



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 72 hours 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!
- If you plan to obtain peer feedback from more than one peer, be sure to send each peer their own, separate email (stick to one peer email address per form).

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 Documentation and Record Keeping*), ACSLPA’s Code of Ethics and ACSLPA’s Standards of Practice.