

# Teach-back Observation Tool

Care Team Member: \_\_\_\_\_ Date: \_\_\_\_\_

Observer: \_\_\_\_\_ Time: \_\_\_\_\_

Did the care team member...	Yes	No	N/A	Comments
Use a caring tone of voice and attitude?				
Display comfortable body language, make eye contact, and sit down?				
Use plain language?				
Ask the patient to explain in their own words what they were told to do about: <ul style="list-style-type: none"> <li>• Signs and symptoms they should call the doctor for?</li> <li>• Key medicines?</li> <li>• Critical self-care activities?</li> <li>• Follow-up appointments?</li> </ul>				
Use non-shaming, open-ended questions?				
Avoid asking questions that can be answered with a yes or no?				
Take responsibility for making sure they were clear?				
Explain and check again if the patient is unable to use teach-back?				
Use reader-friendly print materials to support learning?				
Document use of and patient's response to teach-back?				
Include family members/caregivers if they were present?				

# Teach-back Observation Tool continued

Notes: \_\_\_\_\_

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