



## FoEM Resident as Teacher Experience

### How-To Guide for Using the RaT Feedback Form

Foundations of Emergency Medicine's core content Foundations I (F1) and Foundations II (F2) courses provide a ripe opportunity for a structured Resident as Teacher (RaT) Experience for senior residents. During this experience, senior residents assume a Resident Educator (RE) role F1 and F2 small group case-based learning. They are supervised by faculty Teaching Coaches, who assist them with preparation, oversee classroom meetings, and provide feedback.

To this end, our team has created a **RaT Feedback Form** that can be modified for use at your site. This is a web-based assessment tool that Faculty Teaching Coaches may use during or after each RaT meeting to provide targeted feedback to help Resident Educators grow and achieve the goals of the RaT experience.

#### Essential Information:

- Programs may choose to have a **SOLO Resident Educator** for each F1 and F2 small group (this is ideal for programs with small class sizes, thus limited REs) OR they may decide to have **PAIRED Resident Educators** for each F1 and F2 small group (Case Instructor + Resident Coach, more active teaching roles, better for programs with large class sizes).
- There are **different feedback forms** for SOLO (1 x RE) vs PAIRED (CI + RC) Resident Educator norms.
- Our team has created examples of each version of the RaT Feedback Form (found on the website under **Leadership Resources -> Resident as Teacher**) that can be replicated with info specific to your site. Please refer to step by step instructions below on how to replicate this form.
- This form can be sent out to Faculty Teaching Coaches as a link by email or embedded into your program's coaching guide.
- Data from your program's Google Forms (which only you can see!) can get converted to a Google Sheet or exported as an excel document and reorganized by your program coordinators to create summaries of resident performance..
- While your program will be able to review all submissions, Resident Educators **WILL NOT immediately be able to access their feedback forms**.
  - The form is automatically set up to send a copy to the **Faculty Teaching Coach email address** submitted within the form.
  - Faculty Teaching Coaches **must forward their form receipts** to the Resident Educator they evaluated or they will NOT see it!
- You should notify your Faculty Teaching Coaches about this tool **BEFORE** the F1/F2 RaT meeting; be sure to clarify that they should complete a feedback form for **every Resident Educator they observe** AND they must forward for form receipt to the RE in order for them to access it. Remind your coaches again **AFTER** the meeting.

### How to Create Your RaT Feedback Form from the “FoEM RaT Feedback Form” Templates using Google Drive. (Recommended Method)

1. Access the SOLO or PAIRED “FoEM RaT Feedback Form” through Google Drive using these links:
  - a. [FoEM RaT Feedback Form for SOLO REs](#) (single RE per group)
  - b. [FoEM RaT Feedback Form for PAIRED REs](#) (two REs per group)
  - c. **DO NOT EDIT TEMPLATES** (see \*\*\* below)
2. In the upper right corner of the screen click on the three vertical dots.
3. Select **Make a copy** from the dropdown menu.
4. Create your own folder on your Google Drive to store the copied form.
5. Modify the form as needed for your site; be sure to double check the settings (see below).
6. Link the form into your RaT guides and RaT email communications.

**\*\*\* DO NOT modify the template form in the Google Drive folder with info specific to your site; this resource is shared with all sites and should be kept generic. After you make a copy, close out the original template page.**

### How to Create Your Own Tracking Google Form from Examples on the FoEM website.

1. Under the **Leadership Resources -> Resident as Teacher** page, select **Example RaT Feedback Form** (SOLO or PAIRED).
2. Open a new blank form in Google Forms  
(<https://support.google.com/docs/answer/87809?hl=en>)
3. Create a form identical to the Example RaT Feedback Form.
4. Ensure the following settings:
  - a. Responses -> Collect Email Addresses -> Responder Input
  - b. Responses -> Send responders a copy of their response -> Always
  - c. Responses -> Allow response editing
  - d. Make sure there is no required sign-in to access the form
  - e. Presentation -> Confirmation message: Thank you for completing this form. Please check your email for a copy of your submission and forward it directly to the Resident Educator you observed. If you do not forward it, they WILL NOT see it.

### How to Compile the Data from Completed Google Forms

1. Open a form in [Google Forms](#).
2. At the top, click **RESPONSES**.
3. Below, click More
4. Click **Select response destination**.
5. Choose from these options:
  - a. **Create a new spreadsheet**: Creates a spreadsheet for responses in Google Sheets
  - b. **Select existing spreadsheet**: Choose from your existing spreadsheets in Google Sheets to store responses
6. Click **Create** or **Select**.