

Evaluation form – Facilitating a Group Discussion/Tutorial

This evaluation form should be used by the departmental scholar role tutor or nominee to evaluate the facilitation of a group discussion/tutorial undertaken by the trainee.

1. Personal Information

ANZCA ID:

Family name: _____ First Name: _____

2. Evaluation details

Title of discussion/tutorial: _____

Date:

3. Evaluation

For guidance on the satisfactory completion of this activity, refer to the accompanying Facilitating a Group Discussion/Tutorial Guidelines for departmental role scholar tutors and trainees.

	Significant improvement required	Addressed, some improvement required	Satisfactorily addressed
PLANNING AND PREPARATION (SET)			
Documents an appropriate learning plan (incorporating set/ body/ closure format)			
Identifies learning needs of participant(s)			
Defines the desired learning outcomes of the session			
Selects methods for teaching and learning appropriate to the content and group size			
Selects or plans educational material (i.e. pre-reading, handouts)			
Ensures teaching venue is suitable and resources are ready to use (i.e. audio-visual equipment)			
TEACHING (BODY)			
Content delivered supports achievement of learning outcomes and is current and evidence based			
Content is suitable for level of participants, adjustments are made if required			
Utilises educational resources to enhance learning (e.g. visual aids)			
Uses questions effectively to engage and challenge participants			

	Significant improvement required	Addressed, some improvement required	Satisfactorily addressed
Establishes and maintains effective functioning of the group, encourages active participation			
Uses time efficiently and effectively			
Provides a supportive, non-threatening learning environment			
FEEDBACK AND SUMMARY (CLOSURE)			
Acknowledges participation, encourages reflection on key learning points and their application			
Encourages further learning (i.e. pursue literature to answer questions, suggests relevant reading)			
Summarises key issues and concludes the session			

4. Feedback and reflection

DEPARTMENTAL SCHOLAR ROLE TUTOR TO COMPLETE:	
<p>Examples of what was done well <i>Example: Great engagement, you asked questions to specific participants to keep them involved</i></p>	
<p>Areas that need improvement and action <i>Example: Time could have been used more effectively by allowing participants sufficient time for the material to be discussed at appropriate depth.</i></p>	
TRAINEE TO COMPLETE:	
<p>Trainee reflection and comments <i>Example: I focused too much time on the presentation of material rather than use the presentation as a visual aid.</i></p>	
<p>Trainee action plan <i>Example: Reduce the number of slides and refer learners to information they can read after the session to cover extra material.</i></p>	

This evaluation form should be uploaded to the Training Portfolio System (TPS).

5. Names and Signatures

Name of DSRT (or nominee): _____

Signature: _____

Name of Trainee: _____

Signature: _____