



## NON-TECHNICAL SKILLS CHECKLIST

DATE : \_\_\_\_\_

LOCATION : \_\_\_\_\_

STUDENT NAME : \_\_\_\_\_

INSTRUCTOR NAME: \_\_\_\_\_

INSTRUCTION: This non-technical skills checklist seeks to guide the trainee trainer to practise the following skills during a simulation or leadership exercise

Category	Elements
Situation awareness	Gathering information
	Recognising and understanding
	Anticipating problems
	Adapting to changing circumstance
	Time management
Teamwork and communication	Co-ordinating with the team
	Exchanging information
	Asserting authority
	Assessing capabilities
	Supporting colleagues / empathy
Task management	Planning and preparing
	Prioritising and problem solving
	Providing and maintaining standards
	Identifying and utilizing resources
	Focus on goals vs responding to new info
Decision-making	Identifying options
	Balancing risks and selecting options
	Re-evaluating

## Situation awareness

*Skills for developing and maintaining an overall awareness of the work setting based on observing all relevant aspects of the situation*

GATHERING INFORMATION	ACHIEVED?		
	Yes	No	Comments

*Actively and specifically collecting data about the situation by continuously observing the whole environment*

- Obtains information appropriately
- Assesses for new information regularly and observes scene closely
- Checks team understanding of information, including asking for updates from members
- Maximises potential for information gathering, including physical lay-out of scene and personal position
- Reduces distractions / noise for gathering of information
- Creates means for recording info (in writing for instance)

## **RECOGNISING AND UNDERSTANDING**

*Interpreting information collected from the environment (with respect to existing knowledge) to identify the match or mis-match between the situation and the expected state*

- Monitoring for response to actions or other events
- Relays situation to team to create shared mental picture
- Interprets information for benefit of whole team
- Recognises key information and gives it sufficient attention
- Recognises limitations of own personal skills / capacity

## **ANTICIPATING PROBLEMS**

*Asking 'what if' questions and thinking ahead about potential outcomes and consequences of actions*

- Takes pro-active actions
- Anticipates and reviews all consequences of actions
- Takes steps to mitigate or anticipate deterioration of a situation

## **ADAPTING TO CHANGING CIRCUMSTANCES**

*Recognises change in circumstance, communicates to team and take necessary action*

• Has sufficient awareness of situation to recognise changes			
• Acknowledges changes and communicates them to wider team			
• Reacts to change with consideration of change of plan			
<b>TIME MANAGEMENT</b>			
<i>Establishes means of keeping awareness of time critical elements and tasks</i>			
• Keeps an accurate awareness of flow of time, including through the use of documenting events or team member delegation			
• Recognises time critical tasks within the overall situation			
• Responds to delays appropriately and pro-actively			

<b>DEMONSTRATED BASIC PROFICIENCY:</b>	<b>YES / NO</b>
NOTES:	

## Teamwork and communication

*Skills for working in a group context, in any role, to ensure effective joint task completion and team member satisfaction; the focus is particularly on the team rather than the task.*

CO-ORDINATING WITH THE TEAM		ACHIEVED?		
		Yes	No	Comments
<i>Working together with others to carry out tasks</i>				
• Confirms roles, responsibilities and expectations of team members				
• Discusses situation with colleagues				
• Assesses and considers the individual perspectives of team members				
• Cooperates with team members				
• Listens actively to member contributions				
• Avoids assumptions regarding team member skills and experience				
• Acts in harmony with team members				
• Includes all team members to greatest extent				
<b>EXCHANGING INFORMATION</b>				
<i>Giving and receiving the knowledge and data necessary for team co-ordination and task completion</i>				
• Gives situation updates/reports key events				
• Confirms shared understanding				
• Communicates case plans and other				
• Relevant information to appropriate people				
• If appropriate, uses a form of written information gathering for benefit of team				
<b>ASSERTING AUTHORITY</b>				
<i>Leading the team and/or the task (as required), accepting a non-leading role when appropriate</i>				

• Makes requirements known with necessary level of assertiveness			
• Delegates sub-task leadership as required and assesses fulfilment of sub-tasks			
• Gives clear orders to team members, including use of names and circular communication to confirm instructions are carried out			
• States case and provides justification to decisions / orders			

### ASSESSING CAPABILITIES

*Judging different team members' skills, and their ability to deal with a situation*

• Calls for assistance when it is needed from other team members			
• Asks team members about their experience and skills			
• Notices that a team member does not perform a task to the expected standard and takes appropriate action			
• Follows-up after situation to understand issues, concerns and stresses of team members			
• Adapts level of monitoring to expertise of other team members			

### SUPPORTING COLLEAGUES / EMPATHY

*Providing physical, cognitive or emotional help to other members of the team*

• Provides reassurance/encouragement to team members			
• Remains calm and manages stress of situation felt by team members			
• Debriefs and thanks staff after situation			
• Anticipates when colleagues will need equipment/information to assist with debrief points and performance improvement			

**DEMONSTRATED BASIC PROFICIENCY:**

**YES / NO**

NOTES:

## Task management

*Skills for organising resources and required activities to achieve goals*

PLANNING AND PREPARING		ACHIEVED?		
		Yes	No	Comments
<i>Developing in advance primary and contingency strategies for managing tasks, reviewing these and updating them if required</i>				
• Communicates plan				
• Creates secondary and back-up plans to meet major changes of circumstance				
• Prepares necessary equipment and resources				
• Prepares for alternative scenarios				
PRIORITISING AND PROBLEM SOLVING				
<i>Scheduling tasks, activities, issues, information channels, etc., according to importance (e.g. due to time, seriousness, plans)</i>				
• Discusses priority of issues				
• Conveys order of actions in critical situations				
• Assigns resources to manage priorities				
• Avoids distraction from priorities				
• Adapts to changing circumstances				
PROVIDING AND MAINTAINING STANDARDS				
Supporting safety and quality by adhering to accepted standards				
• Establishes / explains and oversees a recognised standard of work or follows a guideline				
IDENTIFYING AND UTILISING RESOURCES				
<i>Establishing the necessary, and available, requirements for task completion (e.g. people, expertise, equipment, time)</i>				
• Identifies resources that are available				



• Allocates tasks and resources to appropriate member(s) of the team			
• Requests additional resources if needed			

DEMONSTRATED BASIC PROFICIENCY:	YES / NO
NOTES:	

## Decision Making

*Skills for reaching a judgement to select a course of action or make a diagnosis about a situation*

IDENTIFYING OPTIONS		ACHIEVED?		
		Yes	No	Comments
<i>Generating alternative possibilities or courses of action to be considered in making a decision or solving a problem</i>				
• Generates options for decision making				
• Asks other team members for suggestions on the situation				
• Recognises potential technical limitations of team members and self				
BALANCING RISKS AND SELECTING OPTIONS				
<i>Assessing hazards to weigh up the threats or benefits of a situation, considering the advantages and disadvantages of different courses of action</i>				
• Considers risks of different solutions				
• Weighs up factors with respect to scene and situation				
• Assesses time dimension associated with possible options				
• Implements chosen option				
RE-EVALUATING				
<i>Continually reviewing the suitability of the options identified, assessed and selected</i>				
• Re-assesses scene and situation after intervention				
DEMONSTRATED BASIC PROFICIENCY:		YES / NO		

NOTES: