

Smith, N., Damant, J., Hamashima, Y., Jasim, S et al, Care planning in older adult care homes: A qualitative study of care staff experience and views, *The International Journal of Care and Caring*

Appendix two: Interview topic guide

Introduction

Current care planning processes in care homes.

Following a broad question about how care planning is conducted in the home(s) they work in/with, prompts on the topics below could be used:

- Aim of care planning.
- Focus of care planning.
- Resident, family member, staff involvement.
- Timing of care planning (entering the home, annually, change in circumstance).
- Who has a care plan (everyone, those who struggle to communicate, end of life etc.).
- Organisational support to conduct care planning, including training.
- Implementing/delivering the care plan.
- Recording and sharing the care plan.
- Reviewing care plans.

If appropriate, do ask if the participant will share any blank examples of care planning tools/documents they use.

The use of care planning data.

Following a broad question on how care planning information is used by/in the care home, prompts on the topics below could be used:

- Who uses the care plan/information?
- Use of information/care plan outside the care home/across the health and social care system.
- Use of aggregated data from care plans.
- Other ways information from the care plan could be used.

Challenges in conducting care planning in care homes.

(If short of time consider missing the next section on improving care planning. If you do, you could add some questions into this section about addressing the challenges identified by the participant)

Following a broad question about encountering challenges and difficulties in conducting or supporting care planning, prompts on the topics below could be used:

- Resources to conduct care planning (time/staff).
- Organisational support, such as training, systems.

- Involving residents, family and friends (including resolving stakeholder disagreement).
- Reviewing the care plan.
- Implementing and delivering the care plan.

Improving care planning in care homes.

(see note above about missing this section out if short of time)

Following a broad question about what could be done to improve care planning in participants' care homes, prompts on the following topics could be used:

- Addressing any challenges outlined in the previous section.
- Action needed to improve care planning.
- Barriers to improving care planning.

Implementing changes in care planning.

Following a broad question about experiencing changes in how care planning is conducted, different sets of prompts could be followed:

If the participant has experience of changes to how care planning is conducted:

- Details of changes.
- Impact, success, and sustainability of changes.
- Factors that facilitated the changes.
- Factors that acted as barriers to the changes.

If the participant does not have experience of changes to how care planning is conducted, ask them to think hypothetically about the implementation of changes to care planning (if they find this difficult, you could ask them to think about any changes to routine practice in the care home they have experienced):

- Factors that might facilitate implementation.
- Factors that might act as barriers to implementation

The potential of quality-of-life based care planning. (this section could be missed out if short of time)

Following a broad question asking about what impact care planning can have on a resident's quality of life, prompts on the topics below could be used:

- The meaning of quality of life – how, if at all, is this measured?
- How care planning can improve wellbeing or quality of life.
- Other potential care planning impacts.