

**Observer Checklist**    **TOSCE: #** \_\_\_\_\_    **Date:** \_\_\_\_\_    **Team:** \_\_\_\_\_    **Observer Initials:** \_\_\_\_\_

**Scoring Instructions**

1. Insert one team members' name at the top of each column.
2. Observe the participants during the team meeting discussion. Please do not interrupt them.
3. Using the 9-point scale, assess each team member's ability to demonstrate the 6 core objectives listed on the Assessment Sheet. Insert a score for each objective observed for each team member. The expectation for the team is to demonstrate all or most of the competencies outlined in the descriptions.
4. Some objectives may not be applicable or observed. If you feel that a particular objective is not applicable to that team member mark that box as NA.

1	2	3	4	5	6	7	8	9
Well below expected	Below expected			Expected	Above expected		Well above expected	

	<b>Participants</b>					
<b>DEMONSTRATES THE FOLLOWING:</b>						
<b>Communication</b> Communicates and expresses ideas in an assertive and respectful manner; uses communication strategies in an effective manner with others.						
<b>Collaboration</b> Establishes collaborative relationships with others; promotes the integration of information and perspectives from others; ensures that appropriate information is shared with other providers.						
<b>Roles and Responsibilities</b> Describes one's own roles and responsibilities in a clear manner; describes the roles and responsibilities of other providers; shares best practice knowledge with others; accepts accountability for one's contributions.						
<b>Collaborative Patient-Family Centred Approach</b> Seeks input from patient and family in a respectful manner re: feelings, beliefs, needs and care goals; integrates goals, values, and circumstances into care plans; shares options and health care information with patients and families; advocates for patient and family as partners in decision-making processes.						
<b>Conflict Management/Resolution</b> Demonstrates active listening and is respectful of different perspectives and opinions from others; works with others to prevent and deal effectively with conflict.						
<b>Team Functioning</b> Evaluates team function and dynamics; demonstrates shared leadership within the healthcare team that is appropriate to the situation; contributes effectively and meaningfully in interprofessional team discussions.						

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**Instructions for Global Rating Scores**

Observer

- Please do **not** use individual IPE competency scores from the previous page to determine the Global Score for either the Team or the Individual participant
- Using the scale below, please assign a global rating score for both the Team as a whole and the individual participants.
- This score should reflect your overall assessment of a) how well the team worked together to address the issue presented to them and b) the individual participant's contribution to the team
- **RED FLAG(S):** Please check the box () if an individual's decision/advice (care plan) put the patient at risk.

\*Reminder: The expectation for the team is to demonstrate all or most of the competencies outlined in the descriptions

Global Scores	Well below expected		Below expected		Expected	Above expected		Well above expected	
	1	2	3	4	5	6	7	8	9
Individual Rating for (insert participant name)									
Individual Rating for (insert participant name)									
Individual Rating for (insert participant name)									
Individual Rating for (insert participant name)									
Individual Rating for (insert participant name)									
Individual Rating for (insert participant name)									
<b>Team Rating</b>									

For Red Flags please describe the **patient safety** issue: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Additional Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_