ProAct65+

PSI QUALITY ASSURANCE CHECKLIST

PSI Name_____ QA visit number_____ QA visit date_____ Venue_____ Name of observer_____

Key: √ item noted; * comment; Q question; S needs support

	Preparing			Teaching	Warm-up	Dynamic endurance	Dynamic Balance	Seated /Standing Resistance	Backward Chaining	Floor work	Cool-down Flexibility	Cool-down Adapted Tai Chi
1	Arrived in time to meet participants		13	Engaged participants in order to motivate and promote confidence								
2	Completed safety check on venue		14	Selected safe and effective exercises appropriate to the component.								
3	Wore attire appropriate to the activity		15	Selected safe and effective exercises appropriate to the stage in the intervention								
4	Appropriately arranged the group, individuals and resources		16	Selected the appropriate speed for the exercises								
5	Welcomed participants		17	Gave effective visual and verbal instructions								
6	Took register of attendance		18	Provided specific relevant teaching points to enhance technique, effectiveness and postural stability								
7	Verbally screened participants for falls, previously reported injuries and new or known medical conditions		19	Reinforced the specific relevant teaching points at regular intervals								
8	Appropriately followed up returners after period of absence		20	Provided safe transitions between exercises and session components								
9	Reminded attenders to keep up with and submit diaries		21	Demonstrated and performed exercises accurately and with good posture								
10	Ensure that infection control procedures are implemented and adhered to		22	Changed teaching position to improve observation and enhance communication								
11	Ensure that confidentiality of personal and medical data is respected		23	Demonstrated the use of observation and effective correction								
12	Provide home exercise packs and remind participants to practice the home exercises		24	Explained the purpose of the exercises, relating them to postural stability and daily life								
	Liaison with research team		25	Encouraged interactive communication, to check or clarify understanding, with group and one to one.								
29	Submitted completed register on time		26	Spoke clearly, audibly and at an appropriate pace								
30	Evidence of telephone follow-up of non-attenders		27	Adapted exercises to meet the needs of participants with postural stability challenges								
31	Patients submitting diary data at levels similar to other classes		28	Offered alternatives to allow for different levels of ability / tailored exercises to individuals								
32	This class attendance data similar to other classes?											