

Quality Assurance Tool

This can be used by facilitators and/or by observers to review the workshops and ensure consistency of delivery. Any reflections and comments should be considered as points for discussion and evaluation. The purpose of this tool is to enable everyone to gradually increase the quality of the workshop.

		Objective met?		
Desired Outcome	Objective	Yes	No	Reflection / Comment
ESTABLISHING THE GROUP				
Men valued; Building rapport; Positive attitude towards pathway	Did men receive a signed invitation with information about the workshop and practical arrangement?			
Men valued; Relaxed atmosphere for adult learning	Were men greeted by name and treated in a friendly fashion?			
Ice breaker and towards getting ownership of the purpose and way of working	Did men get a chance to loosen their vocal chords and express main issues about workshop?			
Agreement on purpose and what is asked of participants	Did men explicitly agree with Purpose, Way of working and get a chance to add thoughts from pairs discussions?			
Men valued and group building – Round Robin	Did men get roughly equal time and did you or your co-facilitator say their name aloud?			
Building ownership of group and control of agenda (Adult Learning)	Did the agenda for the workshop get presented in a way that allowed men to add or give emphasis to parts?			

		Objective met?		
Desired Outcome	Objective	Yes	No	Reflection / Comment
MY FOLLOW UP CARE				
Introduction	Were the men signposted to the topic and work started with an Open Question?			
Getting motivation for self management	Did the nature of, pros and cons of self management get explored in a way that that the pros outweighed the cons?			
Building group and reinforcing self management	Did you manage to summarise the discussions and encourage the role of men in their own care?			
PROSTATE SPECIFIC ANTIGEN (PSA) TESTING				
PSA Testing	Did the topic get signposted (our agenda) and work started with an open question?			
The men were clear as to why, when and how of PSA testing	Did the workshop answer men's questions about PSA, and explore their plans for PSA testing?			
Group building; adult education and self management benefits	Did you manage to summarise discussions in a way that promoted PSA testing?			
COMPLETING AND USING THE HEALTH MOT AND CARE PLAN				
Holistic Needs Assessment: Why, When and How	Was the topic signposted as part of agenda and initiated with an open question?			

		Objective met?		
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Adult Educational Methods	Did the men ask questions and discuss the why, when, how of the HNA?			
Different ways to help people learn	Did the men get a chance to see an online demonstration of the HNA and fill this in as a paper copy (handbook) during the workshop?			
Group building; adult education and self management benefits	Did the topic get summarised in a way that promotes the best use of the HNA?			
IMPORTANT SIGNS AND SYMPTOMS TO TELL THE CLINICAL TEAM ABOUT				
Important Signs and Symptoms	Was the topic signposted as part of the agenda and initiated with an open question?			
Knowing what they are and acting on them	Did the men ask questions and debate the realities of monitoring for important signs?			
Motivating self management when barriers may need to be overcome	Did the workshop consider the potential barriers to men reporting important signs and consider ways to overcome this?			
Group building; adult education and self management benefits	Did you summarise discussions in a way that promoted men getting in touch if important signs and symptoms arise?			

		Objective met?		
Desired Outcome	Objective	Yes	No	Reflection / Comment
KNOWING HOW TO CONTACT THE CLINICAL TEAM – OVERCOMING BARRIERS				
Contacting the Team	Was the topic signposted at the beginning of the section on follow-up care and started with an open question?			
Knowing all the methods to contact the team	Did the best way and time for two way communication get explored so that men could be confident?			
Group building; adult education and self management benefits	Did you summarize the discussion in a way that promoted effective communication?			
HEALTH CONCERNS – PHYSICAL AND EMOTIONAL				
Adult Education	Did you signpost the topic and explain the process?			
Starting the discussion to best effect so that all men get an opportunity	Did you establish clear pair's discussion before watching the video?			
To generate topics reflecting problems whilst encouraging difficult topics	Did you resume pair's discussion with clear guidance on identifying topics?			
Fear of Re-occurrence	Starting with an open ended question were fears and coping strategies explored?			
For topics highlighted by post-it notes	Was the topic initially explored by an open question?			
Self management	Was the nature of any			

		Objective met?		
Desired Outcome	Objective	Yes	No	Reflection / Comment
encouraged, and ways of coping explored	problem(s) and ways to cope explored with men helping each other (+expertise too)?			
HEALTHIER LIFESTYLE - RELAXATION				
Use of Relaxation	Was the topics relevance stated, and open questions asked about experiences?			
Improving self management with additional coping strategies	Did you explain or demonstrate a prescribed method in a way that promotes uptake?			
ENCOURAGEMENT TO HEALTHIER LIFESTYLE				
Exercise and healthy eating	Were the men given an opportunity to explore the benefits and methods of achieving healthy activity?			
PLANS TO TAKE AWAY – INTENTIONS INTO ACTIONS				
Motivating self management	Were the men given an opportunity to think of the PLANS they might have as part of this Care Pathway, and possibly commit to some ideally in written form?			
CLOSING THE GROUP				
Group Closure	Did you close the group emphasising the results according to the Purpose and Way of Working?			

SUMMARY OBSERVATIONS

	DESIRABLE OUTCOMES	COMPONENT	ACHIEVED?		
			Yes	No	Reflection/Comment
1	POSITIVE RAPPORT	Will most men feel their situation has been understood by you and your co-facilitator?			
2	POSITIVE RAPPORT	Will most men believe that you and your co-facilitator want the best outcome for them (Care), i.e. they are valued?			
3	POSITIVE RAPPORT	Will most men judge you and your co-facilitator to be Non Judgemental – Open Minded as to their choices?			
4	EFFECTIVE GROUP	Did most men contribute to the discussions in the Group?			
5	EFFECTIVE GROUP	Was the atmosphere in the group constructive but relaxed (with some fun)?			
6	ADULT EDUCATION	Did the men ask lots of questions?			
7	ADULT EDUCATION	Did the men help each			

	DESIRABLE OUTCOMES	COMPONENT	ACHIEVED?		
			Yes	No	Reflection/Comment
		other with answers, support and suggestions?			
8	SELF MANAGEMENT	Were most men happy to be on the Patient-Triggered Follow-up Pathway?			
9	SELF MANAGEMENT	Were the men motivated to use the Portal/Email to notify the hospital team of changes and explore additional help for unresolved issues?			
10	SELF MANAGEMENT	Were the men nudged into thinking/acting upon lifestyle changes (Rx, Exercise etc.)?			
11	SELF MANAGEMENT	Was there evidence of men being motivated to help each other after the workshop?			