

## LNC Coach Instructions

Thank you for volunteering as an experienced LNC Coach for the report writing coaching sessions with new LNCs about their reports. In this learning activity, participants will use a set of records we provide to create a report (chronology or narrative summary with critical analysis) and submit it for feedback by a coach in a 30-minute coaching session.

The participants will submit their reports on or before November 10th, and we will send them to the coaches by November 13th at the latest. **Thirty minute-coaching sessions will occur by at least three weeks after the coach receives a submitted report. This telephone or Zoom coaching session can be arranged by emailing the report author and determining a mutual time that works for both.**

Attached is a LNC Coaching Checklist, the record set given to the participants, and potential plaintiff attorney letters regarding their choice of a chronology or narrative report.

**Because you only have 30 minutes to give feedback, this can be a very high-level assessment. Give any advice you feel is appropriate, along with a good dose of encouragement. You can share with the report author the checklist you complete or send them a marked up report with your suggestions for edit tracked if you would like. There is no follow-up communication required after the one-time coaching session with the participants that you coach. Participants have been clearly told that the coaching session for this activity is ONLY a 30-minute but feel free to suggest that they apply to the AALNC 2024 Mentorship program if they are wishing more time with an LNC mentor.**

**Please return the completed LNC Coach Checklists to this email and the date that you completed any coaching sessions we can document and also send out CE certificates for the time spent by coaches and report authors.**

**Also it would be most helpful if any coaches create their own chronologies or narrative reports based on the record set that they forward them to AALNC to refer to and keep in the activity records. Please submit any materials you would be willing to share. These materials will not be shared with anyone without your permission.**

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## How to Fill Out the Checklist for LNC Coaching Session:

- Enter the LNC author's name.
- Enter your name in the Reviewer field.
- Review each report with the instructions below and be prepared to meet with each LNC for up to 30 minutes to discuss your rating and give advice for perfecting the report.
- For each section, please rate the submitted report on the 1-5 scale elaborated below and add comments for each section as applicable.

1 = Seriously deficient, needs major rewrites

2 = Includes some information useful for our audience but lacks .....

3 = Average, could be improved by ....

4 = Very good, slight or minor changes as noted

5 = Excellent, no changes needed

- Issues to consider for your comments when reviewing reports:
  - Be constructive
  - Give suggestions for improvement
  - Did the author adhere to the "Self Check" instructions to edit the report for formatting, content, dates, and grammar/spelling?
  - Consider the format, organization, and flow. Is the information clearly communicated and understandable?
  - Professionalism
  - References used when standards of care are stated?
  - **This is a limited coaching session. You don't have to get into the weeds on specifics, but point the authors in the right direction for self-improvement on the work product and your first impression as an experienced LNC.**