

Interview Schedule

DEMOGRAPHY/BACKGROUND/ ROLE-STRUCTURE & COORDINATION

1. Age range

18-24	25-34	35-44	45-54	55-64	65+

2. Gender

Male	Female	Prefer not to say

3. Ethnicity

White	Mixed	Black	Asian	Other

4. Grade / Agenda for Change Band (AfC).

1	2	3	4	5	6	7	8a	8b	8c	8d	9	Other

5. Are you known as a Freedom to Speak Up Guardian, or do you use a different title for the role e.g. ambassador, champion?

6. How long have you
a. Worked in the NHS?

b. Been in the Guardian role?

7. How were you appointed/selected for the role?

Informally recruited e.g. invited/asked to take on role/required to take on the role	Formally recruited via a formal application process

8. What % Full Time Equivalent (FTE) is allocated to the Guardian role?
 - 8a. If not a full-time Guardian what is your other role?
9. Are you the only Guardian?
 - a. If not, how many other Guardians and/or champions/amabassadors etc are there in your organisation?
10. Is your role integrated with other roles and functions within your organisation e.g. concerns team, patient safety team and/or quality improvement team? If so how?
11. Who (in terms of the Guardian role) is your line manager?

WORK PROCESSES

12. Who do you report or escalate speak-up concerns to?
13. Is there ever any
 - a. Confusion over roles and boundaries when responding to concerns?
 - b. Conflict over roles and boundaries when responding to concerns?
14. Are you kept updated regarding progress/actions with responding to concerns?
15. If there are more than one Guardian how do you allocate and coordinate your work?
16. Day-to-day, in the Guardian role who do you liaise with the most apart from other Guardians?
17. (If relevant) does having another role hinder or enhance your work as a Guardian?

RESOURCES

18. To what extent do you feel able to fulfil the requirements of the role in terms of time allocated to the role

INTRODUCING CHANGE & MONITORING CHANGE

19. What new things have been initiated or been supported by the Guardian/s, if any?
 - a. Please give examples of any e.g. structures/processes/policies; training events
20. How do you and others monitor the impact or effectiveness of your role?

CONCERNS RAISED

21. Given that staff can speak up in a number of different ways, do you have a clear view of the totality of staff concerns/speaking-up across your organisation?
22. We know that minority ethnic groups are disproportionately represented with respect to both the number of concerns raised, and amongst the Guardians themselves
 - a. Do you feel your ethnicity has any impact on your work as a Guardian?

The NGO collects quarterly data on 'the number of cases raised in your organisation in total during the reporting period'.

23. How do you determine what counts as a concern that is reportable to the NGO?
24. How do you use the data collected about concerns raised? Does this feed into operational decision making about the Guardian role e.g. are data used to focus activity on speaking up onto specific clinical areas, groups or disciplines that are under-represented? Please give a relevant example?

SUPPORT IN THE ROLE

25. On a scale of 1-5 with 5 being 'very' supported/valued and 1 being 'not at all' supported/valued, how supported and valued do you feel in your Guardian role?

	1	2	3	4	5
Supported					
Valued					

26. Have you undertaken specific training related to the role?
 - a. What was this?
 - b. Was this useful?
27. Do you communicate directly with the CEO? If so, how often?
28. Do you communicate directly with the Board or with individual Board Members? If so, how often?
29. Do you feel supported by senior executives and members of the Board?

EXPERIENCES

30. The Guardian role is implemented nationally in a variety of different ways.

Standalone document 1 – WP2 FTSUG interview schedule

- a. Should the role be more standardised e.g. in terms of time allocated, band/grade?
 - b. Does the disparity lead to discontent amongst Guardians?
31. Do you have any contact with the National Guardian at all? If so in what ways/form, and how often?
32. Are you aware of and (if so) how useful has the National Guardian guidance been?
- a. Which guidance document and how was it useful?

BARRIERS & ENABLERS – only need to ask if you don't think sufficiently covered already

33. Overall, what are the enablers to doing your job as a Guardian?
34. Overall, what are the barriers to doing your job as a Guardian?
35. Overall, what do you think of the 'speak-up' culture in your organisation?

Thank you.

We may want to get in contact with you again for clarification purposes is this ok?

