

**FAMILY PLANNING PROGRAM****SECTION:** Medical Services Administration**POLICY AND PROCEDURE MANUAL****SUBJECT:** Client Education

**POLICY:** All clients are to be given information to enable them to make informed decisions.

**GUIDELINES:**

1. Education services must provide clients with information needed to:
  - a. make informed decisions about family planning.
  - b. use specific methods of contraception and identify adverse effects.
  - c. perform breast/testicular examination.
  - d. reduce risk of transmission of sexually transmitted diseases and HIV.
  - e. understand the range of available services and the purpose and sequence of clinic procedures.
  - f. understand the importance of recommended screening tests and other procedures involved in the family planning visit.
  
2. Additional education should be offered about:
  - a. basic female/male reproductive anatomy and physiology.
  - b. value of fertility regulation in maintaining individual and family health.
  - c. reproductive health
  - d. health promotion/disease prevention:
    - 1) nutrition
    - 2) exercise
    - 3) smoking cessation
    - 4) alcohol and drug abuse
    - 5) domestic violence
    - 6) sexual abuse.
  - e. infertility education, as indicated.
  
3. Education should be appropriate for:
  - a. client's age/developmental age
  - b. level of knowledge and understanding
  - c. client's situation
  - d. client's language
  - e. client's wants
  - f. socio-cultural background.

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4. Client education should be presented in an unbiased manner.
5. A mechanism to determine that the information provided has been understood should be established.
6. Education activities must be documented on client's medical record, signed/initialed and dated by the caregiver.

## Reference:

1. Program Guidelines for Project Grants for Family Planning Services, January 2001, pp. 17-18, Section 8.1, Client Education.
2. Guidelines for Health Promotion and Disease Prevention in Reproductive Health Care Settings, 1981.