**ABS ASPIRE Champions for Pathway Service Evaluation (ChamPionSE) Checklist**

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| **ChamPionSE Name:**  |  |
| **Unit Name:**  |  |
| **Pathway Lead:** |  |
| **Pathway Lead signature** |  |

The ASPIRE ChamPionSE scheme aims to develop an understanding of quality improvement activity and service innovation and evaluation.

ChamPionSE should fulfill the criteria below, and be completed along with the Pathway Lead of the Unit. ChamPionSE must be present in the participating unit for a minimum of 6 months. This can either be during the first phase of the study (data collection for patients attending breast pain assessment) or the second phase (data collection to assess for representation).

Once completed, please email your submitted checklist to abs.aspire.project@gmail.com

The criteria is Red is essential

The criteria in Green is desirable

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| **Essential activities** |
| **Register as a member of the local ASPIRE team, including completion of NIHR Good Clinical Practice certification.****Yes  No  Insert comments below please** |
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| **Present the study to the local department (slides will be provided by the ASPIRE team), in order to engage the wider team. Motivate departmental participation by implementing strategies to ensure easy access to study documentation:** * **ensuring visible placement / easy access of the ASPIRE step-by-step guide (provided by the ASPIRE team)**
* **ensuring efficient access and dissemination pathways for data collection forms and patient satisfaction questionnaires (if not done electronically in clinic)**
* **ensuring access to a secure shared folder on the trust server called ‘ASPIRE BREAST PAIN’ which houses the excel file containing RedcapID numbers to corresponding NHS number**

**This should ideally be done within the first 2 months of the ChamPionSE scheme.****Yes  No  Insert comments below please** |
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| **Regular engagement with the breast pain pathway lead / department clinical lead and the wider participants of the service evaluation. This might include reports on recruitment progress, analysis of missing data, development of internal processes for collection and uploading of patient satisfaction questionnaires. Ensuring at least 50 records during their ChamPionSE tenure.****Yes  No  Insert comments below please** |
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| **Along with the pathway lead / clinical lead, participate in departmental service-related meetings to demonstrate an understanding of quality improvement activity. Where it is not possible to achieve this in relation to the breast pain pathway, an alternative opportunity to be involved in departmental service-related activity would ideally be provided.****Yes  No  Insert comments below please** |
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| **Provides 2 monthly updates on recruitment numbers to the steering committee. Should identify and help to address recruitment issues.****Yes  No  Insert comments below please** |
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| **Participation in one ABS ASPIRE ChamPionSE quarterly meeting, to report on study progress and rapid evaluation to the study leads.****Yes  No  Insert comments below please** |
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| **Undertakes, or plans for, a structured system for the second phase of follow up data collection. Provides an effective handover to the incoming Champion (if applicable).****Yes  No  Insert comments below please** |
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| **Desirable activities** |
| **Complete QI methodology course (e.g. Edward Jenner Course)****Yes  No  Insert comments below please** |
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| **Participate in Patient and Public Involvement (PPI) activities****Yes  No  Insert comments below please** |
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