

Filling Out the ‘Supervisor Observation Form’

First Step – Training of Supervisor:

Watch Choice Video Clips – learn easy ways how to offer choice while providing care

Second Step – Observe Staff:

Observe staff when they approach resident to provide care and listen to the interaction

Third Step – Code Communication:

Decide if choice was offered during care episode

Fourth Step – Fill out Form:

Present/ Absent – Mark boxes to record if choice was offered (present) or not (absent)

N/A - If care area was not observed or resident did not need verbal or physical assistance (independent), mark N/A (not applicable)

Example Out of Bed Care Observation

Out of Bed	Present	Absent	N/A
Offers choice of WHEN resident wants to get out of bed	X		

Tips for Observations

1. Incorporate observations into normal routine
 - Conduct observations during usual floor rounds
 - Observe when staff answer call lights
 - Observe different staff and different residents
 - Set a goal for number of observations needed in a certain time period (e.g. 1 per day, 5 per week)
2. Keep observation forms easily accessible in pocket or notebook
 - Record observations as soon as they occur
 - Store completed forms in one place/folder