

## APPENDIX F: COACHING FIDELITY & SUPERVISION CHECKLIST

Date of session: ____/____/____	Participant ID: _____	Rater's Initials: _____
Site: _____	Session Number: _____	Coach Initials: _____

1. How long was this session? (write in the number) \_\_\_\_\_ minutes

2. Overall, do you feel that the objectives of the session were: (check)

10 = Fully Met 8-9 = Mostly Met 6-7 = Partly Met 5 = Somewhat Met <5 = Not Met

### 3. Session Core Elements

#### KEY:

0: **Did not cover** = this topic or focus point did not happen at all

1: **Partially covered** = this happened to some extent, but not or all group members, all of the time (e.g., Decision Coach facilitated discussion, but only among certain members of the group or began to demonstrate with individual participant but did not follow-through to adequate resolution)

2: **Fully covered** = the goal was met fully for all participants

– **should be no NAs for this section**

\_\_\_ a–Decision Coach makes it clear that the coach does not have medical expertise and cannot answer any medical questions.

\_\_\_ b–Decision Coach describes goal and purpose of coaching

\_\_\_ c – Decision Coach assesses patient's values and goals related to prostate cancer screening

\_\_\_ d – Decision Coach assesses patient's knowledge of prostate cancer screening options and the risks associated with screening

\_\_\_ e – Decision Coach elicits discussion about patient's concerns regarding decision making process

\_\_\_ f–Decision Coach elicits discussion about patient's concerns regarding patient-physician communication

\_\_\_ g –Decision Coach offers patient opportunity for role play of appointment

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### KEY:

**0: Did not demonstrate** = this process objective or component was not demonstrated at all

**1: Inconsistently Demonstrated** = this happened to some extent, but not or all group members, all of the time

**2: Demonstrated consistently through entire session** = objective was demonstrated consistently and appropriately throughout the entire session

### 4. Interventionist Personal Characteristics

- ☐ a-Decision Coach delivered didactic material in a matter of fact and friendly way
- ☐ b-Decision Coach avoided judgmental feedback on participant(s) contributions
- ☐ c-Decision Coach responded empathically and accurately to individual or group member behavior (verbal)
- ☐ d-Decision Coach avoided leading questions
- ☐ e-Decision Coach avoided providing any medical advice (e.g., screening recommendations)

### 5. Session Structure

- ☐ a-Decision Coach came prepared and organized
- ☐ b-Time was allocated appropriately in order to cover the appropriate content focus points for that session

### 6. Session Flow

- ☐ a-Decision Coach customized session content to the patient
- ☐ b-Decision Coach addressed process (tangential) issues but did not allow them to disrupt content agenda
- ☐ c-Decision Coach modulated distractions (e.g., side bar conversations, interruptions by family members)
- ☐ d- Decision Coach avoided delving too deeply into psychological issues

### 7. Engagement with Patients

- ☐ a-Decision Coach facilitated discussion and interaction using open-ended questions, affirmations, reflections, summaries
- ☐ b-Decision Coach elicits clarification of participant(s)' engagement by seeking feedback about didactic content

### 8. Action Planning and Session Wrap-up

- ☐ a – Decision Coach reviews and affirms content in coaching output (Notes written down on session by CHW)
- ☐ b – Decision Coach describes and offers to accompany patient in clinic visit
- ☐ c – Decision Coach confirms receipt of mailed decision aid
- ☐ d – Decision Coach offers to provide a copy of prostate cancer screening decision aid
- ☐ e – Decision Coach gives patient the coaching output
- ☐ f \_ Decision coach has a copy of the coaching output for physician (Notes and questions on sheet )

### 9. Additional Comments