1. Identify an opportunity during clinical work for the faculty, resident or intern to observe and provide feedback, and the student to be ready to receive formative feedback.

2. ASAP after the observation, discuss the feedback and record it through the BBOT.

3. The student or observer (faculty/resident/intern) acts as the recorder by scanning the student’s QR code with their Smartphone camera (to troubleshoot some Android phones, press and hold the home button to use the camera through Google Assistant). Alternatively, the student could bookmark their personal BBOT URL.

4. Complete the questions and prompts in the BBOT.

5. The feedback area can be completed using dictation (talk to text) on the device.

6. Avoid using characters like “+”, “-”, “@”, or “&” at the start of a line in the feedback textbox.

7. When prompted, accurately type the OBSERVER’s email.

8. Attest to the content of the form by submitting the BBOT.

9. The observer will receive a summary of the BBOT form at the email that was entered.

10. The student will receive the written BBOT feedback through the Bridges Dashboard.

11. Contact the course/clerkship coordinator or director with general questions and irocket@ucsf.edu with technical questions.

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