



# FACE YOUR *Health*

## POST-LEARNING SESSION CHECKLIST

<p><b>Right After Each Session</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Complete the Learning Session Record.</li> <li><input type="checkbox"/> Complete the session contact portion of each Contact Sheet.</li> <li><input type="checkbox"/> Turn in copies of the Contact Sheets and Evaluation Forms to your program administrator or supervisor (if required) and review to address any problems.</li> </ul>
<p><b>1 to 2 Days Later</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Review the Contact Sheets. Call each woman and ask:             <ul style="list-style-type: none"> <li><input type="checkbox"/> If she needs any more information or would like to talk more.</li> <li><input type="checkbox"/> If she would like help making an appointment to get screened.</li> </ul> </li> <li><input type="checkbox"/> Add your notes to the follow-up section of the Contact Sheet.</li> </ul>
<p><b>1 to 2 Weeks Later</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Review the Contact Sheets. Call each woman and ask if she has a screening appointment scheduled.             <ul style="list-style-type: none"> <li><input type="checkbox"/> If she does not have an appointment, ask if she would like help making one.</li> <li><input type="checkbox"/> If she has already been screened, ask how it went and her results. Remind her to follow up on any abnormal results and to get screened again in 3 or 5 years.</li> </ul> </li> <li><input type="checkbox"/> Add your notes to the follow-up section of the Contact Sheet.</li> </ul>
<p><b>1 to 2 Months Later</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Review the Contact Sheets. Call each woman planning or scheduled to get screened since your last call.             <ul style="list-style-type: none"> <li><input type="checkbox"/> If she does not have an appointment, ask if she would like help making one.</li> <li><input type="checkbox"/> If she has already been screened, ask how it went and her results. Remind her to follow up on any abnormal results and to get screened again in 3 or 5 years.</li> <li><input type="checkbox"/> If she was told to come back for a follow-up appointment, ask if she has scheduled the appointment or if she needs help doing so.</li> </ul> </li> <li><input type="checkbox"/> Make copies of the materials you need.</li> <li><input type="checkbox"/> Add your notes to the follow-up section of the Contact Sheet.</li> </ul>