

## Additional file 2. Example of the checklist for reviewing the implementation plans

Name <div style="border: 1px solid black; width: 100px; height: 20px; margin-top: 5px;"></div>	Requirements	Yes No		Comments
<b>Step 1: Formulate a proposal for change and SMART (Specific, Measurable, Attainable, Relevant, Time-Bound) goals.</b>	A. Has it described what must change? ( <i>A</i> )	X		
	B. Has it described how much must change? ( <i>B</i> )	X		
	C. Has it described who must change? ( <i>C</i> )	X		
	D. Has it described when the change must occur? ( <i>D</i> )	X		
	E. Has a SMART goal been formulated based on A, B, C and D?	X		
<b>Step 2: Assess the performance of professionals in encouraging functional activities and related barrier and formulating SMART targets for change.</b>	A. Has the MAINtain-C questionnaire been administered?	X		The goals are not formulated SMART.
	B. Has the Excel tool been completed?	X		
	C. Has it described the current performance of professionals in encouraging functional activities?	X		
	D. Has it described the barriers of professionals in encouraging functional activities?	X		
	E. Have SMART goals been formulated based on current performance and barriers?		X	
<b>Step 3: Select and tailor strategies.</b>	A. Have the implementation strategies been described?	X		
	B. Has it described how the strategies are tailored to the barriers?	X		
	C. Has it described who is responsible for executing the strategies?	X		
<b>Step 4: Plan the implementation process.</b>	A. Has it described who is going to execute the implementation of the strategies in practice?	X		
	B. Has it described who is involved during the implementation?	X		
	C. Has it described how much and when the strategies are executed?	X		
<b>Step 5: Integrate the improvement within practice.</b>	A. Has it described which actions need to ensure that the change is secured?	X		
	B. Has it specifically described who is executing these actions and when?	X		
<b>Step 6: Evaluate and revise the plan.</b>	A. Has it described which actions are undertaken to evaluate the implementation process?	X		
	B. Has it specifically described who is executing these actions and when?	X		