

Interview and Focus Group Schedule Key Stakeholders and Project Staff

Section 1: Key Performance Outcomes	Tick when completed
<p>A) What are the key outcomes you are trying to achieve in relation to the Moffat Project?</p> <p>(Prompt: KPO should provide a structure that enables you to evaluate your success in meeting measurable targets which may be related to statutory duties, improving quality, strategic aims etc)</p>	<input type="checkbox"/>
<p>B) In what way have you tried to achieve these outcomes?</p> <p>Prompt: Who takes responsibility for the identified outcomes?</p>	<input type="checkbox"/>
<p>C) To what extent is the achievement of outcomes compatible with staff responsibilities or role?</p>	<input type="checkbox"/>
<p>D) Have there been barriers in this process of implementing the Moffat Project and if so what have they been?</p>	<input type="checkbox"/>
<p>Section 2: Stakeholders</p> <p>Prompt for the purposes of this questionnaire stakeholders are defined as:</p> <ul style="list-style-type: none"> i) Carers ii) Frontline Staff iii) Project staff 	
<p>A)</p> <ul style="list-style-type: none"> i) In what way are you able to demonstrate that the needs of carers are being met? ii) In what way are you able to demonstrate that the needs of frontline staff are being met in relation to providing services to carers? <ul style="list-style-type: none"> a. For Moffat Staff: In what way are you able to demonstrate that your needs are being met in relation to providing services to carers? 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Section 3: How Good Is Your Delivery</p>	
<p>A) How do you identify, record and communicate appropriately the needs of carers?</p>	<input type="checkbox"/>
<p>B) In what way is this information shared with other agencies/organisations</p>	<input type="checkbox"/>

C) What are the barriers to the above (both 3A & 3B)?	<input type="checkbox"/>
Section 4a: How Good Is Your Management of Change?	
A) Have you contributed to the interagency working to meet carers' needs?	<input type="checkbox"/>
B) Can you outline in what way you consider the Moffat Project has a role in strategy and planning in relation to health departments, local authorities and carers centres? For frontline staff – if not part of their job role, whose job is it and how does it happen. How do they influence things at a higher level.	<input type="checkbox"/>
C) Can you outline any policy or developmental changes that have occurred as a result of the Moffat Project?	<input type="checkbox"/>
D) In what way do stakeholders participate in ongoing policy development? iv) Carers v) Frontline Staff vi) Project staff	<input type="checkbox"/>
Section 4b(ii): Support/Training Offered to Staff	
B) In what way do you consider the support/training offered to health and social care staff, in regards to meeting the needs of carers, is effective and sufficient?	<input type="checkbox"/>
C) Stakeholders only - Can you outline in what way health and social care staff development in relation to carers is reviewed?	<input type="checkbox"/>
Section 4c: Partnership and Resources	
A). Can you comment on the interagency nature of your role in relation to carers?	<input type="checkbox"/>
B) Do you consider the resources currently available are appropriate and adequate to enable you to fulfil your role in meeting the Moffat Project aims?	<input type="checkbox"/>
C) With regard to information sharing and systems what is your view of the current situation?	<input type="checkbox"/>
D) Are there barriers to effective partnership– outline?	<input type="checkbox"/>

Section 5: How Good Is Your Leadership

A) What is your view on the original vision, aims and values of the Moffat Project?*(PROMPT)*

B) **For key stakeholders** - Considering the Moffat Project from a strategic planning perspective can quality of service and provision of appropriate resources be maintained?

C) **For key stakeholders** - In what way can this Project contribute effectively to the developmental policies of Health Boards and Scottish Government initiatives?

D). Comment on the leadership required to bring about the required changes in your organisation to meet the aims of the Moffat Project.

Prompt: Define leadership.

Section 6: Capacity For Improvement

A) In terms of your assessment of the current service provision to carers, does your organisation need to grow and develop and if so in what way?