



VENA Self Audit Counseling Checklist

Skills Checklist

Rate counselor on a scale of 1 to 5 on how well each skill was performed.

1 = Needs significant practice. 5 = Excellent, keep up the great work!

1	2	3	4	5	Comments
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Establishing Rapport

Attempted to establish rapport with the client (including but not limited to introducing self, smiling, making eye contact versus focusing on paperwork)						
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Completing Assessment Forms

Reviewed client's past history, clarifying responses as needed						
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Offered to share findings (Ht/Wt/Hgb/Hct) in a non-judgmental manner						
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Identifying and Exploring Concerns

Attempted to open conversation using any of the following (but not limited to): - following up on previous goal, if applicable - open-ended questions - agenda setting tools						
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Attempted to explore parent/client's concerns using active listening and open-ended questions						
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Provided nutrition information that is accurate, tailored to client concern, and not overwhelming						
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Setting Goal

Attempted to summarize the key points of the conversation						
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Helped client set goal if client is receptive (counselor did not create goal for client or insist that a goal is required)						
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Documented goal(s) on the VENA family documentation tool for follow up						
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Closing on Positive Note

Attempted to conclude on positive note by for example (but not limited to): - expressing appreciation for client's time - showing enthusiasm about following up next time						
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Additional Comments

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