

Guidance on Reporting for MAITS

You will be required to complete a report (MAITS Trip Report), collect data from the trainees using the MAITS Trainee Feedback Form and collect information that will enable an analysis of the 'most significant change' resulting from the training, as outlined below.

1. MAITS Trip Report

Please refer to the report form before you start your training, to be sure that you will be able to complete it at the end.

Information you will need to gather and collate for your report:

- The overall number of people trained ('direct beneficiaries')
- The Domains of Change identified by the trainees and other relevant stakeholders
- Your overall trip objectives and whether these were met
- The learning objectives for your trainees and the outcomes of each (not achieved, partially achieved, fully achieved) – based on your perception of the group's learning, rather than assessing individuals.

You can report on the learning objectives for each topic covered or each group of trainees taught, or else you can summarise the key learning objectives and outcomes for the whole trip.

- Service targets identified following training, to be reviewed after 6 months and 1 year, including recording practices prior to training and immediately following training that relate to these. You will need to allow time at the end of training to facilitate the identification of these targets. Please refer to the MAITS Trip Report form, for guidance.
- A summary of the reported Most Significant Change from your end of trip interviews.

2. Trainee Feedback Form

Trainees need to complete the Trainee Feedback Forms whether they have attended a short workshop or the full training programme. The information from these forms needs to be inputted into an online survey, one report at a time.

You will be giving these forms out at the end of each workshop or at the end of the whole training programme, so you will need to organise for these to be printed and copied, either before you travel or once you are at your training site.

It is essential that you allow enough time for the forms to be completed by each group of trainees. (ie. If you are training different groups, each group will need to give feedback when their part of training is over, unless you are bringing everyone together at the end for a summing up session, in

which case they can all do it then). It is important that they write the correct title of the training and what sessions they attended. It is also important that they complete all parts of the form.

You will also need to provide adequate support (which means going through the form in detail with them first, and using a translator if needed).

Please note that the final question is a reflective task for the trainee and they are invited to tear off this part of the feedback form and keep it for their own reference.

It is usually the one thing there is not enough time left for but we need this information for our continued funding.

3. Most Significant Change

As well as providing the empirical data requested above, we need to get an impression of the effect your training will have on the clinical practice the trainees (direct beneficiaries) and therefore the service received by their clients/patients (the indirect beneficiaries). Our standard method for the collection of this qualitative data is called Most Significant Change (MSC). Below are the steps required to meet this method of monitoring and evaluation. In essence, MSC consists of identifying 3-4 key broad areas the trainees and other stakeholders (eg. service managers) are seeking change in, called 'Domains of Change' (eg. knowledge, competence, confidence in relation to an area of their practice) and then interviewing a sample of people individually after the training to see what difference they feel the training has made in these areas. The interviews are analysed and then, in discussion with those who participated, one most significant change that resulted from the training is agreed upon.

MSC Steps:

- 1) At the beginning of your trip, have a discussion with your trainees and other relevant local stakeholders (eg. senior staff at the centre where you are training) in order to identify the "Domains of Change" (DoC). You could begin by recapping the objectives of the trip as agreed beforehand and asking if this is what people were hoping to gain from the training. This may then lead you more easily to identifying the 3-4 broad domains of change.
- 2) Based on the agreed DoC, create a question for each domain that you will use in your interviews to facilitate the discussion (eg, "How has your understanding/knowledge of [training topic] changed?"). As you may not be familiar with this process, we would ask you to get in touch with us as soon as you have identified the DoC and written your questions (ie. day 1 or 2 of your trip) so that we can offer support if needed.
- 3) Select a representative spread of trainees to interview based on demographics. (eg, length of clinical experience, age, gender, etc) – aim to interview no more than 5 people.
- 4) Set time aside on the last day of training to interview the selected trainees, with the agreed DoC questions. Your interviews need only take 5 minutes each. We recommend that you film the interviews (using your mobile phone).

- 5) Please send us the recordings (via MP3, MP4 or equivalent). There is a section on the MAITS report for you to summarise the Most Significant Change based on your interviews.
- 6) Training in MSC is available via Skype upon request. If you have a preferred method of capturing qualitative information about the impact of your training please let us know so we can talk it through together.

If you have any other questions / concerns about reporting, please do contact us.

Many thanks!