Day to Day Quality Assurance Course Debrief Form

Please use at the end of each day and pass to the administration team for scanning into the course evaluation data folder.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>XXXX</th>
<th>Date: XXXX</th>
</tr>
</thead>
</table>
| Faculty      | x2 Specialists = xxxxxxx  
               x3 Debriefers = xxxxxxx |            |
| Course lead  | XXXX |            |

**Review of Feedback Forms**

- **Did it meet learning objectives**
  
  Good feedback. No concerns from delegates. No feedback regarding recommended improvements. Very positive.
  
  All faculty agree YES. All delegates agreed YES.

**Timetable/Structure of day**

- **What went well/ needs improving**
  
  Followed timetable. Kept to time although ran over on first scenario and debrief of the day. Managed to get time back without rushing or compromising other debriefs. Happy with course today – look at timings in morning, may need to allocate a little more time to first scenario/debrief.

**Debriefing Model**

- **Model / Adherence:**
  
  All used Diamond DAA – generally felt good quality debriefs.

**Debrief the debrief themes**

- Application phase slightly lost a few times. Need to focus on this and signpost clearer.

**Scenarios**

- **Content:** No problems
  
  **Other:** No problems
  
  **Actor Feedback:** No problems

**Technical Feedback**

- No problems.

**Agreed Action Points**

<table>
<thead>
<tr>
<th>What?</th>
<th>Who?</th>
<th>By when?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course lead to look at timetable and adjust timings for first scenario and debrief.</td>
<td>XXXXX</td>
<td>Next course</td>
</tr>
</tbody>
</table>