Core Competency Checklist

Required for completion; OAC 4723-26-12(B) and (C)

Student name: _____ Pathway: _____ Cohort: _____

Rate each item S (Satisfactory) or N (Not yet). Every item must be S to complete. RN items are nursing tasks and are verified only by the RN instructor.

#	Domain	Competency	Verified by	S / N	Date and initials
1	Clinical basics	Measures blood pressure accurately with an automated upper-arm cuff, correct cuff size and position	RN		
2	Clinical basics	Measures pulse, respirations and temperature; records them correctly	RN		
3	Clinical basics	Recognizes readings and symptoms that need same-day or emergency follow-up, and reports them per protocol	RN		
4	Clinical basics	Recognizes pregnancy warning signs and reports to the RN supervisor at once	RN		
5	Clinical basics	Performs adult, child and infant CPR and basic first aid	CPR instructor		
6	Clinical basics	Uses basic medical terms correctly in notes and with providers	Instructor		
7	Upstream practice	Completes an SDOH screening and names the upstream cause behind a client's main concern	Instructor		
8	Upstream practice	Builds and uses a community asset map for the service area	Instructor		
9	Upstream practice	Explains how a local policy affects a health outcome and names a way residents can act on it	Instructor		
10	Cultural humility	Recognizes personal bias and adjusts approach	Site supervisor		
11	Cultural humility	Adapts services to a client's culture, language, faith and literacy	Site supervisor		
12	Communication	Uses active listening and reflective statements	Instructor		
13	Communication	Conducts a structured intake interview	Instructor		

#	Domain	Competency	Verified by	S / N	Date and initials
14	Communication	Writes a clear, professional message to a provider	Instructor		
15	Communication	Makes an outreach phone or video call following a script and privacy rules	Site supervisor		
16	Health education	Plans and teaches a group health education session with a visual aid	Instructor		
17	Health education	Teaches a healthy living topic in plain language and checks understanding (teach-back)	Instructor		
18	Service coordination	Makes a referral that fits the client's need and follows up to confirm it was completed	Site supervisor		
19	Service coordination	Helps a client start an entitlement application (Medicaid, SNAP, WIC or similar)	Site supervisor		
20	Service coordination	Builds a wellness plan with the client, with goals in the client's words	Instructor		
21	Service coordination	Sets client priority level and contact schedule with the supervisor	Site supervisor		
22	Safety and reporting	Recognizes signs of abuse, neglect, family violence or trafficking and follows the reporting protocol	Instructor		
23	Safety and reporting	Recognizes a mental health or substance use crisis and makes a warm handoff (988, ADAMHS, emergency)	Instructor		
24	Safety and reporting	Plans and conducts a safe home or site visit, including boundaries and an exit plan	Instructor		
25	Documentation	Writes accurate, objective case notes within 24 hours	Site supervisor		
26	Documentation	Protects confidentiality and follows release of information rules	Site supervisor		
27	Documentation	Submits notes for supervisor review and acts on feedback	Site supervisor		
28	Office and digital	Uses email, calendar, a data tracker and a telehealth platform correctly	Instructor		
29	Advocacy	Speaks up for a client's needs with an agency, with the client's consent	Site supervisor		
30	Community capacity	Facilitates a community group meeting and records decisions	Instructor		

#	Domain	Competency	Verified by	S / N	Date and initials
31	Community capacity	Completes an IDEAS project from identifying a need through sharing results	Instructor		
32	Professionalism	Keeps boundaries, practices self-care and works within Ohio CHW scope	Site supervisor		

RN verification of nursing tasks

I verify that this student was taught, and demonstrated, the skills needed to perform the nursing tasks included in this curriculum (items 1 to 4).

Registered nurse signature

Printed name and credentials

Date

Ohio RN license number

Instructor or administrator verification of non-nursing tasks

I verify that this student was taught, and demonstrated, the skills needed to provide the non-nursing tasks of a community health worker (items 5 to 32).

Instructor or program administrator signature

Printed name and credentials

Date