
Field Notes FAQs

1	<p>What is a Field Note?</p> <ul style="list-style-type: none">• A Field Note is a recording device used in a clinical setting to document feedback from Preceptors to Residents
2	<p>What is the purpose of Field Notes in UBC's Family Medicine Program?</p> <ul style="list-style-type: none">• Field Notes serve two purposes:<ol style="list-style-type: none">a. To provide meaningful, ongoing formative assessment to enhance the learning of Residentsb. To provide data to help inform summative assessments such as ITARs and Periodic Reviews
3	<p>Is the Field Note a validated tool?</p> <ul style="list-style-type: none">• Literature on feedback has shown that brief feedback sessions, <u>if written down</u>, are shown to be effective to drive learning• A collection of Field Notes from multiple observers is considered to be valid and reliable as an assessment tool; therefore it can safely inform a summative assessment
4	<p>Who should write the Field Note?</p> <ul style="list-style-type: none">• Either a Preceptor or Resident can actually write a Field Note. If a Resident writes the Field Note, Preceptors should confirm the Resident's record of the situation.• Other observers of the Resident (ie. office staff, other medical professionals, patients) can also complete a Field Note, if desired
5	<p>Do I have to directly observe a Resident in order to write him or her a Field Note?</p> <ul style="list-style-type: none">• No, although the most accurate and powerful learning reinforcement and correction comes from directly observing Residents at work and providing specific feedback on what you actually saw and heard in their behaviour• You may also write a field note based on a case presentation a resident makes or on feedback you receive about the resident from another source (ie. patient or colleague)
6	<p>Do I have to watch an entire Resident/patient interaction to write a Field Note?</p> <ul style="list-style-type: none">• No. As long as you witness something worth commenting on, you may write a Field Note that provides concrete, behavioural feedback to the Resident
7	<p>When should a Field Note be completed after an observation?</p> <ul style="list-style-type: none">• As soon as possible. Feedback recorded directly following an observation is less subject to memory shift compared with that recorded subsequently
8	<p>How long should a Field Note feedback session take?</p> <ul style="list-style-type: none">• This is flexible but most Preceptors can provide concise verbal feedback and record this concretely on a Field Note within 2-3 minutes• Some Preceptors prefer to write Field Notes immediately following an observation and then schedule a longer session with the Resident at another time to discuss multiple observations and related Field Notes.

9	<p>What happens to completed Field Notes?</p> <ul style="list-style-type: none"> Completed Field Notes are saved by the Resident and are used to partially inform the completion of ITARs and Periodic Reviews Residents are expected to gradually accumulate Field Notes that indicate their progress in demonstrating all of the competencies required for program completion and professional licensing
10	<p>How often should I be writing a Field Note?</p> <ul style="list-style-type: none"> Residents are expected to receive 1 Field Note per day during their residency period
11	<p>What does the “Level of Supervision Required For This Activity” field mean?</p> <ul style="list-style-type: none"> This is an indication of the level of confidence that the preceptor has in the resident to complete the activity identified on the Field Note, based on how nearby and directly involved the preceptor feels s/he needs to be to ensure patient safety at this time
12	<p>If I record “negative” feedback, will it go on a Resident’s permanent record?</p> <ul style="list-style-type: none"> No. Field Notes are not part of a Resident’s permanent file Preceptors and Residents are encouraged to “flag” a Field Note that needs follow up and to ensure that a subsequent Field Note documents improvement in the area of concern
13	<p>Are other Family Practice residency programs using Field Notes?</p> <ul style="list-style-type: none"> Yes, most programs use a version of a Field Note or are currently developing one. Some examples of those with well-developed Field Note programs are the University of Alberta, Dalhousie, and the Northern Ontario School of Medicine



Field Note Dos	Field Note Don'ts
<ul style="list-style-type: none"> ✓ Provide concrete, behaviour-based feedback ✓ Keep it concise and use language that the learner will understand ✓ Assign the feedback to 1-2 most applicable CANMEDS-FM roles and Skill Dimensions 	<ul style="list-style-type: none"> × Write generalities such as “Great job!” or “Keep working on that.” × Write a novel or use lots of complicated jargon or abbreviations × Check off every box on every scale