

Site Location: Date: Attendees:

Worksheet: Monitoring Implementation and Fidelity

Checklist For Implementation and Observation	Red Flags for Program Failure	Corrective Action	Early Observation	Later Observation
Has the planning process with the site been successful?	Unorganized, lack of support, or lack of agreement on the planning checklist components	Cautious, monitored implementation; listen to students; have a plan B; consider postponing		
Are students busy enough? Is the work meaningful?	Insufficient patients/work; little/no opportunity for meaningful patient interaction	Discuss with clinical champion and or admin; engage other site personnel; modify patient interaction (e.g. questionnaire)		
Does the work allow them to function as a team and practice team skills?	No/limited opportunity to come together to share information or give feedback	Monitor/comment on their log; coach emphasizes team activity; remind clinical champion of required time for team skills		
Is there a consistent room for team skills practice?	Inconsistent project space; students routinely displaced	Discuss with clinical champion or admin		
Is there a consistent clinical champion present each time?	No one to meet them each time for support/direction	Discuss with clinical champion; identify backup if needed		
Is the team skills coach effectively coaching for team formation and skill development?	Ineffective coaching; not engaged; insufficient feedback or observations	Discuss improvements; retraining		
Are students reflecting and documenting tasks in the learning platform?	Student teams do not take the work seriously; brief, cursory document entries	Coach reminds team; faculty gives feedback on learning platform documents.		