



Scholar role activities - Facilitating a group discussion/tutorial evaluation

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.

Personal details

College ID

First name

Surname

Evaluation details

Title of discussion / tutorial

Date

For guidance on the satisfactory completion of this activity, refer to the accompanying guidelines.

	Significant improvement required	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	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			

Feedback and reflection

To be completed by the departmental scholar role tutor

Examples of what was done well

Example: Great engagement, you asked questions to specific participants to keep them involved

Areas that need improvement and action:

Example: Time could have been used more effectively by allowing participants sufficient time for the material to be discussed at appropriate depth.

Departmental Scholar Role Tutor (or Nominee) signature

Name _____

Signature _____ Date _____

To be completed by trainee

Trainee reflection and comments:

Example: I focused too much time on the presentation of material rather than use the presentation as a visual aid.

Trainee action plan”

Example: Next time, I will ensure the evidence from the studies reviewed matches the recommendation from my assessment.

Trainee signature

Signature _____ Date _____

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