

Learner:	Mentor:	Date:
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Competency	Mentor's comments	Yes	No
Step one: Select			
1. Collects key information using assessment form and identifies if person needs: <ul style="list-style-type: none"> An absorbent product Immediate medical attention Referral for continence care 			
2. Discusses with person their type of incontinence including <ul style="list-style-type: none"> Day and night Urine and stool How often and how heavy 			
3. Considers the person's lifestyle and environment before selecting suitable products			
4. Selects product and features that best meet the person's needs and personal preference. Considers: <ul style="list-style-type: none"> The needs of the person assisting (if relevant) 			
5. Selects a suitable number of products to supply for washables / single use			
6. Identifies when person needs referral and refers to the appropriate service.			
Step two: Fit			
7. Selects the correct product size to match measurements			
8. Checks fit around waist, hips, thighs			
Step three: Teach			
9. Teaches the person (and caregiver) how to use the absorbent product including: <ul style="list-style-type: none"> How to put on and off Offers relevant advice for healthy bladder, bowel and skin protection Offers advice on washing, disposing and planning to go out. 			
Step four: Follow up			
10. Identifies key follow-up actions: <ul style="list-style-type: none"> Whether a different product or extra absorbency is required When to replace the three layers of washable product Refer to another service. 			
For all steps			
<ul style="list-style-type: none"> Demonstrates safe, client centred practice throughout all steps. 			

Notes for mentors

Use this skills checklist to help:

- Evaluate how well learners perform the skills to safely provide absorbent products and whether:
 - They can safely provide these products independently, or
 - Need extra mentoring and if so, which skills they most need to practise

Note that:

- This checklist focuses on the most important skills that are covered in the TAP module
- There may be other skills you would like your staff to develop, depending on your service needs. You can further develop this checklist if this would be helpful.
- You may not be able to observe the skills for all four steps in one session, as follow up in particular will happen at a later date.

To use the skills checklist:

- Observe learners carrying out absorbent product provision steps. This may be through role play (practising on each other) or with clients.
- Always make sure that practice with clients is carried out safely.
- Note on the form whether the trainee has performed each skill correctly. Use the comments column to provide details. This may be things that are done well, or areas that need further practice.

Providing feedback to learners:

- Discuss your observations with learners. Share with them their strengths, and areas needing more practice.
- Provide a copy of the completed checklist to the learner as their record.
- Continue to provide mentoring and support, and re-evaluate as they develop skills and confidence.

When is a learner ready to provide toilet and shower chairs independently?

- To provide absorbent products safely, a learner should consistently complete all skills correctly.
- Remember - mentoring and supervision is an ongoing process to continue improving skills.