#### 1. Introduction and Executive Summary

Brief introduction and background. Acknowledgement sand thanks to those involved.

Highlight some positive quotes from attendees, contributors and facilitators.

#### 2. Process

Describe the roles involved in the planning team and the aims and measures chosen for the roll-out.

#### 3. Output

Include a table of number of sessions delivered, numbers of attendees, and if relevant location of venues. Full data in **Appendix 1**.

#### 4. Findings and discussions

Summarise the findings of the evaluation activities carried out. Full data in **Appendix 2**.

### 4.1 Organisational/ team level

Describe the findings from the baseline survey and post-training I.e. the Patient Safety Climate questionnaire.

### 4.2 Individual level

Describe the findings from attendee pre- and post-training evaluation forms.

### 4.3 Impact on patients/ service users

Describe patient stories gathered during the implementation and evaluation.

### 4.4 Facilitator evaluation

Describe the findings from the facilitator interviews.

#### 5. Recommendations and Lessons for Future

Identify any lessons identified as a result of the findings of the evaluation. Identify actions to be taken as a result. Describe how you will share the output of this evaluation.

Authors:

Date

Glossary of abbreviations

References

#### Appendix 1 – Activity data

Data from the monthly monitoring reports on number of staff trained.

#### Appendix 2 – Evaluation feedback

Data from the various evaluation activities.