

Tips for Completing your External Feedback Option to Support Learning

General

- Choose an external feedback option that relates to your goal. For example, if you set a goal about mentorship of support personnel, you might choose peer feedback (and have a colleague or a support personnel be your peer to provide feedback). You could also choose a guideline/document review and choose to review the ACSLPA Guideline on Working with Support Personnel.
- Every goal will fit at least one external feedback option. Some options seem to lend themselves better to certain goals. For example, if you have a clinical goal to trial a new method (and you did), then a case review might work well. If you chose Jurisprudence, then completion of a guideline/document review is a great choice (and ACSLPA recommended).
- Use the “save” button frequently to minimize any risk of losing your work. It’s your best friend! Tell your peer the same.

Peer Feedback/Case Review

- Case Review and Peer Feedback are both three-step processes. You will complete the initial reflection, then your peer completes their sections, and finally you will need to tie it all together into a summary. You’re not complete until you’ve finished all three steps.
- Peers have 7 days to complete their feedback once they open the link sent by email. Tell your peer to be ready to complete it as soon as they open the link!
- Your peer (for case review or peer feedback) can be any variety of person. Consider using a member of your multidisciplinary team or a teacher. Perhaps you have a supervisor or clinical lead who can provide feedback.
- Be sure to have some pre-discussion with your peer. Review the case with them. Talk with them about your goal and your progress toward it – what worked? What didn’t? Make sure they’re willing to be your peer!

Guideline/Document Review

- The intent of this option is that you are reviewing a guideline or document that lays out a “standard” to which you can compare your practice. If you review a piece of legislation (e.g., *Children’s First Act*), you will want to think about how your practice measures up to the rules laid out in the Act.
- A review of a journal article **does not** count as a guideline/document (but you can still review articles as a way to achieve your goal).
- Popular choices that members are reviewing include: Clinical guidelines (e.g., ACSLPA’s *Guideline on Clinical Documentation and Record Keeping*), ACSLPA’s *Code of Ethics* and ACSLPA’s *Standards of Practice*.