

# Decision Framework (DF) Skills Audit Form

Rate yourself on the extent to which you already use the following processes effectively in your work with clients, consumers, patients or staff (depending on your role). The scales are from 0 (I need to work on this process) to 10 (I am doing really well with this process). Circle the appropriate number.

**To what extent do you already effectively and consistently do the following tasks?**

## Above the line processes

**a. Explain your role to in terms of tailoring information and advice to the other person's needs**

0.....1.....2.....3.....4.....5.....6.....7.....8.....9.....10  
I need to work on this I'm doing really well

**b. Ensure that the person knows and understands their health conditions and risks relevant to the consultation (when working with clients) or other issues (when working with staff or colleagues)**

0.....1.....2.....3.....4.....5.....6.....7.....8.....9.....10  
I need to work on this I'm doing really well

**c. Ensure that the person knows and understands the treatment, lifestyle, referral or other categories relevant to the consultation**

0.....1.....2.....3.....4.....5.....6.....7.....8.....9.....10  
I need to work on this I'm doing really well

**d. Assess and respect the person's prior knowledge and current actions**

0.....1.....2.....3.....4.....5.....6.....7.....8.....9.....10  
I need to work on this I'm doing really well

**e. Assist the person to prioritise the categories that they need to work on over time and/or highlight which categories you will assist them with**

0.....1.....2.....3.....4.....5.....6.....7.....8.....9.....10  
I need to work on this I'm doing really well

**f. Check motivation to work on the nominated categories for the current consultation or conversation**

0.....1.....2.....3.....4.....5.....6.....7.....8.....9.....10  
I need to work on this I'm doing really well

**g. Recognise and address ambivalence if it was present [addressing ambivalence may entail using the call it as you see it principle or the RICK-focused decisional balance technique]**

0.....1.....2.....3.....4.....5.....6.....7.....8.....9.....10  
I need to work on this I'm doing really well

See Over 

**h. Use a conversational questioning and reflection style to assess RICK and support behaviour change**

0.....1.....2.....3.....4.....5.....6.....7.....8.....9.....10  
I need to work on this I'm doing really well

**i. Take action appropriate to the person's RICK levels in Step 4 of the Decision Framework**

0.....1.....2.....3.....4.....5.....6.....7.....8.....9.....10  
I need to work on this I'm doing really well

## Below the line processes

**j. Help the person to generate options for taking action within a nominated category**

0.....1.....2.....3.....4.....5.....6.....7.....8.....9.....10  
I need to work on this I'm doing really well

**k. Collaboratively set appropriate personalised goals with the person [in a time-framed statement]**

0.....1.....2.....3.....4.....5.....6.....7.....8.....9.....10  
I need to work on this I'm doing really well

**l. Inquire about potential barriers to action with regard to stated personalised goals and actions**

0.....1.....2.....3.....4.....5.....6.....7.....8.....9.....10  
I need to work on this I'm doing really well

**m. Inquire about thinking barriers to action**

0.....1.....2.....3.....4.....5.....6.....7.....8.....9.....10  
I need to work on this I'm doing really well

**n. Confirm that the person was confident that they could carry out the agreed actions within the agreed time frame prior to ending the consultation**

0.....1.....2.....3.....4.....5.....6.....7.....8.....9.....10  
I need to work on this I'm doing really well

**o. Encourage a trial and error approach to taking action**

0.....1.....2.....3.....4.....5.....6.....7.....8.....9.....10  
I need to work on this I'm doing really well

**p. Discuss other support services, resources or personal support for the person's action attempts**

0.....1.....2.....3.....4.....5.....6.....7.....8.....9.....10  
I need to work on this I'm doing really well