**Supplemental Digital Content 1**

**Survey Sustainability and Spread of the improvement project**

*Sustainability of your quality improvement project within your department*

Almost a year ago, you finished your quality improvement project as part of your Masters in Quality and Safety in Patient Care. We want to determine the extent to which you think the new work practice developed as part of this project has been sustained in the department in which your work was performed. By ‘new work practice’, we refer to the new way of working established following the interventions outlined in your quality improvement project.

The first ten statements relate to the routine performance of the new work practice. Some statements may be formulated in an abstract or general way. Please bear in mind that the statements only relate to the new work practice generated as a result of your quality improvement project, within the department in which it was performed.

1. The new practice is regarded as the standard way to work
Totally agree Agree Neutral Disagree Totally disagree Don’t know

2. The new work practice is easy to describe

Totally agree Agree Neutral Disagree Totally disagree Don’t know

3. All colleagues involved in the new work practice are knowledgeable about it

Totally agree Agree Neutral Disagree Totally disagree Don’t know

4. The work practice has replaced the old routine once and for all

Totally agree Agree Neutral Disagree Totally disagree Don’t know

5. Performing the new routine always goes swimmingly well

Totally agree Agree Neutral Disagree Totally disagree Don’t know

6. We are accustomed to the work practice

Totally agree Agree Neutral Disagree Totally disagree Don’t know

7. We automatically work according to the new work practice

Totally agree Agree Neutral Disagree Totally disagree Don’t know

8. We have adjusted our old habits to the new work practice

Totally agree Agree Neutral Disagree Totally disagree Don’t know

9. The new work practice arising from my quality improvement project is sustained within the department

Totally agree Agree Neutral Disagree Totally disagree Don’t know

10. What are the concrete follow-up steps to further sustain the new work practice as part of your quality improvement project in the near future?

Please detail these steps below

The next statements relate to the support conditions that facilitate the routine performance of the new work practice developed as a result of your project. We first ask you to choose which of the support conditions are most applicable for your project, then list some statements to gain a deeper insight into these conditions. Some statements may be formulated in an abstract or generalized way. Please bear in mind that the statements only relate to the new work practice developed as part of your quality improvement project and the department in which it was performed.

11. The routine performance of the new work practice developed as part of my quality improvement project is supported by (multiple answers possible):

1. Practical materials (all the materials used to perform the new work practice, incontinence materials, schedules, nutrition prescriptions, and so on.)
2. Documentation manuals (all (written) resources used for reference or instruction for the changed work practice, such as: protocols, information brochures, books, instructions, user manuals for instruments, and so on)
3. Team reflection
4. Skills

Skills

Please bear in mind that the statements only relate to the new work practice developed as part of your quality improvement project and the department in which it was performed

12. Newly recruited staff is thoroughly introduced to the work practice

Totally agree Agree Neutral Disagree Totally disagree Don’t know

13. We regularly train all staff in the required skills

Totally agree Agree Neutral Disagree Totally disagree Don’t know

14. Important knowledge and skills are addressed in performance interviews

Totally agree Agree Neutral Disagree Totally disagree Don’t know

15. Knowledge and skills for the work practice are listed in our job descriptions

Totally agree Agree Neutral Disagree Totally disagree Don’t know

16. In performance interviews goals are set for work practice skill development

Totally agree Agree Neutral Disagree Totally disagree Don’t know

Documentation manuals (all (written) resources used for reference or instruction for the changed work practice, such as: protocols, information brochures, books, instructions, user manuals for instruments, and so on)

Please bear in mind that these statements only relate to the new work practice developed as part of your quality improvement project and the department in which it was performed

17. Work practice documentation is always kept in a special place

Totally agree Agree Neutral Disagree Totally disagree Don’t know

18. Documentation is easily replaced when lost

Totally agree Agree Neutral Disagree Totally disagree Don’t know

19. Documentation is used frequently

Totally agree Agree Neutral Disagree Totally disagree Don’t know

20. Work practice documentation is regularly updated following new developments in (long-term) care

Totally agree Agree Neutral Disagree Totally disagree Don’t know

21. Documentation is used for updating training

Totally agree Agree Neutral Disagree Totally disagree Don’t know

Practical materials (all the materials used to perform the new way of working, incontinence materials, schedules, nutrition prescriptions, and so on)

Please bear in mind that these statements only relate to the new work practice developed as part of your quality improvement project and the department in which it was performed

22. Materials are almost always available

Totally agree Agree Neutral Disagree Totally disagree Don’t know

23. Materials are never in the same place

Totally agree Agree Neutral Disagree Totally disagree Don’t know

24. Materials are well-stocked when needed

Totally agree Agree Neutral Disagree Totally disagree Don’t know

25. Responsibility for the materials is assigned to designated staff

Totally agree Agree Neutral Disagree Totally disagree Don’t know

Team reflection

Please bear in mind that these statements only relate to the new work practice developed as part of your quality improvement project and the department in which it was performed

26. The new work practice is a regular topic in team meetings

Totally agree Agree Neutral Disagree Totally disagree Don’t know

27. In our team meetings we choose our improvement goals together

Totally agree Agree Neutral Disagree Totally disagree Don’t know

28. The performance of the work practice is evaluated every now and then (for example once per 3 or 6 months)

Totally agree Agree Neutral Disagree Totally disagree Don’t know

29. In our team meetings we analyze whether we have achieved our improvement goals

Totally agree Agree Neutral Disagree Totally disagree Don’t know

*Spread of your quality improvement project within and outside the organization*

By performing the quality improvement project, your project team and the department gained the knowledge, skills, and documentation necessary to implement new work practices. These experiences can be very helpful for other departments or organizations looking to implement a quality improvement project. The results of your project are also important to spread. The next statements explore the spread of experiences relating to the new work practice and the results of your quality improvement project both within and outside the organization.

The following nine statements concern the spread of the new work practices developed as part of your project, both within and outside your organization. ‘New work practice’ refers to the new way of working developed following the interventions explored in your quality improvement project. Spreading this new way of working means that the key elements of your project are distributed either within or outside of the original organization. Some statements may be formulated in an abstract or generalized way. Please bear in mind that the statements only relate to the new work practice developed as part of your quality improvement project, within the department in which it was performed.

In our organization / in other departments or other teams…

1. Practitioners also use the documentation on the new work practice

Totally agree Agree Neutral Disagree Totally disagree Don’t know

2. The required skills have been trained in other teams

Totally agree Agree Neutral Disagree Totally disagree Don’t know

3. By now they also have developed the new, care-specific knowledge and skills required for the work practice

Totally agree Agree Neutral Disagree Totally disagree Don’t know

4. The practitioners have been instructed how to use the materials for the work practice

Totally agree Agree Neutral Disagree Totally disagree Don’t know

5. The practitioners now also use the same, new materials for the work practice

Totally agree Agree Neutral Disagree Totally disagree Don’t know

6. The new work practice developed as part of your quality improvement project has spread within your organization

Totally agree Agree Neutral Disagree Totally disagree Don’t know

7. The new work practice developed as part of your quality improvement project has spread outside your organization

Totally agree Agree Neutral Disagree Totally disagree Don’t know

8. What are concrete follow-up steps to promote the further spread of the new work practice developed as part of your quality improvement project within your organization in the near future?

Please list all follow-up steps below.

9. What are concrete follow-up steps to promote the further spread of the new work practice developed as part of your quality improvement project outside the organization in the near future?

Please list all follow-up steps below.

The following ten statements are about spreading the results of your project within and outside the organization. ‘Results’ refers to the effects of your project: for example, the improvement of patient experiences, better registration, or the reduction of medication errors. Some statements may be formulated in an abstract or generalized way. Please bear in mind that the statements only relate to the new work practice developed as part of your quality improvement project within the department in which it was performed.

10. Other teams or department strive for results like ours

Totally agree Agree Neutral Disagree Totally disagree Don’t know

11. Other teams or departments achieve similar results in the quality of care
Totally agree Agree Neutral Disagree Totally disagree Don’t know

12. Our results have set a standard in new improvement projects in other departments or teams

Totally agree Agree Neutral Disagree Totally disagree Don’t know

13. Professionals in other departments or teams use the documentation and information that is available on our results

Totally agree Agree Neutral Disagree Totally disagree Don’t know

14. In sum, to what extent have the changes in your care practices, as developed and implemented by your improvement team, been spread to other departments or teams?

Very great extent great extent some extent little extent very little extent Don’t know

15. To what extent have the changes been implemented

Very great extent great extent some extent little extent very little extent Don’t know

16. The results of your quality improvement project are spread inside the organization

Totally agree Agree Neutral Disagree Totally disagree Don’t know

17. The results of your quality improvement project are spread outside the organization

Totally agree Agree Neutral Disagree Totally disagree Don’t know

18. What are the concrete follow-up steps to promote the further spread of the results of your quality improvement project within the organization in the near future?
Please list all follow-up steps below.

19. What are the concrete follow-up steps to promote the further spread of the results of your quality improvement project outside the organization in the near future?
Please list all follow-up steps below.

The next four items concern the way the new work practice is spread within and outside the organization. The new work practice means the new way of working developed following the interventions in your quality improvement project.

To spread the new work we have:

20. Presented the work practice in discussions of progress.

Yes

No

I don’t know

21. Organized clinical trainings, workshops or other refresher courses

Yes

No

I don’t know

22. Organized guest visits and exchanges for professionals in the

other teams/departments
Yes
No
I don’t know

23. Other
Please list any other ways in which you have worked to spread the new work practice.

The next five questions concern the ways in which the results of your quality improvement project are spread within and outside the organization. ‘Results’ refers to the effects of your project; for example, the improvement of patient experiences, better registration, or the reduction of medication errors.

The results of the new work practice have been made public:
24. in presentations (in discussions of progress, formal meetings or

other occasions)

Yes

No

I don’t know

25. in the annual reports or other reports

Yes

No

I don’t know

26. informally in discussions of progress or consultations

Yes

No

I don’t know

27. in refresher courses or activities
Yes

No

I don’t know

28. Other
Please list any other ways in which you have worked to spread the results of the new working practice.