Module 4. Evaluator Roles and Competencies:

Purpose: To provide an overview of the knowledge and skills required of an evaluator and using best practices when conducting a personnel competency assessment.

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| Pre-requisite  Modules | Modules 1 to 3 |
| Module Time | 45 minutes |
| Overall Learning Objectives | At the end of this module, you will be able to:   * Describe the skills and abilities required to be an evaluator of HIV-RT personnel competency * Distinguish between acceptable and unacceptable practices when conducting a personnel competency assessment. * How to continue to improve as an evaluator using reflective practices. |
| Resources | PowerPoint slides, pointer, prepared flipchart, and markers. |

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| **Slide #** | **Title** | **Teaching Points** |
| 1 | Evaluator of HIV-RT Personnel Competency: Roles and Tasks | DISPLAY this slide before you begin any activities for this module. Make sure participants are aware of the transition into a new module. |
| 2 | Learning Objectives | STATE the objectives to the participants on the slide. |
| 3 | Important  Skills for Evaluators | EXPLAIN the skills required for an evaluator. |
| 4 | Characteristics of an Evaluator | EXPLAIN to participants key characteristics of an evaluator. |
| 5 | Evaluators Knowledge and Skills | EXPLAIN the type of technical knowledge and tools that an evaluators needs to know for HIV Rapid Testing. |
| 6 | Evaluators Skills & Abilities: Direct Observation | EXPLAIN how to use the direct observation checklist to evaluate personnel competency. |
| 7 | Evaluator Skills & Abilities: Characteristics | STATE the points on the slide. |
| **8** | Evaluator Skills & Abilities: Responsibility | Inform the participants with this slide the following:  EMPHASIZE the responsibilities as shown on the slide,  EMPHASIZE that as an evaluator it is your responsibility to objectively assess a person’s competency in HIV rapid testing to ensure that they are providing accurate results to the client. |
| **9** | Evaluator Skills & Abilities: Professionalism | STATE the points on the slide. |
| 10 | How well do you communicate? | ASK the participants “How well do you communicate”?  NOTE participant’s responses on the flip chart. |
| 11 | The many faces of communication | STATE the points on the slide. |
| 12 | 80% of Communication is Non-Verbal | ASK participants, “What non‐verbal body language are YOU sending?”  GO through the bullet points one by one. As you go through, relate participant’s responses on the flip chart. |
| 13 | Evaluators Practice Reflection to Continuously Improve | EXPLAIN how an evaluator practices self-reflection for continuous quality improvement |
| 14 | Areas of Application for Skills and Abilities | STATE the points on the slide. |
| 15 | Evaluator Dos & Don’ts | STATE the points on the slide.  EMPHASIZE best practices |
| 16 | Evaluator Dos & Don’ts | STATE the points on the slide.  Explain reasons why an evaluator should not do the points stated on the slide during the competency assessment. |
| 17 | Review | DISCUSS each bullet points after all the activities. |