

## INSCCOPE Process Evaluation – Interview guide sheet (T0).

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### Guidance notes:

- At T0, the objective is to elicit understandings of practices associated with nutrition screening and treatment, with respect to both individual and collective work (and relations between these domains).
  - The desired outcome is that we get a descriptive account of the individual and collective processes, and understandings, that exist prior to implementation of the new procedure.
- Be sure to explore descriptions of process – avoid questions with binary (yes/no) answers.
- Where they appear together in a question, make sure that screening AND treatment are described.
- If ‘screen and treat’ isn’t apparent with a given participant, or in relation to a given setting, try exploring ‘nutritional care/malnutrition’ more generally, to see what, if anything, is going on that isn’t (or isn’t currently understood to be) nutrition screening and treatment.

### Introduction –

- So, just to begin, I’m going to ask some questions about your experiences in work relating to for malnutrition among older people in community care, and also any treatment-related and/or care planning that many come from that.
- I’d like to hear about how this type of work relates to your role [**as an x**], and also how you understand it relating to other members of your team.
- I’d also like to explore some of the responses that you gave to your most recent questionnaire, which will help us to better understand the reasons for the answers that you have given us
- If you think it would help or make it more clear, I’d be happy to hear examples from your practice, if you think these may help illustrate your points and if you’re happy to discuss them.

<b>Topic area</b>	<b>Focus points</b>	<b>Example questions</b>	<b>Notes</b>
<b>Coherence (1)</b>	<b>Communal specification (1.2)</b> - <i>How do participants understand the responsibilities of their team with respect to screening and treatment of malnutrition?</i>	OK, so I want to start by asking a little about nutrition screening and treatment in the context of your work as a team.  Could you describe to me your understanding of the team’s responsibilities with respect to screening and treatment for malnutrition?  <b>&lt;P.FOLLOW&gt;</b> So, what should be done, when, and by who?  <b>&lt;P.FOLLOW&gt;</b> Who is responsible for making sure x gets done?	

	<p><b>Individual specification (1.3)</b> - <i>How do participants understand their own responsibilities with respect to screening and treatment of malnutrition?</i></p>	<p><b>[T0 ONLY]</b> – Could you describe to me how [your role as an x] relates to nutrition screening and treatment?</p> <p><b>&lt;P.FOLLOW&gt;</b> Could you give me an example of how you have been involved with nutrition screening and treatment in your work?</p> <p>What do you understand to be your current responsibilities with regard to nutrition screening and treatment?</p> <p>Where does it sit in terms of priority, in relation to the other work that you have to do in routine care?</p> <p>Is there anyone else in the team that you depend on to perform these tasks? What do they need to do so that you can accomplish this?</p> <p><b>&lt;GUIDANCE&gt;</b> This connects individual specification with communal specification; having established an understanding of divisions of responsibility, this explores how understandings of individual responsibility relate to this.</p>	
	<p><del><b>Differentiation (1.1)</b></del> - <i>Do ICT staff see the new procedure as different from existing models of working, and if so how?</i></p>	<p><del>What, if anything, you think is different about the new model that was introduced in the training?</del></p>	<p><i>Differentiation is not explored @ T0</i></p>
	<p><b>Internalisation (1.4)</b> - <i>How do participants assess the value of nutrition screening and treatment related work, and how does this value relate to other aspects of care?</i></p>	<p>Where do you think nutrition screening and treatment sits in terms of priority, with respect to the other work that your team has to do in caring for older people?</p> <p>How do you see the value of this work in providing care for older people in the community?</p> <p><b>&lt;P.FOLLOW&gt;</b> Has anything in particular been significant in shaping your understanding of the value to nutrition screening and treatment (maybe working with a specific patient, or reading/seeing a particular presentation)?</p>	

Topic area	Focus points	Example questions	Notes
<p style="text-align: center;"><b>Cognitive Participation</b> (2)</p>	<p><b>2.1 – Initiation -</b> <i>Which staff (if any) do participants identify as key in driving forward screening and treatment for malnutrition?</i></p>	<p><b>[Q8 NoMaD FOLLOW]</b> When you completed your recent questionnaire, you answered that you [strongly agreed / agreed / neither agreed nor disagreed / disagreed / strongly disagreed] with the statement <i>'There are key people who drive screening and treatment for malnutrition forward and get others involved'</i></p> <p><b>&lt;IF POSITIVE RESPONSE&gt;</b> Who has responsibility within your team for ensuring that nutrition screening and treatment is carried out?</p> <p><b>&lt;IF NEGATIVE RESPONSE&gt;</b> Are you unsure as to who is responsible:</p> <ul style="list-style-type: none"> <li>• within your team?</li> <li>• in relation to your work specifically (i.e. as part of your line management?)</li> <li>• in relation to the wider trust?</li> </ul>	
	<p><b>2.2 – Enrolment -</b> <i>What are participant experiences and views of current interactional processes between staff, with respect to organisation screening and treatment related work?</i></p>	<p><b>[Q10 NoMaD FOLLOW]</b> When you completed your recent questionnaire, you answered that you [strongly agreed / agreed / neither agreed nor disagreed / disagreed / strongly disagreed] with the statement: <i>I'm open to working with colleagues in new ways to use screening and treatment for malnutrition.</i></p> <p><b>&lt;IF EITHER RESPONSE&gt;</b> - Do you have/what are your concerns with respect to introducing new ways of working?</p> <p><b>&lt;IF EITHER RESPONSE&gt;</b> - is there anything in particular that you think needs to change in</p>	

		<p>terms of how the team works with screening and treatment for malnutrition?</p> <p>Do you normally talk with other colleagues about nutrition screening and treatment work?</p> <p><b>&lt;P.FOLLOW&gt;</b> How often do you talk about this with colleagues</p> <p><b>&lt;P.FOLLOW&gt;</b> Do you discuss in relation to any other aspects of care?</p>	
	<p><b>2.3 – Legitimation -</b>  <i>How do participants view the relationship between screening and treatment related work, and their role?</i></p>	<p><b>[Q9 NoMaD FOLLOW]</b> When you completed your recent questionnaire, you answered that you [strongly agreed / agreed / neither agreed nor disagreed / disagreed / strongly disagreed] with the statement:  <i>I believe that participating in screening and treatment for malnutrition is a legitimate part of my role.</i></p> <p>How important do you feel that nutrition screening and treatment is to your role [as an x], relative to your other areas of responsibility?</p> <p>How important is your role to nutrition screening and treatment with respect to other types of professionals within your team?</p>	
	<p><b>2.4 – Activation -</b>  <i>Are participants willing to continue to support screening and treatment related work, and is there anything that may affect this (e.g. time/resource constraints)?</i></p>	<p>Can you describe to me how nutrition screening and treatment is initiated within your team?</p> <p><b>&lt;P.FOLLOW&gt;</b> Is this discussed at team meetings?</p> <p><b>&lt;P.FOLLOW&gt;</b> Who identifies when to screen?</p> <p><b>&lt;P.FOLLOW&gt;</b> What happens to the results of the screen?</p> <p><b>&lt;P.FOLLOW&gt;</b> Who decides on whether treatment is needed, and who does it?</p> <p><b>[Q11 NoMaD FOLLOW]</b> When you completed your recent questionnaire, you answered that you [strongly agreed / agreed / neither agreed nor disagreed / disagreed / strongly disagreed] with the</p>	

		<p>statement:  <i>I will continue to support screening and treatment for malnutrition.</i></p> <p><b>&lt;ANY RESPONSE&gt;</b> - Do you have any concerns about continuing to support work relating to screening and treatment for malnutrition?</p>	
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<p><b>Collective Action</b> <b>(3)</b></p>	<p><b>3.3 – Skill Set Workability -</b>  <i>How do staff view current arrangements for training and division of labour with respect to screening and treatment of malnutrition?</i></p>	<p>I want to follow up a little on the relationship between your everyday work, and screening and treatment of malnutrition.</p> <p>How do you feel that your particular skills relate to screening and treatment of malnutrition?</p> <p><b>&lt;P.FOLLOW&gt;</b> How do you feel that the skills typical to your role [as an x] relate to screening and treatment of malnutrition?</p> <p><b>[Q15 NoMaD FOLLOW]</b> When you completed your recent questionnaire, you answered that you [strongly agreed / agreed / neither agreed nor disagreed / disagreed / strongly disagreed] with the statement:  <i>Work is assigned to those with skills appropriate to screening and treatment for malnutrition.</i></p> <p><b>&lt;P.FOLLOW&gt;</b> Do you have any concerns about how work is assigned in relation to screening and treatment for malnutrition?</p> <p><b>&lt;P.FOLLOW&gt;</b> Is there anything that you would change about how work is currently assigned?</p> <p><b>[Q16 NoMaD FOLLOW]</b> When you completed your recent questionnaire, you answered that you [strongly agreed / agreed / neither agreed nor disagreed /</p>	

		<p>disagreed / strongly disagreed] with the statement:  <i>Sufficient training is provided to enable staff to implement screening and treatment for malnutrition.</i></p> <p><b>&lt;M.FOLLOW&gt;</b> Are there any aspects of work relating to screening and treatment for malnutrition for which you feel additional training and/or support might be necessary?</p> <p><b>&lt;P.FOLLOW&gt;</b> For yourself?</p> <p><b>&lt;P.FOLLOW&gt;</b> For others?</p> <p><b>&lt;M. FOLLOW&gt;</b> What training have you previously undergone in relation to screening and treatment for malnutrition?          What did this involve</p>	
	<p><b>3.4 – Contextual Integration -</b>  <i>How do staff members view current forms of institutional support (i.e. resources, policies and procedures, and management support) for screening and treatment of malnutrition?</i></p>	<p>What policies and procedures are you aware of relating to screening and treatment of malnutrition within your team?</p> <p>Do you have any agreements, or understandings, whether official or not, about who does what in relation to screening and treatment of malnutrition within your team?</p> <p><b>[Q17 NoMaD FOLLOW]</b> When you completed your recent questionnaire, you answered that you [strongly agreed / agreed / neither agreed nor disagreed / disagreed / strongly disagreed] with the statement:  <i>Sufficient resources are available to</i></p>	

		<p><i>support screening and treatment for malnutrition.</i></p> <p><b>&lt;ANY RESPONSE&gt;</b> Are there any resources provided that are particularly important to screening and treatment work?</p> <p><b>&lt;ANY RESPONSE&gt;</b> Do you have any concerns about resources currently available for screening and treatment of malnutrition?</p> <p><b>[Q18 NoMaD FOLLOW]</b> When you completed your recent questionnaire, you answered that you [strongly agreed / agreed / neither agreed nor disagreed / disagreed / strongly disagreed] with the statement:</p> <p><i>Management adequately supports screening and treatment for malnutrition.</i></p> <p><b>&lt;ANY RESPONSE&gt;</b> Are there any ways in which management currently provide support that are particularly important to screening and treatment work?</p> <p><b>&lt;ANY RESPONSE&gt;</b> Do you have any concerns about support currently provided by management for screening and treatment of malnutrition?</p>	
	<p><b>3.1 – Interactional workability</b> - <i>How do ICT/OPMH staff interact with each other, and the resources and practices that relate to nutritional care, in screening</i></p>	<p>So I'd like to ask you a little more about the nutrition screening and treatment work that you're currently undertaking.</p> <p>Can you describe to me how you would use your nutrition screening tool in</p>	

	<p><i>and treatment of malnutrition as under-nutrition?</i></p>	<p>everyday practice?</p> <p><b>&lt;P.FOLLOW&gt;</b> Is this always the same? Does it ever change? How so?</p> <p><b>&lt;P.FOLLOW&gt;</b> Are there ever any difficulties that you have with any part of screening? Can you give an example?</p> <p>Can you describe to me what you do with the results?</p> <p><b>&lt;P.FOLLOW&gt;</b> Do you send them to someone else? What does this involve?</p> <p><b>&lt;P.FOLLOW&gt;</b> Do you discuss them with anyone else? What does this involve</p> <p><b>&lt;P.FOLLOW&gt;</b> Are you involved with using the results to plan future care? What does this involve?</p> <p>When you deliver treatment for malnutrition, what does this involve?</p> <p><b>&lt;P.FOLLOW&gt;</b> Do you plan this as a result of nutrition screening results? What does this involve?</p> <p><b>&lt;P.FOLLOW&gt;</b> Are you delegated work relating to treatment from someone else? What does this work involve?</p> <p><b>[Q12 NoMaD FOLLOW]</b> When you completed your recent questionnaire, you answered that you [strongly agreed / agreed / neither agreed nor disagreed / disagreed / strongly disagreed] with the statement:</p> <p><i>I can easily integrate screening and treatment for malnutrition into my existing work.</i></p> <p><b>&lt;ANY RESPONSE&gt;</b> Is there anything that is particularly</p>	
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		<p>helpful in integrating screening and treatment for malnutrition into your overall package of work?</p> <p><b>&lt;ANY RESPONSE&gt;</b> Is there anything that makes it more difficult to integrate screening and treatment for malnutrition into your overall package of work?</p>	
	<p><b>3.2 – Relational Integration -</b>  <i>How do participants evaluate the work of other staff with respect to screening and treatment of malnutrition?</i></p>	<p><b>[Q13 NoMaD FOLLOW]</b> When you completed your recent questionnaire, you answered that you [strongly agreed / agreed / neither agreed nor disagreed / disagreed / strongly disagreed] with the statement:</p> <p><i>Screening and treatment for malnutrition disrupts working relationships.</i></p> <p><b>&lt;ANY RESPONSE&gt;</b> Has this/does this ever occur/red in the course of your work?</p> <p><b>[Q14 NoMaD FOLLOW]</b> When you completed your recent questionnaire, you answered that you [strongly agreed / agreed / neither agreed nor disagreed / disagreed / strongly disagreed] with the statement:</p> <p><i>I have confidence in other people’s ability to screen and provide treatment for malnutrition.</i></p> <p><b>&lt;ANY RESPONSE&gt;</b> Is there anything in the course of your current or past practice that has helped build your confidence in</p>	

		<p>the ability of others to carry out screening and treatment work in relation to malnutrition?</p> <p><b>&lt;ANY RESPONSE&gt;</b> Is there anything in the course of your current or past practice that has reduced your confidence in the ability of others to carry out screening and treatment work in relation to malnutrition?</p> <p>Do you ever refer to a dietician?</p> <p><b>&lt;M.FOLLOW&gt;</b> If so, what process did this involve?</p> <p><b>&lt;M.FOLLOW&gt;</b> If not, has there ever been a need for you to do so?</p>	
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<b>Topic area</b>	<b>Focus points</b>	<b>Example questions</b>	<b>Notes</b>
<b>Reflexive Monitoring (4)</b>	<p><b>4.1 – Systemisation -</b>  <i>How do staff understand the evidence base for current practices relating to screening and treatment of malnutrition?</i></p>	<p>How do you/does your team currently monitor or assess the effectiveness of screening and treatment for malnutrition?</p> <p>How is this communicated or fed back to staff? Who does this, and when?</p> <p><b>[Q19 NoMaD FOLLOW]</b> When you completed your recent questionnaire, you answered that you [strongly agreed / agreed / neither agreed nor disagreed / disagreed / strongly disagreed] with the statement:  <i>I am aware of reports about the effects of screening and treatment for malnutrition.</i></p> <p><b>&lt;IF POSITIVE&gt;</b> Which reports are</p>	

		<p>you aware of? How have these affected your perception of screening and treatment for malnutrition?</p> <p><b>&lt;IF AMBIVALENT/NEGATIVE&gt;</b>          Would you be interested in seeing more reports of the effect of screening and treatment of malnutrition? Is there any aspects of screening and treatment on which you'd like to see reports of effectiveness? Do you have any preferred formats for this?</p>	
	<p><b>4.2 – Communal Appraisal</b> - <i>How do staff view wider staff perceptions of the effectiveness of current practices for screening and treatment of malnutrition?</i></p>	<p>How is nutrition screening and treatment integrated into team meetings? If so, do these involve discussions about effectiveness of these techniques?</p> <p>Is the effectiveness of current practices ever discussed in other settings – maybe in appraisals or case conferences, or perhaps between colleagues, or with patients or families?</p> <p><b>[Q20 NoMaD FOLLOW]</b> When you completed your recent questionnaire, you answered that you [strongly agreed / agreed / neither agreed nor disagreed / disagreed / strongly disagreed] with the statement:</p> <p><i>The staff agree that screening and treatment for malnutrition is worthwhile.</i></p> <p><b>&lt;IF AGREE&gt;</b> What in particular do you think leads staff to see screening and treatment for malnutrition as worthwhile activity?</p> <p><b>&lt;IF NEGATIVE&gt;</b> What in particular do you think prevents staff from seeing screening and treatment for malnutrition as worthwhile activity?</p> <p><b>&lt;IF AMBIVALENT&gt;</b> EXPLORE BOTH PRECEEDING</p>	
	<p><b>4.3 – Individual appraisal</b> - <i>How do participants themselves view the effectiveness of current practices for screening and treatment</i></p>	<p>Is there anything that you do in your routine practice to assess how effective nutrition screening and treatment might be?</p> <p><b>[Q21 NoMaD FOLLOW]</b> When you completed your recent questionnaire, you</p>	

	<p><i>of malnutrition?</i></p>	<p>answered that you [strongly agreed / agreed / neither agreed nor disagreed / disagreed / strongly disagreed] with the statement:</p> <p><i>I value the effects that screening and treatment for malnutrition has had on my work.</i></p> <p><b>&lt;IF POSITIVE&gt;</b> Is there anything in particular that has led you to value to the effect that screening and treatment for malnutrition has had on your work?</p> <p><b>&lt;IF AMBIVALENT OR NEGATIVE&gt;</b> Is there anything in particular that has led you to value to the effect that screening and treatment for malnutrition has had on your work?</p> <p>How effective do you feel that current arrangements for screening and treatment of malnutrition are within your team?</p> <p><b>&lt;P.FOLLOW&gt;</b> Have you discussed this with any team colleagues?</p> <p><b>&lt;P.FOLLOW&gt;</b> Can you give me any examples of events, perhaps experiences with particular patients, or conversations with colleagues, that have shaped your degree of confidence in current arrangements for screening and treatment of malnutrition?</p>	
	<p><b>4.4 – Reconfiguration -</b> <i>How, if at all, has screening and treatment work been modified or adapted, either by individuals or teams?</i></p>	<p>Have any changes been made to the way that nutrition screening and treatment is delivered, either by yourself, the team, or other colleagues individually?</p> <p><b>&lt;Q22 NoMaD FOLLOW&gt;</b> When you completed your recent questionnaire, you answered that you [strongly agreed / agreed / neither agreed nor disagreed / disagreed / strongly disagreed] with the statement:</p> <p><i>Feedback about screening and treatment for malnutrition can be used to improve it in the future.</i></p>	

		<p><b>&lt;IF POSITIVE&gt;</b> How does this currently happen?</p> <p><b>&lt;IF NEGATIVE&gt;</b> Is there anything that you feel currently inhibits this?</p> <p><b>[Q23 NoMaD FOLLOW]</b> When you completed your recent questionnaire, you answered that you [strongly agreed / agreed / neither agreed nor disagreed / disagreed / strongly disagreed] with the statement:</p> <p><i>I can modify how I work with tools and/or procedures for screening and treatment for malnutrition.</i></p> <p><b>&lt;IF POSITIVE&gt;</b> How does this currently happen?</p> <p><b>&lt;IF NEGATIVE&gt;</b> Is there anything that you feel currently inhibits this?</p>	
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