

## Community-Acquired Pneumonia Teaching Checklist

Level of understanding ( L.o.U.)

U - Understanding indicated

R - Repeat

N/A - not applicable

Resources:  Patient Education Booklet  How to hand rub  How to hand wash  Cover your Cough

Topic	Date	Name	Level of Understanding	Comments
<b>Understanding Community Acquired Pneumonia, (p. 3-5)</b>	Date 1	Name 1	L.o.U. 1	Comments 1
	Date 2	Name 2	L.o.U 2	Comments 2
<b>Treatment of Pneumonia, (p. 4+ 5)</b>	Date 1	Name 1	L.o.U 1	Comments 1
	Date 2	Name 2	L.o.U 2	Comments 2
<b>Medications: (p.4)</b>	Date 1	Name 1	L.o.U 1	Comments 1
	Date 2	Name 2	L.o.U 2	Comments 2
<b>When to return to the emergency department or you physician / nurse practitioner office. (p.6)</b>	Date 1	Name 1	L.o.U 1	Comments 1
	Date 2	Name 2	L.o.U 2	Comments 2
<b>Positioning that may assist breathing, (p.7)</b>	Date 1	Name 1	L.o.U 1	Comments 1
	Date 2	Name 2	L.o.U 2	Comments 2
<b>Prevention of CAP, (p 8+9)</b>	Date 1	Name 1	L.o.U 1	Comments 1
	Date 2	Name 2	L.o.U 2	Comments 2
<b>Coughing Etiquette</b> (Review "Cover your Cough" with person)	Date 1	Name 1	L.o.U 1	Comments 1
	Date 2	Name 2	L.o.U 2	Comments 2
<b>Hand Hygiene Review</b> (Review " How to Hand wash/ How to Handrub" with person)	Date 1	Name 1	L.o.U 1	Comments 1
	Date 2	Name 2	L.o.U 2	Comments 2

Identified Family Goals: _____ _____	Additional sources of information used: Eg; Videos/Books	Date	Videos/Books	Date
Identified Learning Barriers: _____ _____				
Comments: _____ _____ _____				

# Patient/Family Teaching Guidelines

1. Log into [www.healthpei.ca/carepathways](http://www.healthpei.ca/carepathways) . Find Patient Education materials. Find Community Acquired Pneumonia folder and open. Print a copy of the material enclosed.  
Otherwise, obtain from specified location on your unit, facility, or work site.
2. Material provided in the package correlates with the specific teaching checklist.
3. Use the checklist as a guide to the provided teaching material. It is a part of the paper chart.
4. Each row represents specific element of education for review.
5. Once the element is reviewed with the patient/family, date and sign your initials in the row that corresponds with the material. (This communicates to other health care providers what material has been covered.)
6. A key provided on the top left hand corner allows staff to document the level of understanding in the appropriate column.
7. An “R” in the Level of Understanding column indicates that the material needs to be repeated/reviewed again; therefore, some rows may require more than one date and signature.
8. The section at the bottom provides staff the opportunity to identify any goals or learning barriers the patient/family may have.
10. An additional section is provided to document any additional sources of information that are used to educate the patient/family.