

HOW-TO-WRITE CHECKLISTS CHECKLIST

Writer _____ Date _____

Observer _____ Items Correct: _____ Scored: _____ %: _____

SCORING. + OBSERVED AS DESCRIBED. +/- PARTIALLY OBSERVED. – NOT OBSERVED OR OBSERVED TO BE INCORRECT

CHECKLISTS ARE THE BASIS OF JOB-EMBEDDED PROFESSIONAL DEVELOPMENT

Did the writer	Score	Comments
1. Examine the evidence supporting the practice?		
2. Specify the practice in the title of the checklist?		
3. Specify the desired steps in the checklist?		
4. Restrict each step to only one observable behavior?		
5. Establish the scoring method (e.g., observed, partially observed, not observed, not applicable)		
6. Determine the criterion for acceptable performance (e.g., 85% observed)?		
7. Determine the number of acceptable observations (e.g., 2 consecutive)?		
8. Include necessary steps?		
9. Include difficult steps?		

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