

# Tips for Effective Written Feedback

CHEST 2018 Session 10804: CHEST/APCCMPD Symposium for the Clinician Educator, Part 3: You Call That Feedback?

- Careful observation is the basis of good feedback.
- Verbal feedback is the basis of good written feedback.
- Be specific and be clear. Provide actionable, behavioral guidance on how to improve.
- Focus on task performance and avoid judgments in character.
- When possible, focus on behaviors with associated outcomes.
- High quality comments are detailed enough for an independent reviewer to understand.
- Strive to provide feedback across different core competencies/milestones.
- Consider the recipient's interpretation of your comments. Consider that some feedback may not be best delivered in written form.
- Avoid comparisons with other learners and make feedback goal-based.
- Be aware of multiple audiences your comments may reach (trainee, program director, admissions committee, etc.).
- Even excellent trainees need guidance and encouragement for growth. Consider one goal of feedback: to stimulate reflection in the learner.

## References

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