SPECIAL LEARNING · SUPERVISOR PRACTICE

Specific feedback and safe handoffs

Use these fictional scenarios to practice a brief feedback conversation with a new technician. Write no client information. Select the response that best supports an accurate record and an appropriate next step.

1. A note says “the learner was distracted.” The trainee actually observed three looks away during a two-minute exercise. What should the note say instead?

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2. The written plan does not describe a situation the technician encounters. Choose: **A** invent a new procedure · **B** pause and ask the supervisor under team procedures.

3. A measurement was missed. Choose: **A** estimate a value from memory and record it as observed · **B** mark the gap and tell the supervisor.

4. A supervisor says “good job.” Write one more specific feedback sentence about a fictional measurement practice.

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5. At handoff, what two facts could a trainee report without interpreting an unknown cause?

> Use fictional examples only. Follow your organization’s policies and the applicable board’s requirements. This worksheet is not an RBT 40-hour training, competency assessment or credential.

Discussion key

1. Example: “Looked away from the task three times during a two-minute practice.” Record only what was actually observed and use the team’s definitions.

2. B. If the plan does not cover the situation, use team procedures to pause and ask the supervisor. This worksheet does not replace those procedures.

3. B. Acknowledge the gap and report it. Do not present an estimate as a direct observation.

4. Example: “You recorded four bell rings during the two-minute practice and wrote down the observation period.” Feedback should name an observable action.

5. Examples include what was directly observed and which data were or were not recorded. Avoid inventing an explanation; ask the supervisor what else belongs in the team’s handoff.

Close the huddle

Agree on one skill to practice next, who will provide feedback, and when to check in. Keep the actual learner’s information in the organization’s approved systems.