**Early Intervention Team Proforma**

TO BE COMPLETED BY EACH IMPART LEAD AND Researcher

(NB Please complete for each team if there are several teams within one Trust)

**Study title: IMPlementation of A Relatives’ Toolkit (IMPART study): Examining the critical success factors, barriers and facilitators to implementation of an online supported self-management intervention in the NHS**

Please give brief details of the EIS SERVICE structure in your Trust (e.g. teams, management structure, geographical areas covered):

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**Is there an EIS TEAM, if so what is its name**:

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Geographical Area served by this team: ……………………………………………………………………………………………..

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Postal Address: …………………………………………………………………………………………………………………………………..

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**Team leader name:** .................................................................................................................................

Phone: ……………………………………………………………………………………..

Email: ………………………………………………………………………………………

**Alternative contact for this study (IMPART Lead cover)?**

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Phone: ……………………………………………………………………………………..

Email: ……………………………………………………………………………………….

**NHS Trust:** ………………………………………………………………………………………………………………………………………….

**R&D lead name:** …………………………………………………………………………………………………………………………………

Phone: ……………………………………………………………………………………..

Email: ………………………………………………………………………………………

**Has a REACT supporter(s) been identified in your team? Yes/no**

**If yes, please provide REACT supporter name, job role, phone and email:**

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**How much time do expect them to dedicate to the REACT supporter role per week?**

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**If no, please provide a brief reason why:**

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# Service changes

1. Please give an overview of your trust (e.g. how has it changed over time you have worked there, structural changes, atmosphere that could impact on the implementation of REACT, opinion/change leaders?).

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1. What are the current targets and priorities in your service (including those under Access and Waiting Times guidance)?

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1. Have there been any other major changes for the EIS team over the previous 12 months?

Yes/No

If yes, please describe:

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1. Are there any other major changes planned for this EIS team over the next 12 months?

Yes/No

If yes, please describe:

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1. Is the service involved (or going to be involved) in any other research recruiting RELATIVES of people with psychosis?

Yes/No

If yes, please describe:

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1. Please list the people in your Trust who you think will be involved or have a significant influence on the implementation of the REACT toolkit (name, job title, likely role in/influence on implementation):

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# Service users

1. Approximately how many service users are currently receiving support in this EIS team? Any Documents that may have this?

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1. Approximately how many *new referrals* of service users with psychosis are seen by this EIS team each year? Any Documents that may have this?

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1. What is the age range of the service users supported by the service? Any Documents that may have this?

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1. What are the inclusion criteria for service users to be accepted into service? Any Documents that may have this?

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1. What is the maximum length of time service users are able to remain in this service? Any Documents that may have this?

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1. What are the criteria for discharge? Any Documents that may have this?

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1. What is the approximate percentage (%) distribution of service users across the following ethnic groups? (NB Exact figures not required – just an indication would be great)

*White British: …………..*

*White Other: …………...*

*Mixed / Multiple ethnic groups: ……………..*

*Asian / Asian British: ……………*

*Black / African / Caribbean / Black British: ………………*

*Other ethnic group: ………………*

1. Please can you estimate how many of your service users are from Urban/rural areas and how many sites/services are in urban/rural areas are your sites (Use national stats as trusts may not have this so ask if they have a rough idea)

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# Relatives/Carers

1. Is Relative involvement recorded YES/NO

If yes please provide details?

1. Approximately what percentage (%) of service users has a relative who has contact with the EIS service?

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1. Does your Trust/Service/Team have strategy for carer/relative support?

Yes/no

If yes, please provide details:

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1. Does your team have a care pathway for relatives/carers?

If yes, please give details (when it was established, structure):

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1. Is there a friends/family/relatives charter in your Trust? Yes/No
2. Please give details of current provision of support for relatives/ carers in your service (service specific)

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1. Please give details of existing provision of support for relatives/carers in your Trust (trust-wide, not service-specific):

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1. Please give details of existing resources for EIS carers (e.g. information leaflets/websites/e-health resources)

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1. What (if any) performance indicators are used for EIS

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# Staff

Please indicate current staffing:

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| --- | --- | --- | --- | --- | --- | --- |
| **Job title** |  | **Professional group (e.g. social worker/ MHN/ support staff without professional mental health qualifications)** |  | **band** |  | **FTE** |
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1. Do you currently have any unfilled posts?

Yes/No

If yes, please give details (band, time unfilled, progress with recruitment)

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1. Do you have any dedicated carer workers?

Yes/No

If yes, please give details of each dedicated carer worker (Job title, professional group, FTE spent on work with carers)

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1. Who do you think are the key people the IMPART research team would need to talk to in you Trust to find out what is really going on with the implementation of REACT?

| **Role (N)** | **Name(s) & role(s)** | **Contact details** |
| --- | --- | --- |
| IMPART lead(s)  (1-2) |  |  |
| REACT supporter  (1-2) |  |  |
| REACT supporter clinical supervisor  (1-2) |  |  |
| EIS clinical staff  (4) |  |  |
| EIS service manager(1) |  |  |
| EIS team leads  (2-3) |  |  |
| EIS staff with specific role in carer interventions  (1-2) |  |  |
| Commissioner  (1) |  |  |
| Relatives  (8) |  |  |
| Other (please state) |  |  |
| Other (please state) |  |  |
| Other (please state) |  |  |

1. What do you think are the key documents that guide the work done in EIS?

| **Document** | **Name of document & how to access** | **Notes** |
| --- | --- | --- |
| Trust Annual Quality Account |  |  |
| Trust and/or EIS policy Implementation guide (or any document outlining implementation/operationalisation of key policy/guidance across the Trust or EIS service) |  |  |
| EIS Access and Waiting Times Guidance spec |  |  |
| EIS Commissioning Spec and Operational Policy |  |  |
| CQUIN reports |  |  |
| Carers Strategy |  |  |
| Psychosis Pathway |  |  |
| Complaints and SUI investigations |  |  |
| Access and Waiting Times Guidance audit |  |  |
| Other (please state) |  |  |
| Other (please state) |  |  |
| Other (please state) |  |  |

1. What do you think are the key meetings that the Research Team should obverse to gain an understanding of what is happening with the implementation of REACT?

| **Meeting** | **Name of meeting** | **Place and time(s) of meetings** | **How/who to contact to request access** |
| --- | --- | --- | --- |
| Trust board meeting |  |  |  |
| Quality & Performance meetings |  |  |  |
| CQUINN target strategy |  |  |  |
| Carer’s strategy meetings |  |  |  |
| PPI strategy meetings |  |  |  |
| EIS business meetings |  |  |  |
| EIS clinical meetings |  |  |  |
| Other (please state)  May be with consultant and team lead etc |  |  |  |
| Other (please state) |  |  |  |
| Other (please state) |  |  |  |

1. Is there any other information that you think it would be helpful for us to be aware of?

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1. Could you please describe your experiences with the REACT pilot? (initial thoughts, ease of use, any changes, good/bad)

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