

Appendix 4

Observation template

Date of meeting	
Meeting number (e.g. first, second)	
In attendance	
Venue	
Start time	
End time	
Notes	

- a) Notes on introduction given by PRASE team
- b) Notes on introduction given by ward staff
- c) How has feedback report been cascaded prior to meeting?
- d) Responses from staff to report (specific issues/domains)
- e) Feedback on format of report
- f) Action Plan Process – written in meeting? - written post-meeting? Responsibility for?
- g) General notes e.g. format of meeting / staff engagement etc

PLEASE OBTAIN COPY OF COMPLETED ACTION PLAN

Interview topic guide

Interviews will review the action plans set as part of the intervention, & discuss:

- General experience of the process (setting & implementing actions)
- Reflection on whether or not the action plans have been implemented
- Reasons given for these levels of implementation
- Support required by Ward teams to implement actions more successfully?
(either from the research team, or from the hospital)

Researcher to input a summarised rating for level of implementation for each action on their plan (yes, no, partial).