



WISEWOMAN Program Assurances Checklist

Name _____ Agency _____

Role in WISEWOMAN Program _____

Please initial next to each statement that applies to you in your role with the WISEWOMAN Program.

ALL Staff Involved in Implementing the WISEWOMAN Program

I assure I:

_____ Have been trained by the Michigan Department of Community Health (MDCH) WISEWOMAN Program Staff to implement the WISEWOMAN Program as outlined in the WISEWOMAN Program Description.

(<http://www.michigancancer.org/bcccp/wiseWomanProgram/PDFs/ProgramInformation/ProgramDescription.pdf>.)

_____ Will follow all WISEWOMAN Program policies and procedures as outlined in the WISEWOMAN Program Policies and Procedures Manual.

(<http://www.michigancancer.org/bcccp/wiseWomanProgram/ProgramPoliciesProcedures.cfm>)

_____ Will thoroughly complete all required WISEWOMAN Program forms.

Staff Providing the Screening Component

I assure I:

_____ Have been trained to conduct Blood Pressure screenings.

_____ Will follow all procedures for measurement of blood pressure as outlined in the documents, “Procedure for Measurement of Blood Pressure” and “Procedure for Measuring Blood Pressure on Lower Arm”.

(<http://www.michigancancer.org/bcccp/wiseWomanProgram/PDFs/ProgramPoliciesandProcedures/ClinicalScreeningProcedures.pdf>)

_____ Have been trained to use the Cholestech[®] Machine to measure Glucose and Total and HDL Cholesterol.

_____ Will follow all procedures for glucose and cholesterol measurement as outlined in the document, “Cholestech[®] Blood Collection by Finger Puncture for Cholesterol and Glucose”.

(<http://www.michigancancer.org/bcccp/wiseWomanProgram/PDFs/ProgramPoliciesandProcedures/ClinicalScreeningProcedures.pdf>)

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- _____ Will follow all procedures for assessment of pulse regularity as outlined in the document, “Procedures for Assessment of Pulse Regularity”.
(<http://www.michigancancer.org/bcccp/wiseWomanProgram/PDFs/ProgramPoliciesandProcedures/ClinicalScreeningProcedures.pdf>)
- _____ Will follow all protocols as outlined in the document, “Screening and Referral Protocols”.
(<http://www.michigancancer.org/bcccp/wiseWomanProgram/PDFs/ProgramPoliciesandProcedures/ScreeningandReferralProtocols.pdf>)
- _____ Will participate in the WISEWOMAN Quality Improvement Process related to blood pressure measurement and measurement of cholesterol and glucose using the Cholestech[®] machine in order to ensure each WISEWOMAN participant receives accurate screening results and quality care.

Staff Providing the Health Partnership Lifestyle Intervention Component

I assure I:

- _____ Have been trained by MDCH WISEWOMAN Program Staff about the Stages of Change.
- _____ Have been trained by MDCH WISEWOMAN Program Staff about how to implement the lifestyle intervention component of the program.
- _____ Have viewed the Motivational Interviewing videos on the WISEWOMAN website.
(<http://www.michigancancer.org/bcccp/wiseWomanProgram/EducationalVideos.cfm>)
- _____ Will use Motivational Interviewing techniques when working with WISEWOMAN participants.
- _____ Will follow all protocols as outlined in the document, “Lifestyle Counseling Protocols”.
(<http://www.michigancancer.org/bcccp/wiseWomanProgram/PDFs/ProgramPoliciesandProcedures/LifestyleCounselingProtocols.pdf>)
- _____ Will regularly contribute participant or agency Success Stories to MDCH for inclusion in reports to the Centers for Disease Control and Prevention (CDC) and/or to be published on the WISEWOMAN website.
- _____ Will participate in the WISEWOMAN Quality Improvement Process related to Lifestyle Counseling in order to ensure each WISEWOMAN participant receives the appropriate number of contacts as determined by her intervention level.

Staff Providing the Medical Care Case Management Component

I assure I:

- _____ Have been trained by MDCH WISEWOMAN Program Staff about the requirements of the Medical Care Case Management (MCCM) Component of the Program.

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- _____ Will follow all protocols as outlined in the document, “Medical Care Case Management Protocols”.
(www.michigancancer.org/bcccp/wiseWomanProgram/PDFs/ProgramPoliciesandProcedures/MedicalCareCaseManagementProtocols.pdf)

Staff Involved in the Data Entry Component of the Program

I assure I:

- _____ Have completed the online Data Entry Training to enter data into the Michigan Breast and Cervical Cancer Control Information System (MBCIS) WISEWOMAN Module.
(<http://www.michigancancer.org/bcccp/wiseWomanProgram/DataEntryTraining.cfm>)
- _____ Will enter data into the MBCIS WISEWOMAN module within 14 days after the participant is seen or as soon as possible after receiving information from an outside health care provider.