

SMA Evaluation Forms (Download them, print them, fill them in, use them)

Form 1. SMA Facilitators form to complete after each session

Form 2. The Facilitator form to complete at 6 months. From collated activity forms i.e. form 1

Form 3. Facilitator/ Clinician form at 6 months

Form 4. Qualitative prompts and ideas for gathering data



Form 1. SMA Facilitators form to complete after each session

1) The SMA facilitators form to complete after each session

Area of focus	Short term outcome	Quantitative / categorical response	Reflections
			<i>Share any reflections that come to mind for you and consider your practice and intentions. Some questions to spark your thinking include: what stood out to you in the session? Was anything new or surprising? Was anything raised by participants about the approach? Is there anything that could be done better next time?</i>
	Session		1
Activity data	Date		[insert]
	Topic		[insert]
	Type of clinician attending		[insert]
	Who Attended		[insert]
	New / Repeat participants		[insert]
1. Achieving cultural responsiveness	Participants decide where to hold SMA	Y / N / Unsure	
	Participants provide input to topics to cover	Y / N / Unsure	
	Participants can provide input to how often the group meets	Y / N / Unsure	
	Participants speak up during session	Y / N / Sometimes / Unsure	
	Participants have repeat attendance at the sessions	Y / N / Unsure	

2. Achieving improved health and care outcomes for people and clinicians	Participants ask questions on topics shared	Y / N / Sometimes / Unsure	
	Participants request specific topics and/or ask questions	Y / N / Sometimes / Unsure	
	Participants request or seek further support (e.g. a follow up appointment)	Y / N / Sometimes / Unsure	
	Clinicians engage with the model	Y / N / Sometimes / Unsure	
	Clinicians adapt practice to reality of their patients' lives and learn from them	Y / N / Sometimes / Unsure	
	Clinicians check in on any behaviour changes during session	Y / N / Sometimes / Unsure	
3. Achieving great care experiences for both people and clinicians	Participants offer each other assistance outside of session, e.g. lift home	Y / N / Sometimes / Unsure	
	Participants speak up during session	Y / N / Sometimes / Unsure	
	Participants have repeat attendance at the sessions	Y / N / Sometimes / Unsure	

	Clinicians provide relevant information that participants can understand and are interested in	Y / N / Sometimes / Unsure	
	Clinicians are happy to participate and engaged in delivery	Y / N / Sometimes / Unsure	
4. Achieving reasonable costs for funders and providers	Clearly defined costs are documented and met as expected	Y / N / Sometimes / Unsure	
5. Finding sustainable options to deliver for funders and providers	Reduced no-show rates to individual appointments	Y / N / Sometimes / Unsure	
	Improved attendance rates via SMA	Y / N / Sometimes / Unsure	
	Organisational interest and training in SMA	Y / N / Sometimes / Unsure	
	SMA improvements to fit with organisational goals and requirements	Y / N / Sometimes / Unsure	
	AHPs design and deliver or coordinate sessions	Y / N / Sometimes / Unsure	

Form 2. The Facilitator form to complete at 6 months.

(The data will come from collated activity forms - Form 1)

The Facilitator form to complete at 6 months. From collated activity forms (Form 1)

Area of focus	Medium term outcome	Quantitative / categorical response	Reflections
		<i>Collated from monthly data</i>	<i>Share any reflections that come to mind for you and consider your practice and intentions. Some questions to spark your thinking include: what stood out to you in the session? Was anything new or surprising? Was anything raised by participants about the approach? Is there anything that could be done better next time?</i>
Activity data	No. of sessions held in last 6 months	[insert number]	
	Date period	[insert date period - date period]	
	Topics covered	[insert descriptions]	
	Attending total	[insert number]	
	New / Repeat participants	[insert number]	
	Have you noticed a difference in engagement between participants?	Y / N / Sometimes / Not sure	[share information on who and why]
1. Achieving cultural responsiveness	How many place-based SMAs have been offered?	[insert number]	[where were they held?]
	Participants make decisions about the delivery of the SMA	Y / N / Sometimes / Not sure	[which participants, how often, what decisions did they make?]
2. Achieving improved health and care outcomes for people and clinicians	Reduced no-show rate for participants (e.g. compare attendance to SMA vs general appointments in previous year)	[review clinic database]	[share reflection on why see or don't see reduction]

	Completion of MBS item 723 (management plan)	[review clinic database]	[share any relevant information on this - e.g. was it offered? Was it done elsewhere?]
	Completion of MBS Item 715 (annual check)	[review clinic database]	[share any relevant information on this - e.g. was it offered? Was it done elsewhere?]
	Clinicians have repeated engagement with the model	Y / N / Sometimes / Not sure	[what have you noticed about clinicians engagement with the model? Have they shared anything with you? What kinds of clinicians have you used and how do they engage differently?]
	Participants attend monitoring for e.g. HbA1c	[review clinic database]	[share reflections]
	Participants have a recorded HbA1c in last 6 months	[review clinic database]	[share reflections]
3. Achieving great care experiences for both people and clinicians	There is a relaxed atmosphere in the sessions	Y / N / Sometimes / Not sure	[share reflections]
4. Achieving reasonable costs for funders and providers	The defined ratio of efficient billing is met	[insert how many times - e.g. 4/5 times or 1/5 times]	[share reflections]
	Clearly defined costs related to a culturally responsive model	Y / N	[share reflections]
	Demonstration of start-up versus ongoing costs	[provide a breakdown in I&E report]	[share reflections]
	Demonstration of Medicare vs program costs	[review what was billed for clients for MBS vs program costs and add to I&E report]	[share reflections]
	Demonstration of benefits to costs ratio (e.g. reduced no-show rate)	[tbc]	[share reflections]

5. Finding sustainable options to deliver for funders and providers	Clinician time is used more efficiently seeing multiple patients		[provide a reflective response on costs and numbers of patients seen]
	SMA's available as standard business in appointment columns	Y / N	
	Established governance around SMA	Y / N	[if yes, provide information on what it is; if no, share why]
	Locally created innovations and improvements	Y / N / Not sure	[if yes, provide information on what]
	Aboriginal employees feel confident and capable of delivering SMA independent of coordinator	Y / N / Sometimes / Not sure	[is this a reflection from coordinator or asked of AHP?]

Form 3. Facilitator/ Clinician form at 6 months

Form 3: Facilitator/ Clinician form at 6 months

Area of focus	Medium term outcome	Question	Quantitative / categorical response	Reflections
	<i>(provided for information for clinician but could be removed)</i>			<i>This is an opportunity to share any reflections that come to mind for you about the questions listed. You can also use reflective practice questions below to spark your thinking.</i>
Activity data		What type of clinician / health professional are you?		
		How many times have you participated in SMA?		
		What topics have you focused on in the SMA?		
1. Achieving cultural responsiveness	<i>Clinicians notice a difference in engagement from participants compared to other types of sessions (e.g. in clinic)</i>	Have you noticed a difference in engagement from participants compared to other types of sessions? (e.g. in clinic)	Y / N / Sometimes / Not sure	
2. Achieving improved health and care outcomes for people and clinicians	<i>Clinicians feel value in using SMA model to deliver healthcare</i>	Do you think you can deliver valuable healthcare using this method?	Y / N / Sometimes / Not sure	

	<i>Clinicians have repeated engagement with the model</i>	Would you like to engage again with this model?	Y / N / Sometimes / Not sure	
3. Achieving great care experiences for both people and clinicians	<i>There is a relaxed atmosphere in the sessions</i>	What did you feel the atmosphere was like in the session?	Y / N / Sometimes / Not sure	
4. Achieving reasonable costs for funders and providers	<i>Clinician time is used more efficiently seeing multiple patients</i>	Does this feel like a more efficient use of your time - seeing more than one person at once?	Y / N / Sometimes / Not sure	
Other Facilitator/Clinician skills reflections	<i>AHPs feel confident and capable of delivering SMA independent of coordinator (or contributing to SMA)</i>	Have you noticed whether AHPs are confident to contribute to the session?	Y / N / Sometimes / Not sure	
	<i>Clinicians adapt practice to reality of their patients lives and learn from them</i>	Does participating in the SMA give you a different sense of the reality of your patients lives and how might that affect what you do?	Y / N / Sometimes / Not sure	
	<i>Clinicians check in on any behaviour changes during session</i>	Are you able to individually check on your patients how you would like to in the session?	Y / N / Sometimes / Not sure	
	<i>Clinicians provide relevant information that participants can understand and are interested in</i>	Have you noticed whether patients appear to be understanding or be interested in the information you offer them?	Y / N / Sometimes / Not sure	

	<i>Clinicians are happy to participate and engaged in delivery</i>	Do you enjoy being a part of this kind of healthcare delivery?	Y / N / Sometimes / Not sure	
Reflective practice questions - examples				
<i>These reflective practice questions are an opportunity to reflect on underlying thoughts, feelings and assumptions - intangibles that can play out in tangible ways</i>		How did your own presence, intentions and reactions play out in the session?		
		What might be relevant to adapt or do differently next time to get closer to the outcomes listed?		
		In thinking about the sessions what stood out to you?		
		Was anything new or surprising?		
		Was anything raised by participants about the approach?		
		Is there anything you noticed that you could do better next time?		

Form 4. Qualitative prompts and ideas for gathering data

Area of focus	Medium term outcome	Conversation prompts - examples	Method / reflections
		<i>Example open-ended questions to pose to group. These can and should be modified to what is culturally contextual for each site. The goal is to have participants share their reflections on whatever they choose, in a way that is safe and meaningful for them to do so.</i>	
1. Achieving cultural responsiveness	Participants share that they are feeling safe	Tell us about your experience of coming to this group	<i>Method of sharing TBD by evaluation participants</i>
	Participants share feeling that the model is culturally safe	Tell me about your experience of learning about your health here, versus learning about your health at the clinic. What do you think?	
2. Achieving improved health and care outcomes for people and clinicians	Participants share feeling that they have learned about how to improve health	Does it feel like a safe place here? Why?	
	Participants share that they feel they have learned helpful information	Is it a good way to learn about health? Why?	
3. Achieving great care experiences for both people and clinicians	Participants share usefulness regarding coming together with their peers in the SMA model	What has made you want to come back to participate in this program?	
	Participants share feeling trust in reflecting on the model		

End of Document

