**Instructions**

**Trainee:** Please print out as many copies of this form that you need for your activity and hand them out to your observers. The observers should return their completed forms to you (please make sure the observers do not enter on the form their names or other personal data that could identify them as the observer). Please scan and upload the completed forms to your trainee e-portfolio and link them to your completed electronic Observation Assessment Tool (OAT).

**Observer:** Please complete the ‘Details’ and ‘General’ sections, one of the specific activity sections (e.g. ‘Meeting – chairperson’) and the ‘Overall comments’ section below. Please return your completed form to the trainee. Please do not enter on the form your name or other personal data that could identify you as the observer.

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| **Trainee’s name:** |       |
| **Trainee’s GMC (if known):** |       |
| **Date of observation:** |       |
| **Activity observed (please select only one):** |       |

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| **General (to be completed for all observations)** |
| **How did the trainee perform in the following aspects? (Please tick only one box)** |
| Introduction of self | [ ]  Needs improvement | [ ]  Good | [ ]  Excellent |
| Adapted to specific situation | [ ]  Needs improvement | [ ]  Good | [ ]  Excellent |
| Ensure technology/logistics appropriate | [ ]  Needs improvement | [ ]  Good | [ ]  Excellent |
| Appropriate engagement with audience | [ ]  Needs improvement | [ ]  Good | [ ]  Excellent |
| Good use of voice/ tone / body language | [ ]  Needs improvement | [ ]  Good | [ ]  Excellent |
| Knowledge of subject | [ ]  Needs improvement | [ ]  Good | [ ]  Excellent |
| Gained attention of audience | [ ]  Needs improvement | [ ]  Good | [ ]  Excellent |
| Responsive to audience needs | [ ]  Needs improvement | [ ]  Good | [ ]  Excellent |
| Time management | [ ]  Needs improvement | [ ]  Good | [ ]  Excellent |
| Maintain engagement of audience | [ ]  Needs improvement | [ ]  Good | [ ]  Excellent |

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| **Presentation – face to face group** |
| **How did the trainee perform in the following aspects? (Please tick only one box)** |
| State objectives | [ ]  Needs improvement | [ ]  Good | [ ]  Excellent |
| Key points emphasised | [ ]  Needs improvement | [ ]  Good | [ ]  Excellent |
| Clear concise delivery | [ ]  Needs improvement | [ ]  Good | [ ]  Excellent |
| Logical sequence | [ ]  Needs improvement | [ ]  Good | [ ]  Excellent |
| Content appropriate to audience | [ ]  Needs improvement | [ ]  Good | [ ]  Excellent |
| Check for audience understanding/engagement | [ ]  Needs improvement | [ ]  Good | [ ]  Excellent |
| Responses to questions | [ ]  Needs improvement | [ ]  Good | [ ]  Excellent |
| State the conclusions | [ ]  Needs improvement | [ ]  Good | [ ]  Excellent |
| Collecting feedback from audience | [ ]  Needs improvement | [ ]  Good | [ ]  Excellent |
| Other comments (please use space opposite to write additional comments): |       |

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| **Presentation – online** |
| **How did the trainee perform in the following aspects? (Please tick only one box)** |
| State objectives | [ ]  Needs improvement | [ ]  Good | [ ]  Excellent |
| Key points emphasised | [ ]  Needs improvement | [ ]  Good | [ ]  Excellent |
| Clear concise delivery | [ ]  Needs improvement | [ ]  Good | [ ]  Excellent |
| Logical sequence | [ ]  Needs improvement | [ ]  Good | [ ]  Excellent |
| Content appropriate to audience | [ ]  Needs improvement | [ ]  Good | [ ]  Excellent |
| Ensure audience understanding/engagement (teleconference or present) | [ ]  Needs improvement | [ ]  Good | [ ]  Excellent |
| Responses to questions | [ ]  Needs improvement | [ ]  Good | [ ]  Excellent |
| State the conclusions | [ ]  Needs improvement | [ ]  Good | [ ]  Excellent |
| Collecting feedback from audience | [ ]  Needs improvement | [ ]  Good | [ ]  Excellent |
| Other comments (please space opposite to write additional comments): |       |

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| **Meeting – chairperson** |
| **How did the trainee perform in the following aspects? (Please tick only one box)** |
| Ensuring all attendees aware of purpose of meeting | [ ]  Needs improvement | [ ]  Good | [ ]  Excellent |
| Ensuring relevant participation from all attendees | [ ]  Needs improvement | [ ]  Good | [ ]  Excellent |
| Impartiality | [ ]  Needs improvement | [ ]  Good | [ ]  Excellent |
| Decisiveness | [ ]  Needs improvement | [ ]  Good | [ ]  Excellent |
| Summarising outcomes and next steps | [ ]  Needs improvement | [ ]  Good | [ ]  Excellent |
| Ensure audience understanding/engagement (teleconference or present) | [ ]  Needs improvement | [ ]  Good | [ ]  Excellent |
| Other comments (please use space opposite to write additional comments): |       |

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| **Meeting – contributor** |
| **How did the trainee perform in the following aspects? (Please tick only one box)** |
| Ensuring others knew purpose of his/her contribution | [ ]  Needs improvement | [ ]  Good | [ ]  Excellent |
| Meaningful and relevant contribution to meeting | [ ]  Needs improvement | [ ]  Good | [ ]  Excellent |
| Collaborative approach | [ ]  Needs improvement | [ ]  Good | [ ]  Excellent |
| Respect for others’ opinions | [ ]  Needs improvement | [ ]  Good | [ ]  Excellent |
| Engagement with meeting/discussion | [ ]  Needs improvement | [ ]  Good | [ ]  Excellent |
| Other comments (please use space opposite to write additional comments): |       |

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| **One to one teaching** |
| **How did the trainee perform in the following aspects? (Please tick only one box)** |
| State objectives | [ ]  Needs improvement | [ ]  Good | [ ]  Excellent |
| Key points emphasised | [ ]  Needs improvement | [ ]  Good | [ ]  Excellent |
| Clear concise delivery | [ ]  Needs improvement | [ ]  Good | [ ]  Excellent |
| Logical sequence | [ ]  Needs improvement | [ ]  Good | [ ]  Excellent |
| Content appropriate to learner | [ ]  Needs improvement | [ ]  Good | [ ]  Excellent |
| Check for learner’s understanding/engagement  | [ ]  Needs improvement | [ ]  Good | [ ]  Excellent |
| Responses to questions | [ ]  Needs improvement | [ ]  Good | [ ]  Excellent |
| State the conclusions | [ ]  Needs improvement | [ ]  Good | [ ]  Excellent |
| Collecting feedback from learner | [ ]  Needs improvement | [ ]  Good | [ ]  Excellent |
| Other comments (please use space opposite to write additional comments): |       |

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| **Other activity** |
| **Please state the activity and explain how the trainee performed it.** |
| Comments (please use space opposite to write your comments): |       |

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| **Overall comments** |
| **Please state your overall comments about the trainee’s performance.** |
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| **What went well? What could be improved?** |
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| **Competency level (Tick one only)** | [ ]  Needs major improvement for competency[ ]  Needs minor improvement for competency[ ]  Fully competent |