

Clinical Educator Programme

Guidance on 'Teaching Observation and Feedback' sessions

Before the session

How can I prepare for the observation session?

There is no specific preparation required. However, we recommend that you attend our 'Planning and Evaluating your Teaching' and 'Small Group Teaching' workshops because these will help get you thinking about different ways you could structure your teaching session for the benefit of your learners and also give you some ideas about how to incorporate interactivity into your teaching.

How do I arrange to have my teaching observed?

If you would like to have your teaching observed, email the Clinical Educator Programme (CEP) administrators at cep@ed.ac.uk giving as much notice as possible to ensure that your request can be accommodated. The information we require are the specifics of the time, date and location of your teaching. It is useful to provide the tutor with a phone number in case of any last minute changes or problems. Due to demands on our programme we will only arrange a teaching observation and feedback session once you have shown significant engagement with our programme by having registered, having attended workshops and being close to Level 1 completion.

What kind of teaching can be observed?

Any type of teaching can be observed and in any environment, where it is practical to do so. Examples of the kinds of teaching that we have observed include: pre-clinical lectures to large groups of students; small group tutorials with students/trainees; 'Problem Based Learning' sessions; simulation sessions; one-to-one clinical teaching at the bedside; teaching in surgical theatres; teaching to multidisciplinary teams and to patient groups.

During and after the session

What happens on the day of the observation and feedback session?

The CEP tutor will come to your location shortly before your session start time. They will observe your and make notes. A template of the document they use can be viewed at <http://sefce.net/en-gb/resource/369> It reflects the requirements of the UK Professional Standards Framework (UKPSF) for teaching and supporting learning in higher education

https://www.heacademy.ac.uk/sites/default/files/downloads/UKPSF_2011_English.pdf

The document can be used flexibly and the same version is used for all the types of teaching we observe. The tutor will complete pages 1-4 during the session and leave pages 5-6 blank (see below). After your session, there is a feedback discussion. This is not something to worry about: indeed, we hope it will be enjoyable! It is informal and its purpose is to help you think about what you do well and whether there is anything that you could improve. It usually takes about 20 minutes. If there is insufficient time after your session, it is usually possible to arrange for a phone call at another time.

What happens after the observation and feedback session?

The CEP tutor will email you your teaching observation and feedback document. Pages 5-6 contain several questions for you to complete in your own time. They are designed to help you think about the session in more depth and they reflect the requirements of the UK Professional Standards Framework (UKPSF), as described above. It is helpful, but not obligatory, for you to answer the questions. You do not need to email us your answers and they will not be assessed. Your answers will be very useful for you if you are undertaking Level 3 of the CEP since they are the same questions that appear in Part 2 of the Reflective Assignment