## Focus group and interview topic guides used in the Process evaluation

**Focus Groups: (Stage 1)**

[The focus group schedule isiterative and will be developed as the study proceeds].

GtACH training:

How do you feel about taking part in the research trial?

Can you tell me if you all attended the GtACH training, and if not, why not?

Was you all able to stay for the entire GtACH training session, and if not, why not?

Can you tell me what the training was like? (Prompts: What did you think of the information given during the session? What did you think about the practical component of the session? Did you feel encouraged to start using the GtACH following the training?)

Can you give me any examples of what you felt you learnt from the training session?

How confident did you feel that the training session offered sufficient support for you to start using the GtACH?

What do you think of the GtACH? Please be honest with your views.

Did you feel that you left the training session with the necessary skills to use the GtACH, and if not, what were your concerns?

How motivated and enthusiastic did you feel about using the GtACH after the training session?

Since the training session have any of you used the GtACH, and if so, how have you found it?

For those of you that have used the GtACH, can you tell me about any actions you have identified?

Have you been able to put those actions into place, and if not, why not?

Has using the GtACH changed anything for you or the residents?

For those if you that have not yet used the GtACH, what has stopped you from using it?

At this stage, do you feel you need any additional support to use the GtACH? And if yes, what would help?

You have been allocated a Falls Champion for the home, is this a role that you are familiar with, and do you think it will be a helpful role in the home? And if so, in what way?

And finally, do you feel the GtACH is a valuable tool to use in this home, and if yes, in what way?

Many thanks for your time, do you have any questions for me

**Focus Groups: (Stage 2) Provisional questions- will be developed on the back of interviews**

Have any of you had the opportunity to use the GtACH and if so, can you tell me about your experience of using this tool?

**Prompts:** How straightforward did you find the tool?

Did you have any difficulties or concerns, and if so can you tell me about them?

Can you tell me about any actions, and give examples, that you identified to be taken to reduce falls risk factors for the resident(s) you were assessing, using the GtACH?

Have you been able to put any of those actions into place, and if not, why not? (Are the actions outside their level of responsibility?)

Has using the GtACH enabled you to identify any risk factors which would not have been identified if this tool was not available?

Has anyone completed a GtACH more than once on the same resident (re-assessment)? And if so, can you tell me about that?

**Prompts:** Was the reassessment completed due to a fall, a change in the resident’s medical or cognitive condition, or a 3-6 month review?

What was the outcome (did it change any aspects of resident’s care)?

Are you aware of the role of the Falls Champion in this Care home? [If ‘yes’] what do you know about this role?

Have there been any occasions when you have contacted your Falls Champion or the Falls Lead with any queries or difficulties around using the GtACH? Can you tell me about this?

**Prompts:** Can you give me details of what the difficulties or queries related to?

What response did you receive?

Can you tell me what support you can use when you are completing the GtACH assessment for a resident?

Can you tell me what support you have actually used whilst completing the GtACH?

**Prompts:** How was this support accessed/how did you obtain/access this support?

How do you feel about using the GtACH?

Do you think that the GtACH has changed anything for you (in the way that you work) or for the residents?

**Prompts:** How useful do you think the GtACH is in this home?

**Potential Questions for Participant Care Staff who report never having used the GtACH**

[Confirm attendance at Falls Lead training] Did you attend any of the falls lead training for the GtACH?

[**If did not attend Falls Lead Training**] Can you give me the reason for your answer?

[**If attended Falls Lead Training**] I know it was a long time ago but can you tell me what you learned from this training about the GtACH and its use as a falls risk assessment in Care Homes?

Did the training increase your existing knowledge, prior to this training, in assessing residents’ risk factors for falls? Can you tell me how/ in what way(s)? **OR** reasons why not?

Apart from the training session, have you gained any other knowledge of the GtACH from any source, i.e other care staff members/ manual? [**If response is ‘yes’**] Can you tell me more about this and where and how this knowledge was gained?

Have you received any feedback from other staff regarding the use of the GtACH and if so can you tell me about it (what and from whom- role in care home- not names)?

Can you tell me what has stopped you from using the GtACH?

Can you tell me what other reasons there might be why you might not use the GtACH with a resident?

**All participants**:

To finish, what are your thoughts around continuing to use the GtACH once the study has finished?

That is all the questions I have to ask, is there anything else you would like to add about the GTACH before we finish?

**Interview schedule (staff)**

[It is anticipated that the interviews will be conducted following observation of staff completing the GtACH with residents, and hence the questions are iterative, and will be developed as a result of individual observations]

1. Can you tell me if you attended the GtACH training, and if not, why not? If you did attend the training session was you able to stay for the entire session, and if not, why?
2. a).The GtACH Manual is a resource for the Care Home, as identified during the Falls Lead training session, can you tell me where this is stored in this Care Home?

b) When would you use it?

c) Have you used the GtACH Manual (as demonstrated during the Falls Lead Training) and if so [when and why] in what circumstances?

1. Can you tell me how you felt about completing the GtACH with/for the resident?

Prompts: a. Can you tell me the reason why you completed the GtACH with/for the resident?

b. Did you find the GtACH straight forward to use or did you have any concerns when using it, and if so, can you tell me about that?

c. Did you feel you had the necessary skills to complete the GtACH?

d. If you attended a GtACH training session, how confident did you feel to use the GtACH following this session?

f. If you have not attended a training session can you tell me the reason for this? Do you feel missing the session has made it more difficult to use the GtACH?

4. Can you tell me where you found all the information to identify [resident name] risk factors for falls?

Prompts: a. Did you have any difficulty finding all the necessary information to identify [resident name] risk factors for falls. And if so, tell me about that?

b. Do you consider all of the resident’s risk factors for falls were identified?

* How do you know this?
* How was this confirmed? [i.e. prior knowledge; care plan; observation]

c. Can you give me any examples of any actions you identified using the GtACH to reduce the resident’s falls risk(s)?

**If the participant used the care plan as the main source of information, ask the following: (if not, go to question 5 below)**

1. Do the residents’ care plans provide you with the main source of information?
2. If you used information from the resident’s care plan, how do you know this is up to date?
3. How often are the residents’ care plans usually updated?
4. Do you consider you have enough time to read the care plan(s) to provide you with the information required for assessing the resident’s risk factors for falls? If ‘yes’ when? How often?
5. Are there other sources, apart from those that you used during the observation [or used for the GtACH if an observation was not completed], where you could collect information on the residents’ risk factors for falls, and if so can you tell me where you might go to collect this information?
6. Do you feel you have the necessary skills to complete the GtACH, and if not, what are the areas that concern you?

Prompt: Do you feel you have received sufficient support to use the GtACH and if not, what additional support might be helpful?

1. Do you use the care homes current falls risk assessment?

Prompt: Do you feel the GtACH offers anything different/additional to the current care home assessment, and if so what?

1. If you came up against any difficulties completing the GtACH who would you go to for support? (i.e. in home support/external support)
2. Do you think the GtACH has been useful or not for [resident name]? Can you tell me why?

Prompt: a. What do you think has been good or not so good about the GtACH for [resident name]?

b. In what way do you feel the GtACH may or may not be a valuable tool to use in this home?

c. Having used the GtACH for the observation, what are your thoughts and opinions about continuing to use this tool with residents in order to assess their risk factors for falls?

1. Finally, is there anything else you would like to say about the GtACH that we have not covered?

Many thanks for your time, do you have any questions for me?

**Interview schedule (staff and residents)**

(Version 2: 2/06/17)

[It is anticipated that the interviews will be conducted following observation of staff completing the GtACH with residents, and hence the questions are iterative, and will be developed as a result of individual observations]

**Staff:** 1. Can you tell me if you attended the GtACH training, and if not, why not? If you did attend the training session was you able to stay for the entire session, and if not, why?

1. a. The GtACH Manual is a resource for the Care Home, as identified during the Falls Lead Training session; can you tell me where this is stored in this Care Home?

b. Have you used the GtACH Manual (as demonstrated during the Falls Lead Training) and if so when and why?

1. Can you tell me how you felt about completing the GtACH with/ for the resident?

Prompts:

1. Can you tell me the reason why you completed the GtACH with/ for

 the resident?

1. Did you find the GtACH straight forward to use or did you have any concerns when using it, and if so, can you tell me about that?

c. Did you feel you had the necessary skills to complete the GtACH?

d. If you attended a GtACH training session, how confident did you feel to use the GtACH following this session?

f. If you have not attended a training session can you tell me the reason for this? Do you feel missing the session has made it more difficult to use the GtACH?

**Resident:** How did you feel about being asked the GtACH questions?

Prompts: a. What did you think about the GtACH questions?

b. Did you feel comfortable being asked the questions?

c. Did you feel that other residents could or could not over- hear what was being said when the GtACH was being completed?

d. How confident do you feel that the GtACH will help reduce the risk of you falling in the future?

**4.** **Staff:** Can you tell me where you found all the information to identify [resident name] risk factors for falls?

Prompts: a. Did you have any difficulty finding all the necessary information to identify [resident name] risk factors for falls. And if so, tell me about that?

1. Do you consider all of the resident’s risk factors for falls were identified?
* How do you know this?
* How was this confirmed? [i.e prior knowledge; care plan; observation]
1. Can you give me any examples of any actions you identified using the GtACH to reduce the resident’s falls risk(s)?

**If the participant used the care plan as the main source of information, ask the following:**

1. Do the residents’ care plans provide you with the main source of information?
2. If you used information from the resident’s care plan, how do you know this is up to date?
3. How often are the residents’ care plans usually updated?
4. Do you consider you have enough time to read the care plan(s) to provide you with the information required for assessing the resident’s risk factors for falls? If ‘yes’ when? How often?

**5. Staff**: Are there other sources where you could collect information on the residents’ risk factors for falls, and if so can you tell me where you might go to collect this information?

**6. Staff:** Do you feel you have the necessary skills to complete the GtACH, and if not, what are the areas that concern you?

Prompt: a. Do you feel you have received sufficient support to use the GtACH and if not, what additional support might be helpful?

**7. Staff:** Do you use the care homes current falls risk assessment?

Prompt: Do you feel the GtACH offers anything different/additional to the current care home assessment, and if so what?

**Resident:** Have you fallen before, and if so, can you tell me about that?

Prompt: a.Do you have any worries about falling, and if so, can you tell me about that?

**8. Staff:** Thinking back to the resident were you able to complete the actions to take to reduce their risks of falls?

Prompt: a. Have you been able to complete the actions identified on [resident name] GtACH, and if not, can you tell me what has prevented the actions being completed?

**Resident:** Are you aware if any actions have been taken to reduce your risk of falls since the GtACH was completed with you? If yes, can you tell me about what has been done?

1. **Staff:** If you came up against any difficulties completing the GtACH who would you go to for support? (i.e in home support/ external support)
2. **Staff:** Do you think the GtACH has been useful or not for [resident name]? Can you tell me why?

Prompt: a. What do you think has been good or not so good about the GtACH for [resident name]?

b. In what way do you feel the GtACH may or may not be a valuable tool to use in this home?

c. Having used the GtACH for the observation, what are your thoughts and opinions about continuing to use this tool with residents in order to assess their risk factors for falls?

**Resident:** Do you think the GtACH assessment has been useful or not for you? Can you tell me why?

Prompt: a. What do you think is good or not so good about the GtACH?

1. **Staff /resident:** Finally, is there anything else you would like to say about the GtACH that we have not covered?

Many thanks for your time, do you have any questions for me?

**Care Home Manager Interview Schedule**

[The interview schedule isiterative and will be developed as the interviews and focus groups proceed].

1. Can you start by telling me what interested you in taking part in the FinCH study?

Prompt: a. Has the home taken part in any previous research trials or is research a new experience for the staff in this home?

1. Have you attended a GtACH training session, and if so, what are your thoughts on the training?

Prompts: a. What did you think of the information given during the session?

b. What did you think about the practical component of the session?

c. Did the training session increase your existing knowledge in the assessment of resident’s risk factors for falls? And if so in what way?

d. How motivated and encouraged did you feel to use the GtACH within this care home following the training session?

e. At the end of the session, did you feel that the staff, and yourself, had the necessary skills to use the GtACH with your residents?

f. How confident did you feel that the training session offered sufficient support for staff to start using the GtACH?

g. Did you anticipate any difficulties with using the GtACH in your home after attending the training session, and if yes, what were these difficulties? Have any of those difficulties subsequently arisen?

h. If you have not attended a training session can you tell me the reason for this?

1. How easy or difficult was it to rota staff onto the GtACH training sessions?

Prompts: a. Have the sessions been flexible enough to fit around shift patterns and around the routine of the home?

 b. Have any difficulties arisen around staff attending the training sessions, and if so, tell me about those difficulties?

 c. Have you received any feedback from the staff on their views and opinions of the GtACH training session, and if so, tell me about the feedback received?

1. Have you completed the GtACH with any residents, and if so, how do you feel about using the GtACH?

Prompts: a. Do you perceive that the GtACH has been useful or not?

1. Have staff fed back their views on what they think is good or not so good about the GtACH, and if yes can you tell me about their views?
2. Are you aware of any difficulties that staff have encountered using the GtACH, and if so, can you tell me about those difficulties?
3. Have staff reported any difficulties completing the actions highlighted on the GtACH, and if so, can you tell me about those difficulties?
4. Have any residents or their family fed back their views on what is good or not so good about the GtACH, and if yes, can you tell me about their views?
5. In what way do you feel the GtACH may or may not be a valuable tool for your home?
6. Do you think the GtACH could be improved in any way, and if so, can you tell me about that?
7. Do you feel that you and your staff have received enough support to use the GtACH, and if not, what extra support would have been helpful?

Prompts: a. How helpful have you found the Falls Lead, both in terms of the training provided and the subsequent support to implement the GtACH?

b. Do you feel that 3 months is a sufficient period of time for support from the Falls Lead, or would you recommend a shorter or longer period of time?

1. Before taking part in this research study were you familiar with the role of champions in care homes, and if yes, have you any champions already in the home? Can you tell me about that?

Prompts: a. Were you able to allocate someone in the home to the role of a Falls Champion, and if so, how helpful do you feel this role has been?

1. Do you feel that using the GtACH in your home has changed anything for you or your residents, and if yes, in what way?
2. What are your thoughts around continuing to use the GtACH once the study has finished?
3. Finally, is there anything else you would like to say about the GtACH that we have not covered?

Many thanks for your time, do you have any questions for me?

**Falls Champion Interview Schedule**

[The interview schedule isiterative and will be developed as the interviews and focus groups proceed].

1. How do you feel about taking part in the research trial?
2. How did you feel about being the Falls Champion for the home?

Prompts: a. Before taking part in this research trial was you familiar with the term of ‘Champion’, and do you have other Champions in the home?

b. Do you have much past experience around falls prevention, and if so, can you tell me about this experience?

3. Have you attended a GtACH training session, and if so, what are your thoughts on the training?

Prompts: a. What did you think of the information given during the session?

b. What did you think about the practical component of the session?

c. Do you feel more knowledgeable on the risks associated with falls and how to reduce those risks following the training session?

d. How confident did you feel that the training session offered sufficient support for you and the staff in the home to use the GtACH?

e. How motivated and enthusiastic do you feel the staff are around using the GtACH in the home?

f. Do you feel that you and the staff in the home have the necessary skills to use the GtACH?

g. After attending the training, did you anticipate any difficulties around using the GtACH, and if yes, what were the difficulties? Have any of those difficulties subsequently arisen?

h. If you have not attended a training session can you tell me the reason for this?

1. How helpful have you found the Falls Lead in offering support?

Prompts: a. Do you feel you have received sufficient support for this role?

b. In what way has the support been helpful or not helpful?

c. Is there any additional support that you feel would have been helpful?

d. Do you feel that 3 months is a sufficient period of time for support from the Falls Lead, or would you recommend a shorter or longer period of time?

1. Have staff come to you when they have needed help or support with the GtACH?

Prompts: a. What difficulties have they encountered?

 b. what help and support has been needed?

c. Have staff identified any difficulties completing the actions highlighted on the GtACH, and if so, can you tell me about those difficulties?

1. Have any residents or their family spoken to you about their views on the GtACH, and if so, can you tell me about their views?
2. What do you think is good or not so good about the GtACH?

Prompts: a. Do you perceive that the GtACH has been useful or not in the home?

b. Do you think the GtACH could be improved in any way, and if so, can you tell me your views?

c. Do you feel that using the GtACH has changed anything for you or the residents, and if yes, in what way?

d. What are your thoughts around continuing to use the GtACH once the study has finished?

1. Finally, is there anything else you would like to say about the GtACH that we have not covered?

Many thanks for your time, do you have any questions for me?