

## Systematic development and implementation of interventions to OPTimise Health Literacy and Access (Ophelia)

### Additional file 2: Implementation and evaluation plan template

<b>Intervention aim:</b>			
<b>To prepare the intervention we need to:</b>	<b>To make the intervention work we need:</b>	<b>The intervention is:</b>	<b>What we want to achieve:</b>
<b>Development Activities</b>	<b>Intervention Inputs</b>	<b>Intervention Process (intervention description and timeline)</b>	<b>Outputs (intervention access and services readiness. Intervention quality and safety)</b>
<i>(e.g. deliver training session to 3 staff, evaluate and modify, then repeat training to 3 new staff)</i>	<i>(e.g. training materials and content of training session)</i>	<b>Intervention Description</b>	<b>Outcomes - short and medium term (coverage of interventions, prevalence of risk behaviours and factors)</b>
		<i>(e.g. Deliver 60-minute training sessions to all staff in use of teach-back and simplified education strategies)</i>	<i>(e.g. Patients' ability to identify how they will self-manage their condition is improved)</i>
<b>Who will undertake these preparation activities:</b>			<b>Impact/ longer-term outcomes (improved health outcomes, improved equity, responsiveness, efficiency)</b>
Responsibilities			<i>(e.g. All people in target population are educated according to their needs)</i>
<b>When tasks will be completed:</b>	<b>How we could assess feasibility of intervention:</b>	<b>How we could assess delivery of intervention:</b>	<b>How these achievements could be assessed:</b>
<b>Timeline</b>	<b>Feasibility measures</b>	<b>Process outcome measures</b>	
	<i>e.g. staffing time &amp; costs</i>	<i>e.g. response rate (patient and clinician)</i>	