Confident	Needs more support	N/A	Score (1-3)	N/A	
<b>B. ART</b>						<b>Mentor Notes / Score Explanation</b>
1	Correctly selects appropriate treatment regimen for all patients (including TB, pregnant, lactating and paediatric patients).					
2	Calculates adherence using doses missed and pill counts (using job aid if necessary).					
3	Recognises toxicity/side effects, grades the severity and manages appropriately - mentee should demonstrate capability to identify side effects					
4	Recognises and treats IRIS appropriately.					
5	Submits and interprets viral load samples on schedule (6 months, 2 years, and every 2 years thereafter).					
6	Recognises treatment failure and responds/refers appropriately.					
7	Appropriately recognises when patients should be referred for further management.					

Totals: <sup>c</sup> <sup>d</sup>

$$\text{Calculate total score: } \left( 100 \times \frac{c}{d} \right) \div \left( 21 - \frac{d}{d} \right) = \boxed{\phantom{000}} \%$$

Based on %, tick:  RED (0-49%)  ORANGE (50-79%)  GREEN (80-100%)

	Mentee Self-Assessment			Mentor Assessment		Mentor scoring: 1: Needs intensive support 2: Needs some support 3: Competent - little or no support required
	Confident	Needs more support	N/A	Score (1-3)	N/A	
<ul style="list-style-type: none"> <li>• Mentee Self-Assessment Column = Completed by Mentee</li> <li>• Mentor Assessment Column = Completed by Mentor</li> </ul>						
<b>C. PMTCT and paediatrics</b>						<b>Mentor Notes / Score Explanation</b>
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						

Totals:

e	f
---	---

Calculate total score:  $\left( 100 \times \frac{e}{f} \right) \div \left( 33 - \frac{f}{f} \right) = \boxed{\phantom{000}} \%$

Based on %, tick:  RED (0-49%)  ORANGE (50-79%)  GREEN (80-100%)

	Mentee Self-Assessment			Mentor Assessment		Mentor scoring: 1: Needs intensive support 2: Needs some support 3: Competent - little or no support required
	Confident	Needs more support	N/A	Score (1-3)	N/A	
<ul style="list-style-type: none"> <li>• Mentee Self-Assessment Column = Completed by Mentee</li> <li>• Mentor Assessment Column = Completed by Mentor</li> </ul>						
D. Additional topics						Mentor Notes / Score Explanation
1	Provides ongoing adherence counseling and support.					
2	Advises patients on positive living - proper nutrition, alcohol/drug cessation, sexual risk reduction, HIV/AIDS disease progression, transmission,					
3	Follows up on partner/children HIV status ascertainment.					
4	Treats patients with empathy, dignity and respect, using appropriate language and protects their privacy and confidentiality.					
5	Recognises and treats STIs and provides dual protection (contraception and condoms) to all patients.					
6	Provides PEP within 72 hours of sexual or occupational exposure to HIV.					
7	Clearly documents and updates patient health passport, mastercard and register.					

Totals: g h

Calculate total score:  $\left( 100 \times \frac{g}{21-h} \right) = \boxed{\phantom{000}} \%$

Based on %, tick:  RED (0-49%)  ORANGE (50-79%)  GREEN (80-100%)

Once the assessment is complete, transfer the total % scores from each section to the boxes on the front page to calculate the overall % score.

**Please add additional comments below and on the back of this page**

.....

.....

.....

.....