

A Quick Guide to Peer Observation and Review of Teaching (PORT) at St George's

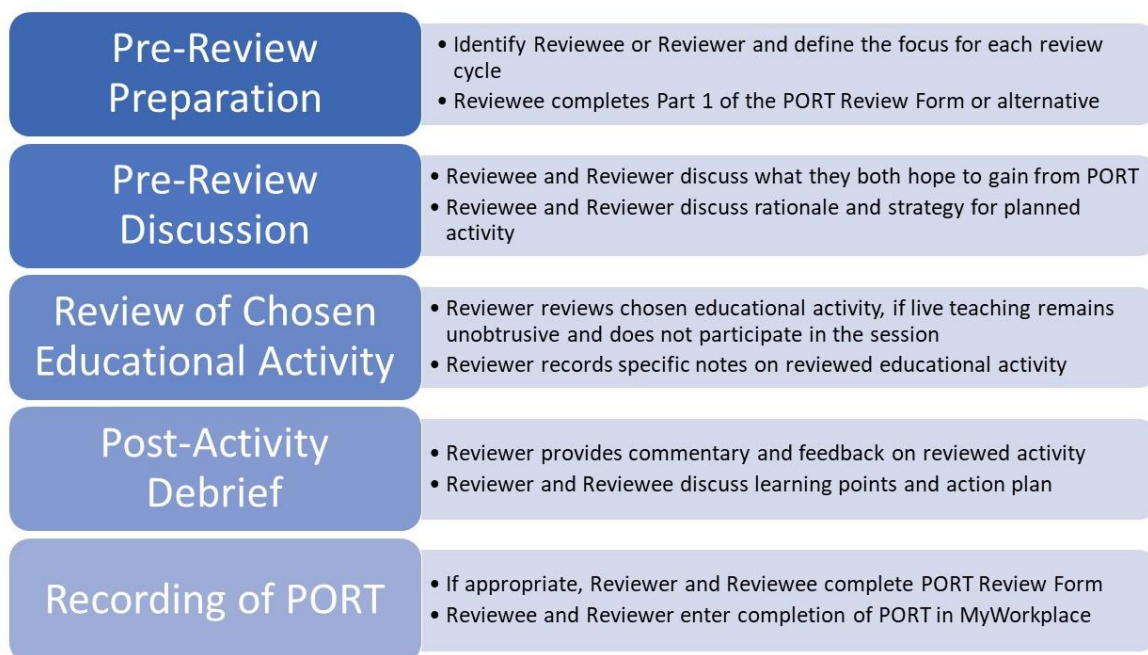
What is PORT?

PORT is designed to support you to engage in the review of educational activities with the aim to foster meaningful feedback discussions about teaching and learning and to share ideas, strategies and skills between colleagues.

Unlike traditional Peer Observation, the St George's PORT Scheme is designed to be a **reciprocal process** with benefits for both peers regardless of whether you are acting as the Reviewer or the Reviewee. Peer Observation often focuses only on the value of feedback provided to the Reviewee. Collaboratively reviewing and discussing educational activities with a critical perspective focused on the impact of these activities on student learning, however, also enables Reviewers to develop their understanding of teaching and student learning.

The PORT Process

A **PORT Cycle** involves a five-step process summarised in the diagram below. Each PORT should be broadly structured around these steps:



What can be reviewed?

In PORT, we use the terms “**review**” and “**educational activity**” rather than “observe” or “teaching” because we believe that what can be reviewed through this process is not only examples of live teaching “performance” in lectures or small group teaching but the range of different ways in which we teach and support learning. Despite the fact that teaching often involves many students, teaching can be a very individual, even isolated, practice and we often, for a variety of reasons, do not get an opportunity to share, discuss and develop teaching together.

In deciding what to review, you could consider, for example:

- Design and facilitation of online learning
- The curation of pre-recorded or flipped learning materials
- Learning resources such as handouts, workbooks, PowerPoints and self-directed activities
- Teaching at the bedside or other work-based settings
- One-to-one teaching or supervision
- Course or module curricula or individual session design
- The design and operation of assessment tasks
- OSCE or OSPE assessment
- Examples of written or oral feedback to students
- Approaches to engaging students to evaluate your teaching through feedback

This is not an exhaustive list of educational activities that can be reviewed. The important thing is to consider what aspects of your practice would benefit from review, feedback and collaborative developmental discussion with a peer.

Who can be a PORT Reviewer?

Because PORT is designed to be reciprocal, a PORT Reviewer does not need special pedagogic expertise or more experience as a teacher. You can choose someone that aligns to your specific objectives for PORT. For example, you may know that a colleague uses a particular strategy or technology that you want to learn more about or maybe they receive excellent feedback from students. We encourage both the Reviewee and Reviewer to use our resources in the PORT Canvas Module to help you get the most out of each stage of the process.

How do you record your participation in PORT?

Participating in PORT is first and foremost not about ticking a box or completing a form. To help you scaffold and capture your learning through PORT, we provide a PORT Review Form. However, you can choose to use a different way of recording the experience (e.g. audio or video) if this better supports your needs. Notes or recordings used during PORT remain confidential to the Reviewee and Reviewer. You should only share any notes with a third party if you both agree to do so.

While the specific details of any educational activity do not need to be reported outside of the Reviewee and Reviewer pair, as an institution St George's would like to be able to track how many staff complete PORT. To help us do this we ask you to report the completion of PORT as a **Personal Learning Event** in MyWorkplace.

If, during a PORT cycle, you identify interesting ideas, good practice or educational innovation that you think will be valuable to share with other colleagues at St George's, we would also encourage you to provide further details in the **Submit a Good Practice Case Study**.

Where to go for further information

PORT is supported by the Centre for Innovation and Development of Education (CIDE). To help colleagues, we have developed a Canvas Module that you can work through at your own pace. You can self-enrol on [this module](#) (this module will then appear on your Dashboard). Or you can always find it from the Global Navigation in Canvas > Support > Open Staff Resources.