

APPENDIX 5 – WORKSHOP FEEDBACK FORMS



Quality improvement project: An evaluation of cancer staging using proforma reporting in Radiology (CASPAR) **Launch meeting feedback**

ALL YOUR ANSWERS WILL BE HELD CONFIDENTIALLY BY THE CASPAR TEAM AND REPORTED ONLY IN AGGREGATE

Name..... Hospital.....

1. Plenary Session: 10-15- 11.15am

Please rate the session by circling one number against each statement below:

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
The REASONS behind the CASPAR project were well explained	1	2	3	4	5
The OBJECTIVES of the CASPAR project were made clear	1	2	3	4	5
The overall METHODOLOGY of the project was clearly explained	1	2	3	4	5
The DEMONSTRATION of the proformas was helpful	1	2	3	4	5

Any comments on the first plenary session?

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2. Break-out session 11.35am-1.00pm

Which session did you attend? (please tick ONE)

- Lung
- Prostate
- Cervical and Endometrial
- Rectal and Colon

Please rate the break-out session by circling one number against each statement below:

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
The presentation given in this session was very clear	1	2	3	4	5
The presentation covered everything I needed to know about completing the proforma	1	2	3	4	5
All my questions in relation to proforma use were answered	1	2	3	4	5
I feel confident to explain the use of this proforma to colleagues	1	2	3	4	5
I can see how I can use this proforma in my clinical practice	1	2	3	4	5
I will need more support to help me use this proforma before I can take part in the pilot	1	2	3	4	5
There are some parts of the proforma that I will be unable to complete	1	2	3	4	5

Any comments on the break out session?

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3. Afternoon sessions – 1.30-3.15pm

Please rate the afternoon sessions by circling one number against each statement below:

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
I know what retrospective reports I need to provide for CASPAR and how I will submit these	1	2	3	4	5
I know what approval I need to obtain to release these data to CASPAR	1	2	3	4	5
I have been given enough help to allow me to seek this approval	1	2	3	4	5
I understand the technical aspects of implementing the proforma(s)	1	2	3	4	5
I know what to do to seek help in the technical implementation of the proforma(s)	1	2	3	4	5
I know WHO to send the proforma-based data to for the CASPAR pilot	1	2	3	4	5
I know WHEN to send data for the CASPAR pilot	1	2	3	4	5
All my questions about CASPAR were answered	1	2	3	4	5
I know who to contact if I have any queries about the project once we begin	1	2	3	4	5

Any comments on the afternoon sessions?

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4. Overall evaluation of the meeting

Please rate the meeting overall by circling one number against each statement below:

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
The meeting was a comprehensive introduction to the CASPAR pilot project	1	2	3	4	5
I feel equipped to implement the project at my centre	1	2	3	4	5
I anticipate major hurdles in implementing the CASPAR pilot in my hospital	1	2	3	4	5
I would like to attend another meeting for further support	1	2	3	4	5
There needs to be another similar meeting for my colleagues to attend	1	2	3	4	5
I no longer feel able to volunteer to participate in the CASPAR pilot	1	2	3	4	5
The meeting was well-organised	1	2	3	4	5
The meeting was too long	1	2	3	4	5
The venue was suitable	1	2	3	4	5
The location of the meeting was convenient	1	2	3	4	5
The pre-meeting arrangements were efficient	1	2	3	4	5

Any comments on the meeting or the CASPAR pilot overall?

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Thank you for taking the time to answer these questions.