Appendix 1: Methods of the Needs Assessment of the *Leading Change Toolkit*™

Leading Change Toolkit™:
Triangulation of Focus Groups, Key Informant Interviews, Surveys, and Panel Launch Discussion

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Purpose

Triangulation of focus group data, key informant interviews, surveys, and panel launch discussion was completed in order to provide a summary of key themes that reflect areas for consideration in toolkit update.

Research Question

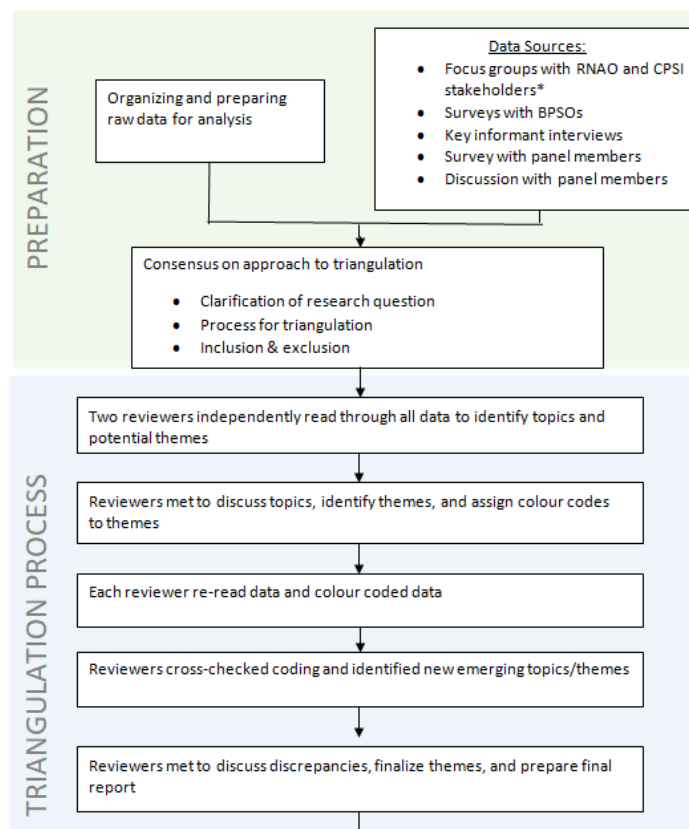What do users suggest should be considered or included in the updated toolkit?
- e.g., key priority areas, content that should be retained from existing toolkit, recommended resources and tools, content missing from existing toolkit, challenges teams encounter regarding knowledge translation and implementation science.

Methodology

LEADING CHANGE TOOLKIT™

TO HELP CHANGE AGENTS AND
CHANGE TEAMS MAKE LASTING
IMPROVEMENTS IN HEALTH CARE

Overview of Data Sources

Focus Groups	BPSO Survey	Key Informant Interviews	Panel Survey	Panel Launch Discussion
6 focus groups: • With BPSOs in all main health sectors (n=20) — Pre-designate BPSOs — Designate BPSOs — Long-term care BPSOs — Academic BPSOs • With our LTC coordinators (n=10) • With CPSI Safety Improvement leads (n=7) **Questions:** • What to retain from the previous toolkit? • What is missing from the previous toolkit?	Online survey sent to BPSOs across Canada and internationally Total n=19 Canada (n=11) Qatar (n=1), Belgium (n=1), Philippines (n=1), Columbia (n=1), Spain (n=3), country not specified (n=1) Settings (note, some respondents had >one setting) • Hospital care (n=13) • Academic (n=4)	2 Key Informants: Areas of Expertise • Research (n=1) • KT; organizational collaboration for prevention initiatives (n=1) **Questions:** • What are the biggest challenges when making practice change in your health-care setting? • What information, tools or resources are essential when making practice changes?	9 respondents (Expert panel members. Role not identified) **Questions:** • What suggestions do you have, if any, for strengthening or clarifying the draft purpose and scope? (As it relates to research questions) • Are there any priority topics, content, or resources you think are essential to include in this toolkit? • What do you expect this	12 panel members (plus 2 co-chairs) **Discussion:** • Toolkit Purpose and scope • Operational definitions (as it relates to research questions) • Desired outcomes

• What additional information, tools, or resources would you recommend? • Biggest challenges with making practice changes?	• Public health (n=4) • Primary care (n=1) **Questions:** • What to retain from the previous toolkit? • What is missing from the previous toolkit? • What additional information, tools, or resources would you recommend? • Other suggestions (e.g., ways to improve the toolkit)?	• Any key resources you would recommend to support practice change?) • What would you like to see in the new toolkit? • Last thoughts for us to consider when developing the toolkit?	toolkit will achieve? • Do you have any other comments, (e.g., anything missing, priorities for the project)?	