

Supplementary Material

Exploring organisational readiness to implement a preventive intervention in Australian general practice for overweight and obese patients: key learnings from the HeLP-GP trial

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Field notes – Practice Visits

These field notes aim to prompt and document reflections about each practice. They may be made over time or at any stage during the study (i.e they are not intended to be completed during a visit). These are your perceptions – there is no right or wrong comment however you should try and avoid attributing negative comments related to individuals or naming these individuals

1. Practice location – Comments about the type and location of the practice building and surrounding community (e.g. urban or suburban setting; socio-economic or demographics)

2. Office setting - Comments about layout and general appearance of the facility relevant to the study (e.g. size or space for staff to work in, signage for patients) etc.

3. Staffing –Comments and views about the staffing levels, capacity of staff, Are they efficient, disorganized, happy or frustrated etc,

4. The waiting room - Comments such as the availability of patient education materials, how the waiting room is organized, the flow of patients, the mood of patients waiting etc

4. Information management and technology – Comments about how information or communication systems seem to be used/not used in the practice? Attitudes to technology etc?

5. Sensory impressions – Comments about sights, sounds, textures etc

6. Teamwork – Comments how the practice works as a team? Do the practice staff meet regularly to discuss clinical issues? What staff (roles) attend these meetings?

8. Other notes on the practice

**HeLP-GP INTERVENTION FACILITATION
DIARY OF PRACTICE VISITS**

Facilitator's Name _____ Date of practice visit: _____

Practice name and #: _____

Visit Number (Tick): 1 2 3

Were you able to get all the required participants present at the meeting? Yes No

Have you been required to schedule more than one visit to cover the content/access relevant staff?

Yes No

Please describe:

Duration of practice Visit _____

How much time was spent to complete this visit across the tasks below

a) Organising the meeting _____

b) Travelling to and from the meeting _____

c) Meeting with the practice staff _____

d) Waiting _____

Please list the participants present at the meeting and their designations:

Challenges and barriers experienced by the practice with the intervention _____

Challenges and barriers experienced by the facilitator

Resources provided to practice: _____

Additional comments _____