



Teach Back Checklist

Patient Name:
Caregiver Name:

Date:
Clinician:

The purpose of this checklist is to help the clinician work with the patient to ensure that s/he has a full understanding of how to properly manage her/his HF. It allows the clinician to document the patient's response and understanding of the information given to her/him.

How to use this tool:

- 1. Ask patient question
2. Document patient response
3. Use teach back script to clarify and provide more information to the patient
4. Have the patient repeat back to you what you have told them
5. Document if the patient has a full understanding

Table with 5 columns: Specific Heart Failure Questions, Learner Response, Teach Back Performed (Y/N), Teach Back Script, and Pt. Understands (Y/N). Rows include questions about weighing frequency, weight gain thresholds, reasons for weighing, and remembering to weigh daily.



How will you record your weight?			It is difficult to remember small changes in weight. Writing it down on a calendar or note pad will help you see when changes in weight should be reported.	
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DIET				
How much salt can you eat in a day?			Your sodium limit per day is _____. This amount is generally < 1500 mg/day; a healthcare provider should specify the limit as guidelines have changed.	
Do you use a salt shaker?			You should avoid using a salt shaker. Use herbs, garlic, and spices instead. Ms Dash is an acceptable salt substitute; but avoid other brands as they may have too much potassium.	
What foods should you stay away from?			The 6 most salty foods to avoid are: (1) processed meats (lunch meats, bacon, ham); (2) pizza; (3) soups; (4) breads; (5) breaded chicken and (6) sandwiches made with deli meats, bread and condiments (ketchup, sauces, etc.). Canned, bagged and boxed foods generally have more sodium than frozen foods.	
Can you name some salty foods you should stay away from?			Canned meats and fish (spam, sardines), anything pickled or smoked; boxed/bagged potatoes and rice, any non-homemade soups, fast foods, foods that have a lot of sauces or flour (e.g. spaghetti and spaghetti sauce, corned beef, turkey gravy, stuffing, and salad dressings).	
What should you do when eating out at restaurants, bowling alleys, movie theatres, etc.?			Ask the waiter for the amount of sodium in your meal (all fast food restaurants can provide this). Limit high salt foods like popcorn and pizza to very small portions. Asian foods and sauces may have MSG (a form of sodium) so tell your waiter you don't want any MSG in your food.	



What should you do when eating out at friends homes?			Ask the homeowner if they cooked with salt. Choose foods that are fresh and do not have a lot of gravy or sauces. Ask to eat the food “plain’ and for dressing/sauces on the side. Limit bread and breaded foods.	
What parts of a nutrition label should you pay attention to?			Two parts to focus on: (1) serving size and (2) sodium amount (per serving size). If you plan to eat 2 servings, you must double the sodium amount you are eating.	
Can you tell me how you would manage a low sodium diet at home?			Eat fresh foods (salads, fruit, vegetables, meats and fish) and avoid boxed, canned, bagged and many frozen foods. Read labels to learn which brands have less sodium content. Remove the salt shaker from the table and kitchen.	
<b>Fluid management</b>				
If ordered a fluid restriction: Can you tell me your fluid limit per day? And how you will monitor it?			Your fluid limit per day is _____. This amount is generally less than 2 L or 8 cups/day. A healthcare provider should specify the limit as guidelines do not recommend a restriction for everyone. Discuss monitoring methods such as using a 2L bottle of pop/soda, a large measuring pitcher, bowl or measuring cups to learn the limit.	



Being Active				
How often should you be active in a week?			You should exercise at least 3-5 times a week for at least twenty minutes. Start slow and build up. If you cannot walk and talk at the same time, you are working too hard. Stop for 1 minute and then restart at a slower pace. If you can have an easy conversation (not at all short of breath or sweaty), you may not be working hard enough. If your healthcare provider orders cardiac rehabilitation, you should attend to build up your strength and endurance and give you confidence in your capability.	

Medications				
What medications will you take when you go home?			The two most important types of medication specifically for heart failure are (1) Vasodilators that relax your blood vessels and prevent your heart from getting bigger and (2) Beta-Blockers, to help your heart pump better and help decrease your heart size.	
Do you know why you need to take these medicines?			Medications improve survival, improve your overall quality of life and decrease your chances of going to the hospital. For example ACE/ARB and beta-blockers can be used for blood pressure management, and they improve overall heart function. Removing fluid from your body can also help you breathe better and decrease swelling.	



What is the name of your water pill? How and when will you take it?			You may be taking a water pill also known as a diuretic to help your body get rid of extra water.  Your water pill is called _____ Another name for it is _____ Dosage is ___ mg ___ times a day	
How long will you take your medicine?			You will take your medicine until your doctor or nurse tells you it is okay to stop	
What side effects could happen when you take your medications? What should you do if that happens?			<ul style="list-style-type: none"><li>• A dry cough (ACEs)</li><li>• Visual disturbances/blue or green haloes (digoxin)</li><li>• swelling of mouth/throat (ACEs/ARBs)</li><li>• Leg cramping (water pill)</li><li>• Dizziness and low blood pressure (all vasodilators and beta blockers if pulse is low).</li></ul>	
What foods should you avoid when you are taking certain water pills like spironolactone or ACEI/ARB that increase your potassium levels?			You should avoid foods that are high in potassium like bananas, potatoes, raisins tomatoes and salt substitutes.	
What over-the-counter medicines should you avoid when you have heart failure?			Sodium based drugs like antacids that fizz and some laxatives, and non-steroidal anti-inflammatory drugs like Ibuprofen or Naproxen. Also, avoid decongestants. Do not take herbs unless your doctor or nurse gives permission.	
What should you do if you forget to take one of your medications at the right time?			You should take the next dose at the regular time. Do not take a double dose to “make up” for the one you missed.	



If you have any questions about your medications, who should you contact?			You should contact your doctor's office if you have questions about your medications. Always tell your doctor of any changes to your medications.	
How will you remember to take your medications?			Try to associate taking your medications with a daily habit (e.g., at breakfast or after brushing your teeth). Use a reminder system or a pillbox.	
<b>CONTACTING DOCTORS</b>				
Who should you call if your symptoms worsen?			Physician Name _____ Physician Number _____ If you are unsure which doctor's office to call, contact your heart failure doctor or nurse and they can tell you if you should contact someone else.	
What would you do for a weight gain of 2 to 3 pounds in one day or 4-5 pounds in one week or you experienced new or worsening shortness of breath, a cough or you need to sit up in bed at night to catch your breath?			You should immediately call your doctor or nurse. These are signs and symptoms that your heart failure may be getting worse.	
What would you do for chest tightness or pain?			If you received nitroglycerin (NTG) pills to place under your tongue or a spray, follow directions and if the chest tightness/pain is not relieved, go to the closest ER. If you did not receive NTG, go to the ER.	



<p>What signs/symptoms should you call your doctor about?</p>			<ul style="list-style-type: none"><li>• If you have new or worsened shortness of breath</li><li>• If you feel dizzy/lightheaded or that you are going to faint</li><li>• You have a sudden weight gain, like 2 to 3 pounds in one day or 4-5 pounds in one week</li><li>• You have increased swelling in your legs, ankles or feet</li><li>• You are suddenly so tired that you can't do your regular activities</li><li>• Your urine is dark, your pulse is fast and you are always thirsty</li></ul>	
<p>What symptoms should you call 9-1-1 about?</p>			<ul style="list-style-type: none"><li>• If you have severe trouble breathing</li><li>• If you cough up pink/foamy mucus or blood</li><li>• If you have a new irregular or fast heartbeat above 120 beats/minute.</li></ul>	