

# TOP Observation Form – UCSF Academy of Medical Educators

Small Group/One-on-One Teaching

NAME \_\_\_\_\_ OBSERVER \_\_\_\_\_

SETTING \_\_\_\_\_

FOCUS OF OBSERVATION (discuss w/ mentee in advance) \_\_\_\_\_

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<b>LEARNING CLIMATE</b>	<b>OBSERVATIONS</b>
Stimulates learners (enthusiasm for topic, animated voice, interest through body language)	
Involves learners (looks/listens to learners, encourages participation, avoids monopolizing discussion)	
Respect and comfort (uses learners names, invites learners to express opinions, states respect for divergent opinions, avoids ridicule/intimidation, admits own limitations)	

<b>STRUCTURE OF SESSION</b>	<b>OBSERVATIONS</b>
Focus of session (sets an agenda and defines/prioritizes goals, states relevance of goals to learner, avoids digressions)	
Pace of session (calls attention to time, covers all topics, has learners help pace session)	

<b>PROMOTION OF UNDERSTANDING/RETENTION</b>	<b>OBSERVATIONS</b>
Organization of materials (uses overviews/summaries/transitions, enumerates)	
Emphasis (varies voice quality/speed, repetition, uses visual aids, emphasizes important points)	
Clarity (uses examples, explains relationships in material)	
Fosters active learning (encourages note taking, provides a chance for skill practice/reformulate material/apply material to own experience)	
Explicitly encourages further learning and defines approaches/resources (readings, consultants, computer aids)	

<b>EVALUATION AND FEEDBACK</b>	<b>OBSERVATIONS</b>
Uses effective questioning techniques to assess learners' knowledge/skills/attitudes	
Provides learner with feedback (provides positive/corrective feedback, explains to learner why he/she is correct/incorrect, offers suggestions for improvement, develops an action plan with the learner)	

**DEBRIEF**

1. ELICIT SELF-ASSESSMENT BY MENTEE FIRST.
2. SUMMARIZE YOUR ASSESSMENT OF MENTEE'S STRENGTHS AND YOUR RECOMMENDATIONS (KEEP IN MIND AREAS OF FOCUS).

<b>STRENGTHS</b>	<b>RECOMMENDATIONS</b>

3. ACTION PLAN (MENTEE TO COMPLETE)

- 1.
- 2.
- 3.

\*Observation form adapted and modified by Kelley Skeff and others from the Stanford Faculty Development Course.