

****FOR REFERENCE ONLY*: PLEASE COMPLETE THE DATA COLLECTION FORM ONLINE VIA THE LINK EMAILED TO YOU***

HS&DR 13/07/49 – A Longitudinal National Evaluation of Schwartz Center Rounds: an intervention to enhance compassion in relationships between staff and patients through providing support for staff and promoting their wellbeing

Phase 1 of evaluation: Mapping Study

King's College London, the University of Sheffield and The King's Fund are carrying out the national evaluation of Schwartz Center Rounds funded by the NIHR. Phase 1 of the evaluation involves a mapping exercise. We are aiming to profile the provider organisations in England, Scotland and Wales that are running Rounds, describe how Rounds are run and organised (including their costs) and the reasons for implementation and perspectives on impact.

We have obtained ethical approval from King's College London to carry out the research (reference number PNM/13/14-159). In addition, we have obtained NHS R&D/ Research governance approval and hospices have agreed for us to approach them via their heads of governance or research governance committees.

In a separate email from our research team, you will have received:

- An invitation letter to participate in the evaluation
- A participant information sheet
- Consent form for data collection
- Consent form for follow-up interview.

Instructions:

Consent:

Please read the participant information sheet first. When you are happy to proceed, complete the consent forms for data collection and a follow-up interview. Remember, if you would prefer to nominate a colleague to be interviewed, they must complete the consent form for the interview themselves. Please return completed consent forms to c.foot@kingsfund.org.uk.

Data collection form:

As outlined in the participant information sheet, the online data collection form is about how Rounds are implemented and organised in your organisation. For information, we have also sent you a 'PDF' version of the data collection form. You may find it useful to see what type of information we are asking for before you begin filling in the form online.

Please ensure you complete as much of the form as possible.

Thank you for time.

General information (for our administrative purposes only)

1	Name of your organisation	
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Implementation and organisation of Schwartz Center Rounds

2a	How did you first hear about Schwartz Center Rounds? <i>(please click all that apply)</i>	Recommendation from a colleague/peer (internal) <input type="checkbox"/> Recommendation from a colleague/peer (external) <input type="checkbox"/> Research about support mechanisms for staff <input type="checkbox"/> Conference <input type="checkbox"/> Point of Care Foundation website <input type="checkbox"/> Attended a Round at another organisation <input type="checkbox"/> Other <i>(please specify below)</i> <input type="checkbox"/>
2b	What preparation and support have you had from the Point of Care Foundation to set up and run Rounds? <i>(please click all that apply)</i>	Introductory talk <input type="checkbox"/> Attended other Rounds <input type="checkbox"/> Attended steering group/ spoke to facilitator/ clinical lead in another organisation <input type="checkbox"/> Access to training for facilitators <input type="checkbox"/> Access to mentorship <input type="checkbox"/> Other <i>(please specify below)</i> <input type="checkbox"/>
2c	What preparation, additional to that of the Point of Care Foundation, did you have to do	Launch event <input type="checkbox"/>

	prior to running the first Round? <i>(please click all that apply)</i>	Staff communications e.g. newsletter <input type="checkbox"/> Training for facilitators (additional to that provided by Point of Care Foundation) <input type="checkbox"/> Planning and preparation meetings <input type="checkbox"/> Board communication/reporting to the Board <input type="checkbox"/> Other <i>(please specify below)</i> <input type="checkbox"/>	
2d	Date of the first Round at your organisation	Month:	Year:
2e	Number of Rounds held at your organisation	In total:	Per year:

3a	How often does your organisation run Schwartz Center Rounds? <i>(please click)</i>		
	Once a month <input type="checkbox"/>	More than once a month <input type="checkbox"/>	The frequency varies <input type="checkbox"/> <i>Please specify and provide a brief explanation below:</i>
3b	Are Rounds held at different sites? <i>(please click)</i>		
	Yes <input type="checkbox"/> <i>Please name all sites below:</i> 1. 2. 3.	No, Rounds are always held at same site <input type="checkbox"/>	

3c	Do members of staff travel to different sites to attend Rounds?					
	Yes <input type="checkbox"/> <i>Please provide a brief explanation for your answer below</i>	No <input type="checkbox"/>				
3d	What time of day did the most recent Round take place? <i>(please click one)</i>					
	Morning (before 12pm) <input type="checkbox"/>	Midday (lunchtime, 12-2pm) <input type="checkbox"/>	Afternoon (2-6pm) <input type="checkbox"/>	Evening (after 6pm) <input type="checkbox"/>		
3e	What time of day do Rounds most commonly take place <i>(please click one)</i>					
	Morning (before 12pm) <input type="checkbox"/>	Midday (lunchtime, 12-2pm) <input type="checkbox"/>	Afternoon (2-6pm) <input type="checkbox"/>	Evening (after 6pm) <input type="checkbox"/>	Varies <input type="checkbox"/> <i>Please specify and provide a brief explanation below:</i>	
3f	On what day of the week do Rounds most commonly take place? <i>(please click one)</i>					
	Monday <input type="checkbox"/>	Tuesday <input type="checkbox"/>	Wednesday <input type="checkbox"/>	Thursday <input type="checkbox"/>	Friday <input type="checkbox"/>	Varies <input type="checkbox"/> <i>Please specify and provide a brief explanation below:</i>
3g	How do you communicate with staff in your organisation about Rounds? <i>(please click all that apply)</i>					

	Individual email <input type="checkbox"/> Group email <input type="checkbox"/> Staff newsletter <input type="checkbox"/> Posters <input type="checkbox"/> Discussion about Rounds at internal meetings <input type="checkbox"/> Other (<i>please provide brief details below</i>) <input type="checkbox"/>
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Attendance at Schwartz Center Rounds

4a	Approx. numbers of attendees at each Schwartz Center Round <i>(please type the approximate number in each of the adjacent columns)</i>	Mode (i.e. typical number attending):	Lowest number of attendees:	Highest number of attendees:
4b	Has attendance been increasing or declining over the past six Rounds? (<i>please click one</i>) Increasing <input type="checkbox"/> Declining <input type="checkbox"/> About the same each time <input type="checkbox"/> Varies each time <input type="checkbox"/>			
4c	How many members of staff would you estimate are <u>regular attendees</u> (i.e. attend more than half of all Rounds) (? <i>please type the approximate number in the adjacent column</i>)			
4d	What are the professional groupings of members of staff who attended the last Round and how often do they attend Rounds? (<i>please click all that apply</i>)			
	<u>Doctors</u> [Includes: anaesthetists; GPs; obstetricians; gynaecologists; ophthalmologists; paediatricians; pathologists; psychiatrists; surgeons]			

Does anyone from this group attend Rounds?

Yes No Not relevant to my organisation

If yes, approximately what proportion of attendees at Rounds is represented by this group?

10% 20% 30% 40% 50% 60% 70% 80% 90% 100%

Is their attendance

Regular (i.e. they attend more than half)

Occasional (i.e. less than half)

Unknown

Nurses

[Includes: school nurses; district nurses; practice nurses; community matrons; occupational health nurses; health visitors; nurse consultants; neonatal nurses; theatre nurses; high intensity therapists]

Does anyone from this group attend Rounds?

Yes No Not relevant to my organisation

If yes, approximately what proportion of attendees at Rounds is represented by this group?

10% 20% 30% 40% 50% 60% 70% 80% 90% 100%

Is their attendance

Regular (i.e. they attend more than half)

Occasional (i.e. less than half)

Unknown

Midwives

Does anyone from this group attend Rounds?

Yes No Not relevant to my organisation

If yes, approximately what proportion of attendees at Rounds is represented by this group?

10% 20% 30% 40% 50% 60% 70% 80% 90% 100%

Is their attendance

Regular (i.e. they attend more than half)

Occasional (i.e. less than half)

Unknown

Allied health professionals

[Includes: arts therapists; chiropodists/podiatrists; dietitians; occupational therapists; orthopists; orthotists; physiotherapists; prosthetists; radiographers; speech and language therapists]

Does anyone from this group attend Rounds?

Yes No Not relevant to my organisation

If yes, approximately what proportion of attendees at Rounds is represented by this group?

10% 20% 30% 40% 50% 60% 70% 80% 90% 100%

Is their attendance

Regular (i.e. they attend more than half)

Occasional (i.e. less than half)

Unknown

Ambulance service team

[Includes: ambulance care assistants/patient transport (PTS) drivers; emergency care assistants; emergency medical dispatchers/call handlers; paramedics; PTS call handlers; senior paramedics]

Does anyone from this group attend Rounds?

Yes No Not relevant to my organisation

If yes, approximately what proportion of attendees at Rounds is represented by this group?

10% 20% 30% 40% 50% 60% 70% 80% 90% 100%

Is their attendance

Regular (i.e. they attend more than half)

Occasional (i.e. less than half)

Unknown

Pharmacy staff

Includes: community, hospital and primary care pharmacists; pharmacy assistants; pharmacy technicians

Does anyone from this group attend Rounds?

Yes No Not relevant to my organisation

If yes, approximately what proportion of attendees at Rounds is represented by this group?

10% 20% 30% 40% 50% 60% 70% 80% 90% 100%

Is their attendance

Regular (i.e. they attend more than half)

Occasional (i.e. less than half)

Unknown

Clinical Support Services

[Includes: assistant practitioners; assistant technical officers; cardiographers; complementary and alternative medicine staff; dental support workers; dietetic assistants; donor carers; health trainers; healthcare assistants; maternity support workers; newborn hearing screeners; nutritionists; occupational therapy support workers; orthopaedic technicians; orthotic technicians; phlebotomists; physiotherapy assistants; podiatry assistants; prosthetic technicians; radiography assistants; roles related to creative

therapies; social workers; speech and language therapy assistants; support, time and recovery workers]

Does anyone from this group attend Rounds?

Yes No Not relevant to my organisation

If yes, approximately what proportion of attendees at Rounds is represented by this group?

10% 20% 30% 40% 50% 60% 70% 80% 90% 100%

Is their attendance

Regular (i.e. they attend more than half)

Occasional (i.e. less than half)

Unknown

Healthcare Scientists

Does anyone from this group attend Rounds?

Yes No Not relevant to my organisation

If yes, approximately what proportion of attendees at Rounds is represented by this group?

10% 20% 30% 40% 50% 60% 70% 80% 90% 100%

Is their attendance

Regular (i.e. they attend more than half)

Occasional (i.e. less than half)

Unknown

Support Services and Domestic

[Support services includes: audiovisual technicians; drivers; fire safety officers; health and safety officers; messengers; porters; security staff; stores and distribution staff; sterile services staff; theatre support workers. Domestic services includes: catering managers; chefs/cooks and assistants; domestic services staff (including cleaners); housekeepers; linen services staff]

Does anyone from this group attend Rounds?

Yes No Not relevant to my organisation

If yes, approximately what proportion of attendees at Rounds is represented by this group?

10% 20% 30% 40% 50% 60% 70% 80% 90% 100%

Is their attendance

Regular (i.e. they attend more than half)

Occasional (i.e. less than half)

Unknown

Managers (non-clinical)

Does anyone from this group attend Rounds?

Yes No Not relevant to my organisation

If yes, approximately what proportion of attendees at Rounds is represented by this group?

10% 20% 30% 40% 50% 60% 70% 80% 90% 100%

Is their attendance

Regular (i.e. they attend more than half)

Occasional (i.e. less than half)

Unknown

Directors and Board Members

Does anyone from this group attend Rounds?

Yes No Not relevant to my organisation

If yes, approximately what proportion of attendees at Rounds is represented by this group?

10% 20% 30% 40% 50% 60% 70% 80% 90% 100%

Is their attendance

Regular (i.e. they attend more than half)

Occasional (i.e. less than half)

Unknown

Admin and clerical

Does anyone from this group attend Rounds?

Yes No Not relevant to my organisation

If yes, approximately what proportion of attendees at Rounds is represented by this group?

10% 20% 30% 40% 50% 60% 70% 80% 90% 100%

Is their attendance

Regular (i.e. they attend more than half)

Occasional (i.e. less than half)

Unknown

Commissioners

Does anyone from this group attend Rounds?

Yes No Not relevant to my organisation

If yes, approximately what proportion of attendees at Rounds is represented by this group?

10% 20% 30% 40% 50% 60% 70% 80% 90% 100%

	<p>Is their attendance</p> <p>Regular (i.e. they attend more than half) <input type="checkbox"/></p> <p>Occasional (i.e. less than half) <input type="checkbox"/></p> <p>Unknown <input type="checkbox"/></p>
	<p><u>Volunteers</u></p> <p>Does anyone from this group attend Rounds?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> Not relevant to my organisation <input type="checkbox"/></p> <p><i>If yes, approximately what proportion of attendees at Rounds is represented by this group?</i></p> <p>10% <input type="checkbox"/> 20% <input type="checkbox"/> 30% <input type="checkbox"/> 40% <input type="checkbox"/> 50% <input type="checkbox"/> 60% <input type="checkbox"/> 70% <input type="checkbox"/> 80% <input type="checkbox"/> 90% <input type="checkbox"/> 100% <input type="checkbox"/></p> <p>Is their attendance</p> <p>Regular (i.e. they attend more than half) <input type="checkbox"/></p> <p>Occasional (i.e. less than half) <input type="checkbox"/></p> <p>Unknown <input type="checkbox"/></p>
	<p><u>Other – please list any other categories as well as the approximate proportion and how often they attend (if known)</u></p>

Details of Schwartz Center Rounds

<p>5a</p> <p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p> <p>6</p>	<p>Please list the titles and/or topics from the most recent Schwartz Center Rounds, including a brief description (<i>up to a maximum of six</i>)</p>			
<p>5b</p>	<p>Does your organisation collate summaries of</p>	<table border="1"> <tr> <td data-bbox="486 1603 790 1722"> <p>Yes</p> <p><input type="checkbox"/></p> </td> <td data-bbox="790 1603 1099 1722"> <p>No</p> <p><input type="checkbox"/></p> </td> </tr> </table>	<p>Yes</p> <p><input type="checkbox"/></p>	<p>No</p> <p><input type="checkbox"/></p>
<p>Yes</p> <p><input type="checkbox"/></p>	<p>No</p> <p><input type="checkbox"/></p>			

	Rounds? (<i>please click one</i>)	<i>go to Q5c</i>	
5c	<i>If yes to Q5b, what type of data is captured in the summaries</i>		
5d	<i>Please state briefly what your organisation does with the summaries:</i>		

Internal monitoring and reviewing of Schwartz Center Rounds

6a	Does your organisation analyse sign-in sheets for Rounds?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
6b	Does your organisation analyse Round evaluation forms?	Yes <input type="checkbox"/>	No <input type="checkbox"/> (go to Q6d)	
6c	How does your organisation use the data from Round evaluation forms?	Schwartz Rounds steering committee <input type="checkbox"/> Reports to the Trust/Hospice Board <input type="checkbox"/> Quality accounts <input type="checkbox"/> Any promotional material about the organisation <input type="checkbox"/> Other <input type="checkbox"/> <i>Please specify:</i>		
6d	How often does the Schwartz Center Rounds steering committee usually meet? (<i>please click one</i>)	Monthly <input type="checkbox"/>	Quarterly <input type="checkbox"/>	Other <input type="checkbox"/> <i>Please specify and provide a brief explanation below:</i>

6e	<p>Does the Schwartz Rounds steering committee report directly to the Trust/Hospice Board?</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
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Resources for Schwartz Center Rounds

7a	<p>Non- staff costs of running Schwartz Rounds (excluding VAT)</p>	<p>Launch</p>	<p>£ total</p> <p>Not applicable <input type="checkbox"/></p> <p>Data unavailable <input type="checkbox"/></p>
		<p>Room hire (average)</p>	<p>£ per Round</p> <p>Not applicable <input type="checkbox"/></p> <p>Data unavailable <input type="checkbox"/></p>
		<p>Type of room used</p>	<p>Staff education/training room <input type="checkbox"/></p> <p>Staff recreational room <input type="checkbox"/></p> <p>Staff meeting room <input type="checkbox"/></p> <p>Board room <input type="checkbox"/></p> <p>Varies (<i>please provide brief details below</i>) <input type="checkbox"/></p>
		<p>Catering (approx.)</p>	<p>£ per Round</p> <p>Not applicable <input type="checkbox"/></p> <p>Data unavailable <input type="checkbox"/></p>
		<p>Type of food supplied</p>	<p>Hot meal <input type="checkbox"/></p> <p>Sandwich buffet <input type="checkbox"/></p> <p>Cakes/biscuits <input type="checkbox"/></p> <p>Breakfast (pastries etc.) <input type="checkbox"/></p> <p>Varies <input type="checkbox"/></p>
		<p>Advertising costs (approx.)</p>	<p>£ per Round</p>

		Any additional costs, e.g. equipment (approx.)	£ per Round <i>Please state:</i>		
7b	Details of staff time allocated to organising and implementing Rounds	Member(s) of staff carrying out Rounds administrative work (<i>please list name(s) below</i>)	Grade (s)	Number of hours dedicated to administration per month Or no dedicated hours <input type="checkbox"/>	
		Or no administrator time <input type="checkbox"/>		Number of hours spent per month (if different to what is dedicated) (per individual if applicable)	
		Current Rounds Facilitator(s) (<i>please list name(s) below</i>)	Professional group(s)	Grade(s)	Number of hours dedicated to facilitation per month Or no dedicated hours <input type="checkbox"/>
		1. 2. 3.	1. 2. 3.	1. 2. 3.	1. 2. 3. Number of hours spent per month (if different to what is dedicated) 1. 2.

					3.
		<p>Current Clinical Lead(s) <i>(please list below)</i></p> <p>1.</p> <p>2.</p> <p>3.</p>	<p>Professional group(s)</p> <p>1.</p> <p>2.</p> <p>3.</p>	<p>Grade(s)</p> <p>1.</p> <p>2.</p> <p>3.</p>	<p>Number of hours dedicated to Rounds per month</p> <p>1.</p> <p>2.</p> <p>3.</p> <p>Or no dedicated hours <input type="checkbox"/></p> <p>Number of hours spent per month (if different to what is dedicated)</p> <p>1.</p> <p>2.</p> <p>3.</p>
		<p>Steering group membership <i>(please list all job titles and grades of core steering group members)</i></p>	<p>Number of hours dedicated to steering group per member per month</p>	<p>Number of hours spent per month (if different to what is dedicated)</p>	