

Day to day quality assurance course debrief form

Day to Day Quality Assurance Course Debrief Form

Please use at the end of each day and pass to the administration team for scanning into the course evaluation data folder.

Course Title	XXXX	Date: XXXXXX
Faculty	x2 Specialists = xxxxxxxx x3 Debriefers = xxxxxxxx	
Course lead	XXXXX	
Review of Feedback Forms	Godd feedback. No concerns from delegates. No feedback regarding recommended improvements. Very positive.	
<ul style="list-style-type: none"> Did it meet learning objectives 	All faculty agree YES. All delegates agreed YES.	
Timetable/ Structure of day	Followed timetable. Kept to time although ran over on first scenario and debrief of the day. Managed to get time back without rushing or compromising other debriefs.	
<ul style="list-style-type: none"> What went well/ needs improving 	Happy with course today – look at timings in morning, may need to allocate a little more time to first scenario/debrief.	
Debriefing Model	Model / Adherence: All used Diamond DAA – generally felt good quality debriefs.	
Debrief the debrief themes	Application phase slightly lost a few times. Need to focus on this and signpost clearer.	
Scenarios	Content: No problems Other: No problems Actor Feedback: No problems	
Technical Feedback	No problems.	
Agreed Action Points		
What?	Who?	By when?
Course lead to look at timetable and adjust timings for first scenario and debrief.	XXXXX	Next course