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

<table>
<thead>
<tr>
<th>Out of Bed</th>
<th>Present</th>
<th>Absent</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Offers choice of WHEN resident wants to get out of bed</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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