

HOW TO ACCURATELY WEIGH AND MEASURE CHILDREN FOR THE CHDP WELL-CHILD EXAM

TRAINING MODULE USER GUIDE

Presenting the Training

The PowerPoint presentation in this module includes detailed talking points and background information to guide you. This training is intended for medical assistants, but the presentation can be tailored to meet the needs of other health professionals. This presentation is designed to be presented as a stand-alone workshop or combined with other training modules, most appropriately the *Assessing Child Growth Using Body Mass Index (BMI)-for-Age Growth Charts* training. Suggestions for slide timing for the training are listed in **Table 1** (page 3). For a shorter presentation, slides with extra detail (# 2, 17-18, 22-23, 26, and 30) can be hidden by following these steps:

1. On the **Slide Show** menu, select **Hide Slide** for each slide you wish to hide.
2. To unhide slides, go to **Slide Show** menu, select **Hide Slide** for each slide you wish to unhide.

Pre-Training Assessment

If you will be conducting your training in a medical office or clinic, contact the office prior to the training date to complete the *Pre-Training Assessment* form to determine: 1) the type of equipment used and, 2) if the equipment will be available for demonstration and practice.

Training Module Packets

This training introduces essential skills for accurately weighing and measuring children. For successful hands-on learning, print and assemble a complete training packet for each participant including presentation handouts and tools. Assemble extra packets for walk-ins. Print the following documents and place them in twin pocket folders:

- *How to Accurately Weigh and Measure Children for the CHDP Well-Child Exam* PowerPoint presentation handouts
- Weighing and Measuring Mini-Posters (4)
- *Growth Assessment Resources* handout (also used in BMI training module)
- *Training Evaluation* form

Customize and print labels for the training packet cover and inside pockets using the following:

- Training packet cover label template (for front cover of training packet)
- Pocket label template (for inside pockets of training packet)

Customize the following document and print as needed:

- Attendance sheet

You may include additional materials such as local weight management and physical activity resources. Links to other materials relevant to this topic are listed on the *Growth Assessment Resources* handout. You may enter the titles of additional handouts on the pocket labels. See **Table 2** (page 4) for the **Training Material Printing and Packet Assembly Guide**.

Speaker Tips:

When presenting the training, review the contents of the training packet with participants during your introduction.

Compatibility

You may need to customize the presentation to adapt the slides for viewing on your computer, laptop, or with a projector. Font sizes and charts may need to be adjusted. Animations have been included for selected slides. These may be modified or disabled to meet your needs.

Customizing PedNSS Data Charts

Slides #4-5 illustrate Pediatric Nutrition Surveillance System (PedNSS) data for prevalence and trends in childhood overweight and obesity for California.

Customize these slides for your county by following these steps:

1. Enter your county name in the title.
2. Right-click on the chart, select **Chart Object > Edit**.
3. Select the **Data** tab.
4. Enter your county name and the most current PedNSS data into the data sheet.
5. Select the **Chart** tab before closing the **Edit** feature by clicking outside the chart.
6. If the chart size changes upon closing the **Edit** feature, right-click on the chart, select **Chart Object > Edit**. On the chart, resize the plot area and adjust the legend and axis titles as preferred before closing the Edit feature by clicking outside the chart.

An alternate method is to copy a data chart that you have created in a spreadsheet or another presentation and paste it into this presentation. You may also contact your IT or graphics department for assistance.

Running the Presentation

When using a laptop and projector, you may need to adjust the screen display area if the entire viewing area of the slide is not visible. For the best image quality, set the resolution of the presentation and the computer so that they are compatible with your projector by following these steps:

1. On the **Slide Show** menu, select **Set Up Show**.
2. In the box marked **Performance**, select the appropriate resolution for your projector in the **Slide show resolution** drop-down list. Refer to your projector manual for the appropriate resolution setting for your projector model. If you cannot find this information, or if you are unsure, most projectors support a resolution of 800 x 600 pixels.

If the only choice in the **Slide show resolution list** is **Use Current Resolution**, this indicates that your computer display is set to a resolution of 640 x 480 pixels. To access additional choices, increase your screen resolution in Windows by right-clicking the desktop, selecting **Properties** on the shortcut menu, and then choosing the desired resolution in the **Display Properties** dialog box.

3. Select **OK**.

TABLE 1: SUGGESTIONS FOR SLIDE TIMING FOR A 50-60 MINUTE PRESENTATION

<i>Section</i>	<i>Slide</i>	<i>Title</i>	<i>Suggested Timing</i>
Introduction	1	How to Accurately Weigh and Measure Children for the CHDP Well-Child Exam	2 minutes
	2*	Directions to Hide Slides (Note: <i>Always hide this slide</i>)	
	3	Objectives	
Background	4	Overweight and Obese Children ages 2 to < 5 years	10 minutes
	5	Overweight and Obese Children ages 5 to < 20 years	
	6	Measurements You Take Are Important	
	7	Accurate Measuring Is Critical	
	8	Your Measurements Guide Providers	
	9	Your Measurements Guide Many Others	
	10	What challenges do you face?	
	11	Respect Privacy	
	12	Before you begin:	
	Measuring Infant Length	13	
14		Measuring Infant's Length	
15		Measuring Infant's Length	
16		Inappropriate Methods of Measuring	
17*		Measuring Infant's Length	
18*		Measuring Infant's Length	
Measuring Height (Stature)	19	Measuring Height (Stature)	5-7 minutes
	20	Measuring Height (Stature)	
	21	Inappropriate Methods of Measuring	
	22*	Measuring Height (Stature)	
	23*	Measuring Height (Stature)	
Weighing Infants and Toddlers	24	Weighing Infants and Toddlers	4-5 minutes
	25	Weighing Infants and Toddlers	
	26*	Weighing Infants and Toddlers	
	27	Alternate Weighing Method	
Weighing Children and Adolescents	28	Weighing Children & Adolescents	4-5 minutes
	29	Weighing Children & Adolescents	
	30*	Weighing Children & Adolescents	
Training Resources and References	31	Additional Growth Chart Training Modules	5 minutes
	32	Growth Assessment Resources	
	33	References/Photo Credit	
Practice Time	34	Practice Time	15 minutes

*Hide slides for shorter training

TABLE 2: TRAINING MATERIAL PRINTING AND PACKET ASSEMBLY GUIDE

<i>Training packet labels</i>	<i>Instructions</i>
Measure-CoverLabels.doc	<ul style="list-style-type: none"> • Print on 2" x 4" label stock
Measure-PocketLabels.doc	<ul style="list-style-type: none"> • Print on 2" x 4" label stock
<i>Training packet: left-hand pocket items</i>	<i>Instructions</i>
Measure-Presentation.ppt presentation handouts (34 single-sided pages or 17 double-sided pages)	<ul style="list-style-type: none"> • Print B & W double-sided copies on white paper • In the Print dialog box, select: <ul style="list-style-type: none"> ○ Print what: Handouts ○ Handouts: Choose preferred format ○ Color/grayscale: Pure Black and White ○ Check Frame Slides • Select # of copies needed • Select Print
Measure-TrainingEvaluation.doc (1 single-sided page)	<ul style="list-style-type: none"> • Print B & W single-sided copies on color paper
<i>Training packet: right-hand pocket items</i>	<i>Instructions</i>
4 Mini-Posters: Measure-InfantLt.pdf Measure-InfantWt.pdf Measure-ChildHt.pdf Measure-ChildWt.pdf	<ul style="list-style-type: none"> • Print B & W single-sided copies on color paper or color single-sided copies on white paper • Laminate or place in sheet protectors if desired
BMI-Resources.pdf (2 single-sided pages or 1 double-sided page)	<ul style="list-style-type: none"> • Print B & W double-sided copies on white or color paper
<i>Additional items</i>	<i>Instructions</i>
Measure-Attendance.doc (1 single-sided page)	<ul style="list-style-type: none"> • Print in landscape format on white paper
<i>Training Equipment and Props</i>	<i>Instructions</i>
Measuring and Weighing Equipment Infant length board Infant scale Height rod (stadiometer) Adult scale	<ul style="list-style-type: none"> • If training in a classroom setting, consider obtaining equipment for demonstration • If training in a clinic setting, determine in advance if clinic's measuring and weighing equipment will be available for demonstration and practice. See <i>Pre-Training Assessment Preparation</i> form (Measure-PreTrainingAssessment.doc)
Baby doll	<ul style="list-style-type: none"> • Use a plastic, weighted rag, or breastfeeding education doll (approximately 18-22", 3-5 #) for practice weighing and measuring session. Check with your local WIC program to borrow or obtain ordering information.