**Supplementary File 3:. Structured observation sheet for use during observation of meetings where blood transfusion audit and feedback is discussed.**

Meeting Type: **(**e.g. Hospital Transfusion Committee) Start time:

Number of attendees: End time:

Job roles present (number of each):

Anyone noticeably missing:

|  |  |  |
| --- | --- | --- |
|  |  | **General comments (note any BCTS/Constructs)** |
| Following a standard format? |  |  |
| Agenda? |  |  |
| Is there sufficient time for possible delivery of enhanced follow-on intervention? |  |  |
| Objectives of the meeting?Clear?Explicit? |  |  |
| **Functions of the meeting** |  |  |
| Behavioural regulation? |  |  |
| Social Influence? |  |  |
| Documentation? |  |  |
| Case load/patient management? |  |  |
| Clinical decisions? |  |  |
| **Group processes** |  |  |
| Leadership style? |  |  |
| Persuasion? |  |  |
| Patient or safety focused? |  |  |
| One main speaker or discussion? |  |  |
| Generate ideas or just informed? |  |  |
| Seniority evident? Junior role? |  |  |
| How are decisions made? |  |  |
| Relationship between TP &… | Junior staff:Senior staff: |  |
| **Body Language/non-verbal** |  |  |
| Chair/leader* Facial expressions
* Body language
 |  |  |
| Other audience members* Facial expressions
* Excited to be there?
* Engaged?
* Clock watching?
 |  |  |
| **Action points** | Total: |  |
| * Are they explicit?
 |  |  |
| * Responsibilities for whom doing what?
 |  |  |
| * Where do they look to for action points
 | Regional meeting?Ward level?Senior staff? |  |
| * Time limited?
 |  |  |
| * Any specific to A&F
* Delegated to…?
 |  |  |

Sections of the meeting and their duration: