

The Educational Checklist

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The Educational Checklist is a tool that can be used to promote learning in any multidisciplinary team environment. It is particularly well suited to teams that meet all together at the start of a shift, for example at the start of a theatre list, ward round, clinic or on call shift.

The Educational Checklist consists of 2 acronyms, **LOAF** and **BREAD**.

At the start of the session use your **LOAF!**

- Identify the **L**earning **O**bjectives of your team
- Agree on an **A**ssessment tool
- Commit to a time when you will give **F**eedback

At the end of the session, feedback using the acronym **BREAD**.

- Discuss **B**est practise, what went well?
- Discuss areas for **R**eflection, where practise could be improved or developed
- Reach an **E**ducational agreement, this works best if it follows a SMART objective
Make goals specific, measurable, achievable, realistic and timebound.
- Now complete the **A**ssessment tool; the work-place based assessment you agreed to complete at the start of the session
- At the end of the session, the trainer receives **F**eedback from the learner on how they facilitated the session

Using the Educational Checklist at the start of your session has advantages for the whole team. Learners sharing their learning objectives at the start of the session is key to enable constructive alignment of their learning needs from the outset. Identifying the learning objectives of the whole team can give you an idea of the skill mix within your team. It can reduce hierarchy; everyone feels able to be identified as learners, no matter how senior. There may be a new procedure, new equipment or a new process that certain members of the team are unfamiliar with. It enables vicarious learning; team members can learn by watching others. It supports peripheral participation, where more junior team members become aware of the learning objectives being achieved around them. This can form the beginning of their learning journey in that environment.

Giving positive feedback is easy to do. Giving constructive feedback can feel more awkward and trainers can shy away from it, when in reality these are the learners that need feedback the most! By using a structure to deliver feedback at the end of the session (the **BREAD**), it signposts that you are giving feedback and it is expected that the feedback will be constructive and not just positive in nature. We do our learners an injustice if we do not do this, as it is this insight that will enable them to develop into safe, skilled, reflective professionals.

So many things can impact the delivery of training, not least of all service commitments and time pressures. The effect of Covid-19 has also been extremely detrimental to our training programmes across all specialties.

It is incumbent on us all to ensure that any training time we have is used its maximum potential.

Performing the Educational Checklist only takes a matter of minutes, even with a large team.

Make education a priority today!

To learn more about the Educational Checklist please visit www loafnbread.com. All the information is freely accessible. An [instructional video](https://prezi.com/v/l7bhwtuyrvu7/) (<https://prezi.com/v/l7bhwtuyrvu7/>) is also available.

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