

# MTCT-PLUS BASIC 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.

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. Summarizes at end of specific lines of enquiry	
	24. Uses transitional statements or summarizing when changing topics	
	25. Structures logical flow of discussion	
	26. Attends to time	

### **Building a Relationship**

	27. Demonstrates appropriate non-verbal behavior	
	28. If writes, does not interfere with dialogue/rapport	
	29. Is not judgmental	
	30. Maintains a respectful tone	
	31. Expresses caring, concern, empathy for client	
	32. Appears confident	

### **Closing the Session**

	33. Encourages client to discuss any additional points	
	34. Closes session by summarizing briefly	
	35. Reviews next steps with client, including appropriate referrals	
	36. 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.