

ADDITIONAL FILE 2: STIMULATED RECALL SHEETS

1. PROJECT-RELATED CHANGE/HOW & WHAT: Intro by facilitator: *You have talked about the process you or others used to create an individual change to EBP in the _____ project. To jog your memory and make certain that we understand all of the implementation strategies used to try to enable the success of this project, could you please review this checklist and check off every approach you understand was used in this project (THERE IS NO RIGHT ANSWER). NOTE: The interviewer checks off and notes to the interviewee/s those heard during the prior part of the interview and then has the interviewee validate those. (May require interviewer to clarify meanings.)*

<i>STRATEGIES USED TO ENHANCE THE ADOPTION OF AN IDENTIFIED, EVIDENCE-BASED PRACTICE per a formal PROJECT</i>	<i>Please check “Yes” for all that apply to this particular project and then indicate whether you think they were useful or not</i>
Use of a dedicated project leader?	_____ Yes: _____useful _____not useful
Use of a standard organizational approach to change for the project?	_____ Yes: _____useful _____not useful
Use of a project facilitator/helper/guider? (If yes, was the person from the QI department?)	_____ Yes: _____useful _____not useful
Focused on an E-B innovation that was not complex; was easy to try out; had a perceived advantage for the users, was compatible with user culture; and its effects were observable.	_____ Yes: _____useful _____not useful
Use of E-B change strategies, e.g. Audit/feedback	_____ Yes: _____useful _____not useful
An opinion leader or clinical champions	_____ Yes: _____useful _____not useful
QI team	_____ Yes: _____useful _____not useful
Clinical written/electronic reminder	_____ Yes: _____useful _____not useful
A written project plan	_____ Yes: _____useful _____not useful
An incentive (either reward or sanction)	_____ Yes: _____useful _____not useful
Educational sessions	_____ Yes: _____useful _____not useful
Educational/academic outreach/mentoring/precepting	_____ Yes: _____useful _____not useful
Marketing/educational materials: flyers; announcements; pamphlets; posters	_____ Yes: _____useful _____not useful
Expert consultants	_____ Yes: _____useful _____not useful
Patient activation	_____ Yes: _____useful _____not useful
Formal change in policy, procedure, etc.	_____ Yes: _____useful _____not useful
Change in official products or equipment or allowable meds	_____ Yes: _____useful _____not useful
Another system change =	_____ Yes: _____useful _____not useful
Role models	_____ Yes: _____useful _____not useful
Evaluation of implementation (process and progress)=	_____ Yes: _____useful _____not useful
Use of a demonstration unit	_____ Yes: _____useful _____not useful

2. **PROJECT-RELATED CHANGE/FACILITATORS/HINDRANCES:** Intro by facilitator: *You have talked about various forces that (either) helped, encouraged or enabled you or others to successfully make and sustain a targeted EBP change (and/or) restraining/hindering forces that inhibited an ability to implement EBP or sustain it once an initial change was made. Before we move on to the next topic, I have a checklist of such potential factors ... some you have mentioned, others not. THERE IS NO RIGHT ANSWER but I just want to jog your memory and see if this list helps you recall any other factors. So could you just check all those which are true and their influence in your perception for this project. (Follow-up prn)*

Potential factors related to the Facilitation or Hindrance of your implementation efforts.	Please check all factors that were PRESENT and HELPED to implement and/or sustain the evidence-based change you were trying to make(check 1 or both):	Please check all factors that were ABSENT or GOT IN THE WAY of your ability to implement and/or sustain you targeted evidence-based change (check 1 or both):
Change strategies on the other sheet	☐ Implement ☐ Sustain (HELPED)	☐ <i>Implement</i> ☐ <i>Sustain</i> <i>(HINDERED)</i>
People leading the change: ☐ staff? ☐ manager? ☐ other leadership?	☐ Implement ☐ Sustain	☐ <i>Implement</i> ☐ <i>Sustain</i>
People supporting the change: ☐ colleagues? ☐ managers? ☐ other leadership? ☐ patients	☐ Implement ☐ Sustain	☐ <i>Implement</i> ☐ <i>Sustain</i>
Managerial-clinician relations	☐ Implement ☐ Sustain	☐ <i>Implement</i> ☐ <i>Sustain</i>
Staff in key positions; role models; peer opinion leaders	☐ Implement ☐ Sustain	☐ <i>Implement</i> ☐ <i>Sustain</i>
Degree of experimentation/risk-taking in the culture	☐ Implement ☐ Sustain	☐ <i>Implement</i> ☐ <i>Sustain</i>
Other aspects of your culture	☐ Implement ☐ Sustain (HELPED)	☐ <i>Implement</i> ☐ <i>Sustain</i> <i>(HINDERED)</i>
External regulatory mandate or pressures	☐ Implement ☐ Sustain	☐ <i>Implement</i> ☐ <i>Sustain</i>
Knowledge/attitude/incentive of those targeted for change	☐ Implement ☐ Sustain	☐ <i>Implement</i> ☐ <i>Sustain</i>
Your monitoring/feedback/data system	☐ Implement ☐ Sustain	☐ <i>Implement</i> ☐ <i>Sustain</i>
Level of teamwork/collaboration on the task force/committee	☐ Implement ☐ Sustain	☐ <i>Implement</i> ☐ <i>Sustain</i>
Level of teamwork/collaboration with those outside the task force/committee	☐ Implement ☐ Sustain	☐ <i>Implement</i> ☐ <i>Sustain</i>
Coordination across departments	☐ Implement ☐ Sustain (HELPED)	☐ <i>Implement</i> ☐ <i>Sustain</i> <i>(HINDERED)</i>
Participation/involvement of staff	☐ Implement ☐ Sustain	☐ <i>Implement</i> ☐ <i>Sustain</i>
Time to do the work (where?)	☐ Implement ☐ Sustain	☐ <i>Implement</i> ☐ <i>Sustain</i>
Other resources	☐ Implement ☐ Sustain	☐ <i>Implement</i> ☐ <i>Sustain</i>
Availability of experts	☐ Implement ☐ Sustain	☐ <i>Implement</i> ☐ <i>Sustain</i>
Availability of the evidence	☐ Implement ☐ Sustain	☐ <i>Implement</i> ☐ <i>Sustain</i>
Strength of the available evidence	☐ Implement ☐ Sustain	☐ <i>Implement</i> ☐ <i>Sustain</i>
OTHER=	☐ Implement ☐ Sustain	☐ <i>Implement</i> ☐ <i>Sustain</i>

3. **EBP AS NORM/MOTIVATION:** Intro by facilitator: *You have talked about various forces that (either) helped, encouraged or enabled you to have the motivation to want to/implement EBP over the years (and/or) restraining/hindering forces or factors that inhibited your desire to/motivation to implement EBP or sustain work on EBP over the years. Before we move on to the next topic, I have a checklist of such potential factors ... some you have mentioned, others not. THERE IS NO RIGHT ANSWER but I just want to jog your memory and see if this list helps you recall any other factors. So could you just check all those which are true in your perception for this project (Follow-up prn)*

Potential factors related to the MOTIVATION to implement EBP or not.	Please check/comment on all factors that encouraged or were part of your department's motivation or wish to implement EBP:	Please check/comment on all factors <i>that inhibited or got in the way of your department's motivation</i> or wish to implement EBP:
History of this organization		
Leadership (which level?)		
Strategic vision		
Managerial-clinical relations		
Staff in key positions		
Degree of experimentation/risk-taking in the culture		
Other cultural aspect/s =		
The monitoring/feedback system		
External regulatory mandate		
External opportunity		
External relationships/partnerships		
Organizational capacity to change		
Politics		
Strategic planning process (e.g., with a situational or environmental assessment)		
Other =		
Other =		
Other =		
Other =		

4. EBP AS NORM/HOW (with typical intro by facilitator per strategies used to try to enable the routine use of evidence and discussion of their timing)

Potential STRATEGIES related to the PROCESS OF CREATING EBP AS THE NORM (For those with multiple components, if only some apply, circle the item/s which do apply)	Please check "Yes" for all that apply to your effort to make EBP the routine in your department and then indicate whether you think they were useful or not
Strategic planning:	
1. Environmental/situational assessment	1. _____ Yes: _____ useful _____ not useful
2. Visioning	2. _____ _____ _____
3. Identification of new, clearly articulated and supported values/beliefs	3. _____ _____ _____
4. Identification of a new sense of purpose	4. _____ _____ _____
5. Identification of simple, clear and shared goals	5. _____ _____ _____
Use of new language	_____ Yes: _____ useful _____ not useful
Revision of priorities	_____ Yes: _____ useful _____ not useful
Creation of new capabilities	_____ Yes: _____ useful _____ not useful
Use of a research utilization/EBP model or conceptual framework	_____ Yes: _____ useful _____ not useful
Leadership expectations for change	_____ Yes: _____ useful _____ not useful
Special communication methods/media for marketing, broad education, or kick-off conferences	_____ Yes: _____ useful _____ not useful
Use of champions and opinion leaders	_____ Yes: _____ useful _____ not useful
Mandated changes	_____ Yes: _____ useful _____ not useful
External networking	_____ Yes: _____ useful _____ not useful
• Engagement of staff for broad based EBP action	_____ Yes: _____ useful _____ not useful
• Engagement of resistant individuals	_____ _____ _____
Leverage of external expectations	_____ Yes: _____ useful _____ not useful
Role modeling	_____ Yes: _____ useful _____ not useful
Use of consultant/s	_____ Yes: _____ useful _____ not useful
Demonstration projects or generating short –term wins	_____ Yes: _____ useful _____ not useful
Protection of the EBP goal despite other pressures	_____ Yes: _____ useful _____ not useful
Provision of resources/budgetary needs	_____ Yes: _____ useful _____ not useful
Consolidating gains	_____ Yes: _____ useful _____ not useful
Celebrating wins and progress	_____ Yes: _____ useful _____ not useful
Other =	_____ Yes: _____ useful _____ not useful

5. EBP AS NORM/WHAT: (with typical intro by facilitator relative to key contextual elements or other entities in the system changed to enhance or support the routine use of evidence...and discussion of their timing)

Potential ORGANIZATIONAL CHANGES in systems/routine processes/structures/infra-structures that were implemented or created to enhance or support the <u>routine</u> use of evidence [NOTE: If one of these factors ALREADY EXISTED IN THE DEPARTMENT PRIOR TO THE EBP NORM INITIATIVE, please check the box]	Please check "Yes" for all that apply to your effort to make EBP the routine in your department and then indicate whether you think they were useful or not
Alignment of departmental infrastructures with the goal, purpose, values, vision, strategy, and/or priorities of EBP []	_____ Yes: _____useful _____not useful
Creation of a new process or standard approach to organizational change []	_____ Yes: _____useful _____not useful
Changes in coordinative/collaborative mechanisms across departments or disciplines []	_____ Yes: _____useful _____not useful
Change in various operations, i.e., in: 1. Structures [] 2. Systems [] 3. Roles [] 4. Job descriptions [] 5. Performance evaluation systems [] 6. Processes [] 7. Documentation []	1. _____ Yes: _____useful _____not useful 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____
Budgeting priorities []	_____ Yes: _____useful _____not useful
Change in decision making structures/committee or related expectations []	_____ Yes: _____useful _____not useful
Formalization of new practices into policies, procedures and routine systems []	_____ Yes: _____useful _____not useful
Change in internal communication and dissemination systems []	_____ Yes: _____useful _____not useful
New external communication linkages []	_____ Yes: _____useful _____not useful
Integration of new values/expectations into the incentive system []	_____ Yes: _____useful _____not useful
Creation of monitoring/feedback systems & related information technologies []	_____ Yes: _____useful _____not useful
Focus of human resource training []	_____ Yes: _____useful _____not useful
Other =	_____ Yes: _____useful _____not useful