

## CDD Supervisor Competencies Checklist

#	CDD Supervisor Competency	YES	NO	N/A
1.	Plans and schedules monthly supervision visits.			
2.	Greets the CDD and explains reason for visit and what to expect.			
3.	Treats the CDD with respect by actively listening and responding to concerns.			
4.	Practices active listening by asking open ended questions and by summarizing and repeating what they heard CDD to say and confirms understanding.			
5.	Asks about the status of past problems and resolutions.			
6.	Allows the CDD to evaluate their own performance by asking the CDD what they are doing well.			
7.	Asks the CDD if she/he has any questions.			
8.	Asks the CDD if any clinical questions have come up that the CDD is unsure of.			
9.	Asks if CDD has encountered any situations he/she could not address because s/he didn't know how.			
10.	Gives the CDD additional training for new skills and coaching for skills that need improvement.			
11.	Provides new or updated information and guidelines.			
12.	Used the <i>CDD Competency Checklist</i> while observing the CDD.			
13.	Reviews the <i>CDD Recording Form</i> and discusses the patients the CDD has seen since the last supervision visit.			
14.	Checks the inventory of CDD supplies and restocks supplies as needed.			
15.	Checks the inventory of CDD drugs and compares remaining stock with the number of drugs given on the <i>CDD Recording Form</i> .			

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16.	Clarifies any conflicts in inventory with the CDD and ensures the correct drugs and dose are given for the correct illness and age.			
17.	Restocks CDD drugs as needed.			
18.	Summarizes the visit using the <i>CDD Competency Checklist</i> and tells the CDD what she/he is doing well.			
19.	Suggests specific ways for the CDD to improve performance.			
20.	Motivates and encourages the CDD to continue to improve.			
21.	Asks the CDD if they are having difficulty with anything.			
22.	Discusses solutions to problems together with the CDD.			
23.	Works with the CDD to discuss an action plan for next visit.			
24.	Schedules the next visit with the CDD before leaving.			
25.	Thanks the CDD for their work and contribution to the community.			