

Supplement B
 Fall TIPS Staff Focus Group Guide

<p><u>1.</u> <u>Background</u></p> <p>“doing the administrati on things”</p>	<p>Interviewer/s: _____ _____</p> <p>Date: _____</p> <p>Place of Interview: _____</p> <p>Time start: _____ Time end: _____</p> <p>Participants: _____ _____ _____</p> <p>Comments: _____ _____ _____ _____</p>	
<p><u>2.</u> <u>Introduction</u></p>	<p>Hello. Thank you all for agreeing to meet with us. My name is _____ and I am a researcher at _____Hospital. My colleague is _____.</p> <p>We are studying how the procedures in place here help to prevent patients from falling. Therefore, we would like to ask you some questions and discuss some of those procedures with you.</p> <p>Before we get started, we want to be sure that you know that your participation is voluntary. This paper describes the research and is for you to keep. We also want to emphasize that we will treat your answers and information about you as confidential. We will not include your name or anything that could identify you in any reports we write. We will be talking to others and we ask you not to discuss what you or anyone else in this meeting said.</p>	

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	<p>We would like to tape record this meeting so we don't lose any of the information you give us. Will it be okay with you if we tape this conversation?</p> <p>Because this is a research project we will report a general description of the groups of people who helped us. Would you please look at this form and answer questions about yourself. You do not have to answer every question.</p> <p>Do you have any questions before we begin?</p>	
<p><u>3.</u> <u>Pre Fall</u> <u>TIPS</u></p> <p>Pre-Post similarities differences</p>	<p>I'd like you to think back to before Fall TIPS was introduced and share with us your "then" fall prevention program.</p> <p>Hospital-wide system</p> <p>Unit</p> <p>Individual patients</p>	
<p><u>4.</u> <u>How Fall</u> <u>TIPS was</u> <u>implemente</u> <u>d</u></p>	<p>I'd like you to think back to before Fall TIPS was introduced and help us understand how Fall TIPS fit within your workflows.</p> <p>Assessing the patient – using the MFS.</p> <p>Planning the interventions.</p> <p>Communicating the interventions.</p> <p>What did not need any changes?</p> <p>What required changes?</p>	

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	<p>How were “users” like yourselves involved in the planning phases of Fall TIPS?</p> <p>Overall, how did the components of the Fall TIPS program integrate within your workflows?</p>	
<p>5. <u>How Fall TIPS was initially used</u></p>	<p>Now I’d like you to help us understand what it was like when you first started using Fall TIPS.</p> <p>Did you and your colleagues develop any “workarounds”?</p> <p>What were they?</p> <p>What issues prompted you to resort to a workaround?</p> <p>How consistently were different components of Fall TIPS used?</p> <p>(always – sometimes – rarely utilized)</p> <p>What resources did you use to support implementation?</p> <p>(existing structure – e.g. unit based QI team)?</p> <p>(something new & specific to facilitate/monitor implementation – e.g. a dashboard or implementation committee)?</p>	
<p>6. <u>Barriers and facilitators related to implementation</u></p>	<p>Now I’d like you to help us understand how easy or difficult it was to introduce Fall TIPS.</p> <p>What positive factors helped with introducing Fall TIPS?</p> <p>How did you utilize these factors?</p>	

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	<p>(“Champions”?)</p> <p>(Unit systems; e.g. an existing robust QI program)?</p> <p>What barriers did you have to overcome?</p> <p>How did you address them?</p> <p>(“nay sayers”?)</p> <p>(Needing to change to MFS from existing fall assessment)?</p>	
<p><u>7.</u> <u>Overall</u> <u>benefits or</u> <u>consequences</u></p>	<p>In thinking about using Fall TIPS...</p> <p>Were there any secondary beneficial effects?</p> <p>(Enhanced safety awareness)?</p> <p>Were any unintended consequences related to patient safety or workflows?</p>	
<p><u>8.</u> <u>Supplemental</u> <u>Questions</u></p>	<p>There are still a few things I’d like you to expand on.</p> <p>Tell me more about the “glitches” with Fall TIPS and how you overcome them.</p> <p>Overall, how effective was Fall TIPS implementation?</p> <p>(What surprised you because it went so smoothly?)</p> <p>(Did implementation take longer than you thought?)</p> <p>(Did you have control over the process)?</p>	

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	<p>(What aspects of the implementation model were most/least helpful for promoting Fall TIPS adoption and use)</p> <p>(How has communication and collaboration related to the fall prevention process changed from pre-Fall TIPS implementation to the present?)</p>	
<p><u>9.</u> <u>Final opportunity</u></p>	<p>What haven't we asked that you think will be helpful for us to know"?</p> <p>*Would you prefer to go back to your pre Fall TIPS system for preventing falls?</p> <p>Do you have any other comments about what we have discussed today or final thoughts about anything we talked about that you would like to share?</p>	
<p><u>10.</u> <u>Closure</u></p>	<p>Thank you so much for your time and helping us with this project.</p> <p>Just a final reminder about confidentiality. We will not share your personal information or anything that could identify you in any reports we write. We will be talking to others and we ask you not to discuss what you or anyone else in this meeting said.</p> <p>Also, we want to be sure you have our email and telephone numbers in case you would like to contact us to add any information.</p> <p>Again, thank you. Without your help we could not do this project.</p>	