

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.

- fi For each section, please rate this submission 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.**