

# MTCT-PLUS DISCLOSURE COUNSELING SKILLS CHECKLIST

Directions: Please write the number of this exercise in the right upper corner on both pages. Then, take a few minutes to read all the questions below. As you watch the counseling session and observe a specific behavior being demonstrated, place a check beside the behavior under the **Yes** column. If you want to make comments about the specific behavior, please do so in the right hand column. **Exercise #** \_\_\_\_\_

Yes	Behavior	Comments
<b>Initiating the Session</b>		
	1. Greets client properly	
	2. Introduces self and role	
	3. Demonstrates respect	
	4. Establishes reason(s) for session	
	5. Negotiates the agenda and how long the session will last	
	6. Explains confidentiality and shared confidentiality	
<b>Gathering Information</b>		
	7. If client is new, collects necessary background information	
	8. Inquiries about mood and anxiety symptoms	
	9. If follow-up session, begins by summarizing previous session	
	10. Gets client's view of problem(s) and/or progress	
	11. Discusses problem(s) and/or progress	
	12. Appropriately moves from open to closed questions	
	13. Listens attentively (verbal & non-verbal acknowledgement)	
	14. Gives client time to talk (without interrupting)	
	15. Uses verbal & non-verbal cues to encourage patient response	
	16. Uses easily understood questions and comments	
	17. Checks/clarifies client's statement	
<b>Understanding the Client's Perspective</b>		
	18. Acknowledges client's views on the problem(s)	
	19. Explores client's concerns about the problem(s)	
	20. Encourages expression of emotions	
	21. Picks up verbal and non-verbal cues	
	22. Acknowledges client's accomplishments/progress/challenges	

### Providing Structure to the Session

	23. Encourages client to take time to think things through	
	24. Talks about partners who need protection from infection	
	25. Discusses major advantages/disadvantages of disclosure	
	26. Helps client identify barriers and fear about disclosure	
	27. Explores possible options to overcome barriers/fears	
	28. Identifies sources of support	
	29. Supports client in making choices	
	30. If client decides to disclose, assists him/her to think about likely responses and develop an action plan	
	31. Provides ongoing support and reassurances	
	32. Summarizes at end of a specific line of enquiry	
	33. Progresses using transitional statements	
	34. Structures logical flow of discussion	
	35. Attends to timing	

### Building a Relationship

	36. Demonstrates appropriate non-verbal behavior	
	37. If writes, does not interfere with dialogue/rapport	
	38. Maintains a respectful tone	
	39. Expresses caring, concern, empathy for client	
	40. Appears confident	

### Closing the Session

	41. Encourages client to discuss any additional points	
	42. Reminds client that disclosure is a process	
	43. Closes session by summarizing briefly	
	44. Reviews next steps with client, including appropriate referrals	
	45. Documents session in medical record	

Participant's Overall Impression:

Satisfactory:

Satisfactory But:

Unsatisfactory:

#### References:

*Calgary-Cambridge Observations Guide 1.* Suzanne Kurtz, Faculty of Medicine and Education, University of Calgary, Alberta, Canada.  
*The SEGUE Framework.* Gregory Thomas MaKoul, Northwestern University Medical School.