**AHRQ Safety Program for Ambulatory Surgery**

Coaching Clinical Teams Module

Checklist for Creating an Observation Tool

This checklist can help you in each step of creating your observation tool.

**Drafting**

**(Before Testing Your Tool)**

**Testing**

**(Before Using Your Tool)**

|  |
| --- |
| **Make sure that your tool:**   * Is tested by those who will use it * Takes less than 15 minutes for the observer to fill out * Incorporates any feedback from the testing   **Make sure that:**   * Every time you change your tool you test it before using it * All observers are trained on how to use the tool and give teams constructive feedback |

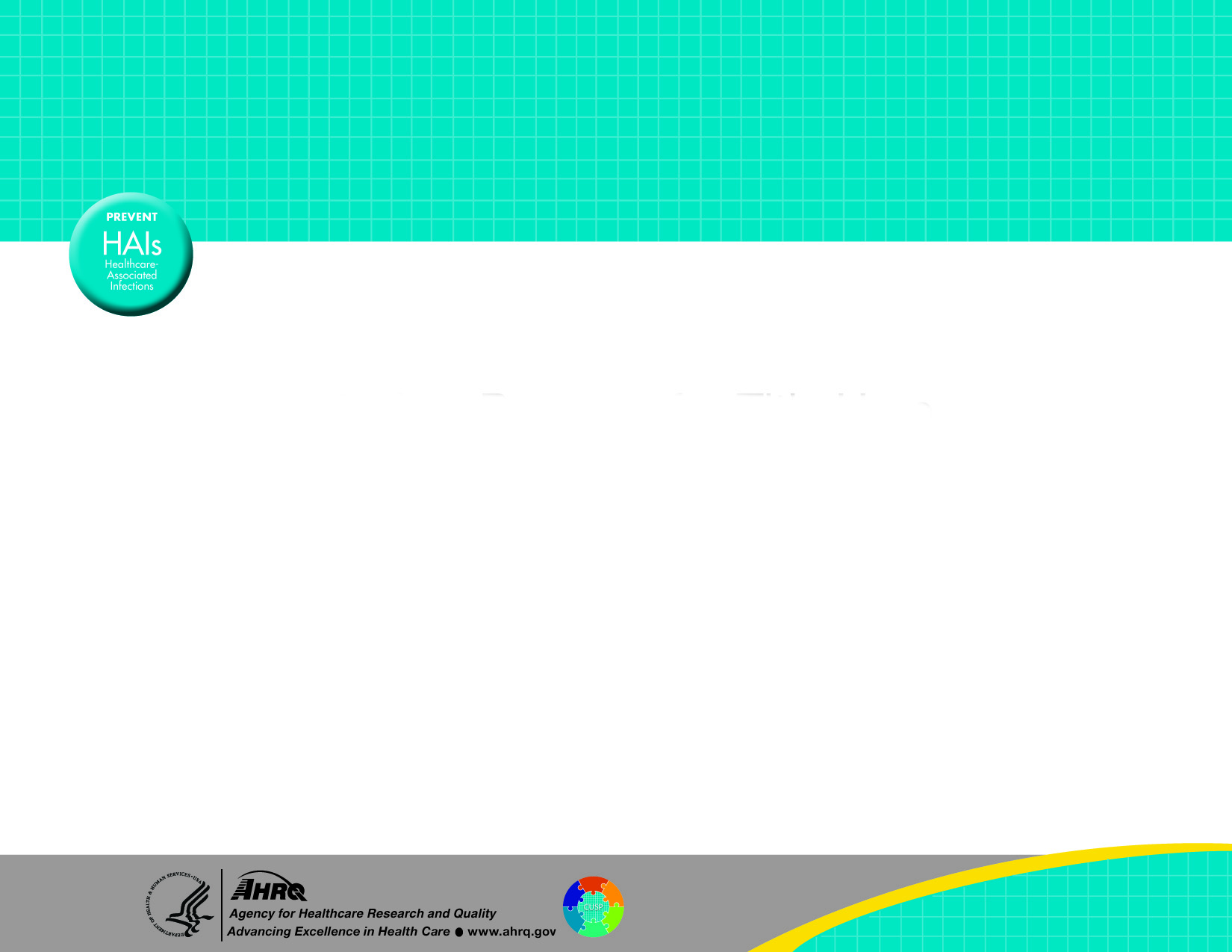
**(Before Using Your Tool)**

**Development**

**(Before Drafting Your Tool)**

**Make sure your tool—**

* Is brief
* Is readable
* Does not include personal identifiers
* Uses simple sentence structure and basic language
* Lists the items in the order in which the team will perform them



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**Make sure your tool—**

* Has clear objectives
* Is used at a clearly identified point in time of patient care
* Builds on tools you already have
* Can be used to observe teamwork, communication, and tone in addition to process
* Focuses on things that are visible to the observer

**Make sure your tool—**

* Is tested by those who will use it
* Takes less than 15 minutes for the observer to fill out
* Incorporates any feedback from the testing

**Make sure that—**

* Every time you change your tool you test it before using it
* All observers are trained on how to use the tool and teams are given constructive feedback

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