

**Equipment Skills Validation Tool  
Health Buddy**

Employee name: \_\_\_\_\_

SS#: \_\_\_\_\_

<b>Competency Elements</b>		<b>Date Met</b>	
1.	<b>Understands power and phone connections.</b> (need for continuous power)		
2.	<b>Checks phone for dial tone after connection.</b> (understands connection to answering machine)		
3.	<b>Presses the button below the word “continue” on the Health Buddy screen.</b>		
4.	<b>Is able to go through tutorial with patient.</b>		
5.	<b>Understands and demonstrates which buttons to push to answer questions appropriately.</b>		
6.	<b>Understands how information is sent to iCare desktop software program.</b>		
7.	<b>States the procedure for contacting technical support staff for any equipment or power failures.</b>		

**Date:** \_\_\_\_\_

**Employee:** \_\_\_\_\_

**Title:** \_\_\_\_\_

### VA Telehealth Equipment Training Skills Validation Tool

<b>Employee:</b>	<b>SS#:</b>		
Competency Elements Patient Unit		Not Met	Date Met
1.	Explains power and phone connections.		
2.	Explains buttons: green to answer the phone and blue to send the blood pressure readings back to care coordinator.		
3.	Demonstrates how to answer phone: Presses green button when phone rings.		
4.	Demonstrates how to take his/her blood pressure. Demonstrates appropriate cuff placement.		
5.	Using the stethoscope placement card, demonstrates where to place and how to hold stethoscope.		
6.	<p>Verbalizes understanding of the following concepts:</p> <p style="padding-left: 20px;">γ When the care coordinator disconnects from the visit, the green light may stay on. If the light stays on for longer than one minute, the patient should disconnect manually. Understands that if the green light is on the phone line is tied up.</p> <p style="padding-left: 20px;">γ If the first time the care coordinator calls the connection is not made, the patient needs to turn the green light off on their unit so the phone line will be open for the case manager to try again.</p>		
8.	Instructs patient and/or caregiver on process for calling program office for problems and to medical center phone advice line after administrative hours.		
9.	Verbalizes care of equipment-no picking up in case of dropping, no cleansers on equipment, ensures all connections are in place.		

Date: \_\_\_\_\_

Employee: \_\_\_\_\_ Title: \_\_\_\_\_

Preceptor: \_\_\_\_\_

**VA Telehealth Equipment Training Skills Validation Tool**

Employee:	SS#:	<b>STAFF</b>	
<b>Competency Elements Aviva Base Station Unit</b>		<b>Not Met</b>	<b>Date Met</b>
1.	Explains power and phone connections. (Turns on computer)		
2.	Opens Aviva Central Icon, enters password (user, user).		
3.	Clicks on patient or demonstrates how to add a new patient. (Adds phone number -- 8, area code + number to video phone section)		
4.	Once patient is selected, clicks on "Make a Call", enables speaker phone or picks up receiver.		
5.	Reminds patient it will take 30 seconds or so to connect and during this time there will be no audio or visual link.		
6.	Demonstrates how to take a snap shot, use high resolution and quarter frame size shots.		
7.	Remembers to let the patient know it is time to disconnect. Reminds the patient that if green light remains on after 1 minute to push it again to disconnect system. Hangs up speaker phone.		
8.	Exits program appropriately and documents encounter in CPRS.		

Date: \_\_\_\_\_

Employee: \_\_\_\_\_

Title: \_\_\_\_\_

Preceptor: \_\_\_\_\_