

Additional file 5: Template for observations of CIP meetings

	SCORE IF APPLICABLE (YES/NO OR 1 – 5) ¹	COMMENTS AND OBSERVATIONS
<u>CIP PRINCIPLES</u>		
AIMS Statement that is Specific, Measurable, Applicable, Realistic and Timely		
A problem worth solving – high impact, volume, cost, evidence- based care		
Robust diagnostics – evidence of tools used		
Patient/customer feedback		
Interventions linked to causes		
PDSA cycles used		

Measurement tools used		
Reception /attitude to CIP from clinicians who did not undertake program		
	SCORE IF APPLICABLE (YES/NO OR 1 – 5)¹	COMMENTS AND OBSERVATIONS
Senior management role in relation to CIP – supportive?		
Barriers to implementation?		
Role of Faculty and interaction with group		
<u>BEHAVIOUR</u>		
Mutual respect		

Honest views expressed and solicited		
Clarity of contributions		
Thoughtful debate and sound judgments made		
	SCORE IF APPLICABLE (YES/NO OR 1 – 5)¹	COMMENTS AND OBSERVATIONS
Constructive challenge		
Innovative thinking in debate		
Constructive criticism well received		
Moving beyond 'silo-ed' member contributions		

Effective, efficient and timely management of the agenda		
Enthusiasm and pace		
Overall behaviour		
	SCORE IF APPLICABLE (YES/NO OR 1 – 5)¹	COMMENTS AND OBSERVATIONS
<u>MEETING STANDARDS</u>		
On time start / finish		
Formal agenda, minutes		
Members committed		

Members participation		
Discussions focussed		
Action items		

1. Scoring Key -

* Poor. No evidence. Considerable work to be done.

** Below what should be expected. Needs attention.

