

Take Control of Your Health Chronic Disease Self-Management Program

Master Trainers: Instructions for Observing Peer Leaders

Standard

Master Trainers will observe the Peer Leaders who are under their oversight and coordination, at least once, during the first workshop they co-lead.

The Purpose

The purpose of the Peer Leader observation is to support the Peer Leader and share ideas to ensure fidelity. It is an opportunity to strengthen the Peer Leader model and to maintain quality of the Take Control of Your Health program.

Forms

- This instruction sheet details the process for the Master Trainer. The checklist is the tool used to conduct the observation.
- The Take Control of Your Health checklist, a step by step guide for delivering the program, includes a summary page and a sheet for each of the 6 sessions.
- Send the Peer Leader(s), in advance of the visit, the checklist summary sheet, the specific session page you will be observing and the “Peer Leaders: Overview of the Observation Visit by a Master Trainer” form which explains the process for the Peer Leader.
- Bring two copies of the summary page and the checklist for the specific session observed, as you are observing both Peer Leaders.

The Process

- Sessions 2, 3, 4, or 5 are best for observation. Stanford suggests not going on session 1 or 6.
- Arrange in advance to attend a specific session. Plan for additional time after the session or at another date to review the summary sheet. Do NOT show up unannounced.
- Ask the Peer Leader to inform the group in advance a Master Trainer will attend to observe the co-leaders. Emphasize that the MT is strictly there to observe, not to participate or be called upon as an “expert”.
- The role of the MT is observation only, do not participate in the session.
- Ask the Peer Leader to introduce the MT, whose role is to observe the Leaders.
- Complete the summary sheet and review with the Peer Leader after the session or at another pre-arranged time.
- Use a separate summary sheet for each Peer Leader.
- Both the Peer Leader and the Master Trainer will sign the summary sheet.
- Both the Peer Leader and the Master Trainer will maintain a copy of the summary sheet.
- MT will maintain summary sheets and make available for DHSS review upon request.