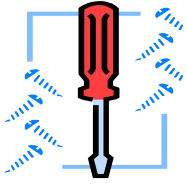


Tool # 1- Key Elements of Collaboration Checklist



Complete this checklist at team meetings during your time at SCO Health Service.

- Did you see the elements being demonstrated by your peers and other team colleagues? In the column provided, indicate (✓) if you observed a positive element, (X) if you observed a negative element or (0) if an element was not observed. Please comment in the column provided about positive or negative examples of elements you observed.
- Did you demonstrate the elements yourself? In the column provided, indicate (✓) if you practiced the element in a positive way, (X) if you practiced the element in a negative way and (0) if you did not practice the element..

Date: _____ Elements of collaboration	This week I observed in the team (✓) (x) (0)	This week I did ... (✓) (x) (0)	Comments
1. Cooperation: <ul style="list-style-type: none"> • Acknowledging & respecting other opinions & view points • examining & changing own beliefs & perspectives willingly 			
2. Assertiveness: <ul style="list-style-type: none"> • Supporting own viewpoint with confidence 			
3. Responsibility: <ul style="list-style-type: none"> • Accepting & sharing responsibilities • Participating in group decision-making & planning 			
4. Communication: <ul style="list-style-type: none"> • sharing important information effectively • exchanging ideas & discussing things effectively 			
5. Autonomy: <ul style="list-style-type: none"> • Performing your professional responsibilities independently 			
6. Coordination: <ul style="list-style-type: none"> • organizing group tasks & assignments efficiently 			
7. Trust & Respect <ul style="list-style-type: none"> • Respecting other's knowledge and skills 			

Adapted from Jones & Way (2001), Norsen et al (1995)

Share your observations with at least one other interprofessional team member

