

# SIDECAR

Scales measuring the Impact of **DE**mentia on **CAR**ers

## Implementation Plan



## Part A. About you.

1. Your organisation's name:

2. Please list members of the SIDECAR Leadership group for your organisation.

| <i>Member name</i> | <i>Role (staff or carer)</i> | <i>Responsibilities (for SIDECAR project)</i> |
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## Part B. What do you want to achieve by using SIDECAR and how will you reach your goals?

1. What are the reasons you would like your organisation to use SIDECAR?
  
2. Why is it important for your organisation to start using SIDECAR?
  
3. Is your organisation ready to start using SIDECAR?
  
4. What needs to happen for your organisation to become ready? (e.g. make all staff aware of SIDECAR)

| Things need to be prepared for using SIDECAR | How? | Person responsible | Resources required | Deadline |
|--|------|--------------------|--------------------|----------|
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5. Think about number of staff to be trained in the use of SIDECAR. Who would have the role, experience and skills to engage in this type of work. How many members of staff in total would be using SIDECAR?

6. Identify who could become the organisation's SIDECAR "champion"? This person will gather feedback from staff using SIDECAR and share good practice and guidance with the team.
  
7. Think about which carers would be offered SIDECAR and through what routes (e.g. at first point of access? At follow-on meetings? Which groups and services? Specific groups of carers? e.g. living in rural settings, specific dementia diagnosis, etc.)
  
8. What materials would be helpful to explain SIDECAR to staff and carers? (leaflets for posting, printed materials to aid discussion? A link to a brief video? Electronic resources?)
  
9. How will SIDECAR be completed with carers? (e.g. with a member of staff or on their own?)
  
10. Will you use paper copies or IT systems?
  
11. How will data be collated?
  
12. What would make you consider the adoption of SIDECAR as a success in 12 months?
  
13. And in the longer term?
  
14. What changes (outcomes) do you want to see as a result of using SIDECAR?

## Part C. Potential challenges and how you will overcome them.

1. Can you foresee at this stage any potential barriers when using SIDECAR in your organisation?

2. **Make a plan of how you will overcome potential barriers.**

Consider barriers that have been previously encountered when introducing a change in your organisation. For example:

Organisational: time constraints, increased workload, issues around leadership and managerial support

Professional: lack of dementia-related knowledge, insufficient training and experience in using tools/questionnaires

Individual: personality characteristics of staff members (attitude/confidence), their lack of engagement or resistance to change

Financial: lack of funding or financial constraints

Other: environmental or legal

| Potential barrier | Potential solution | Resources required | Person responsible | Deadline |
|-------------------|--------------------|--------------------|--------------------|----------|
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3. Having made changes, it's important to maintain them. Assuming your organisation is successful in starting to use SIDECAR, can you foresee any barriers to maintaining its use over time?

4. What are the strengths of your organisation that may help in achieving your implementation objectives?

## Part D. Summary

### 1. Main purpose for adopting SIDECAR

### 2. Implementation processes

*How many staff involved?*

*How will carers be selected?*

*Target groups/number of carers?*

*Materials needed (paper copies of SIDECAR, information sheets)?*

*How will data be captured and stored?*

*Who will be the internal facilitator (person collating information and feeding back to research team)*

### 3. Outcome to decide success of project