

Appendix E

Observation/ Fidelity Checklist

For fidelity checklist only complete italicised sections. Complete all sections for process evaluation observations.

Process evaluation factors	Please rate 1 Strongly disagree, 2 disagree, 3 neither agree nor disagree, 4 agree, 5 strongly agree	Examples – include descriptive text or quotations to demonstrate related observations (Free text)
Values and approaches (CA1.1, 1.2, 1.3, 2.1, 2.2, 5, 8)		
<i>[facilitator/PLWD/ Carer] paid attention (are they focused) in the session. [Fidelity checklist]</i>	For PLWD: For Carer: Facilitator:	
[facilitator/PLWD/ Carer] were engaged (actively contributed, followed the discussions) in the session.	For PLWD: For Carer: Facilitator:	
[facilitator/PLWD/ Carer] contributed to discussions.	For PLWD: For Carer: Facilitator:	
The facilitator promoted choice (CA1.1).	For PLWD: For Carer: Overall:	
Discussions were respectful (allowing others to speak, supporting their opinions, working as partners, discussing differing opinions calmly - CA1.1, 1.2 8).	Between PLWD and carer: Between PLWD and facilitator: Between carer and facilitator: Overall	
[PLWD/ Carer] had opportunities to ask questions.	PLWD: Carer:	
[PLWD/ Carer] contributed to decision making (CA1.3)	For PLWD: For Carer: Overall:	
[PLWD/ Carer] had opportunities for meaningful engagement (able to actively participate, actively contribute ideas, skills or abilities) for PLWD (CA1.1)	For PLWD: For Carer:	
[facilitator/Carer] showed compassion (did they take time to bond, act with kindness, be encouraging, be polite - CA2.1)?	Facilitator to PLWD: Carer to PLWD: Facilitator to carer:	
[facilitator/PLWD/ Carer] explored risks (CA2.2).	For PLWD: For Carer: For facilitator: Overall:	

the facilitator tailored [PLWD/ Carer] needs/goals/plans/activities/tasks (CA8).	For PLWD: For Carer: Overall:	Needs: Goals: Plans: Activities: Tasks:
[facilitator/PLWD/ Carer] agreed (acknowledged) next steps (actions to follow the session).	PLWD: Carer: Facilitator:	
Did the [PLWD/carer] acknowledge/ take ownership for the actions/tasks set?	PLWD: Carer:	
Goals (CA6.1, 6.2, 6.3) and Strategies (CA7, 3, 4)		
Goals were discussed.		Which goals?
Modules were discussed in line/ linked with the dyad's goals.		Which modules?
Clear objectives/ next steps were set [for PLWD/Carer].	For PLWD: For carer	
The facilitator kept the [PLWD/Carer] focused on the module/goal.		
Overall		
The group was relaxed.		
The facilitator kept the [PLWD/carer] engaged in the session.	PLWD: Carer	
The facilitator kept the [PLWD/ carer] focused on the manual/goals.	PLWD: Carer:	
The facilitator kept the session to time.		

Any additional notes on the relationship dynamics between the:

- Facilitator and PLWD
- Facilitator and carer
- PLWD and carer (Free text)

Any additional notes on the session (Free text)
<i>Any additional notes on impact of COVID-19 on delivery (Free text) [Fidelity checklist]</i>
<i>Any additional notes for modifications to the intervention or facilitator training (Free text) [Fidelity checklist]</i>