

EXAMPLE COMPLETED TEMPLATE FOR REPORT AND EVALUATION – ITA HEALTH PROMOTION ACTIVITY

Intern name	Intern Sam	Ahpra registration	PHA000XYZ123
Intern training program	ABC ITP	Stage of internship	<input type="checkbox"/> 0-3 months <input checked="" type="checkbox"/> 3-6 months <input type="checkbox"/> 6-9 months <input type="checkbox"/> 9-12 months
Practice setting	<input type="checkbox"/> Hospital <input checked="" type="checkbox"/> Community <input type="checkbox"/> Other (describe):		
Activity details (date, location, type)	Heart Week Health Promotion, 2-8 May, Your Local Community Pharmacy		

About this form

This form is intended to summarise the activity as it was implemented, summarise the feedback received, and structure the intern's reflection on the activity and the process underlying it. It is to be completed by the intern; however, supervisors should review it with the intern and make any relevant comments.

Instructions for interns

You should start completing this template soon after the activity concludes. Reflect on how well the goals of the activity were met. Work through the questions in this template before discussion with your supervisor. Record your responses in the space provided. You do not need to complete the template in order of the sections but should use them to structure the key aspects of the implementation of the activity. The template does not need to be overly detailed. You may copy relevant material from the *ITA Health Promotion Planning Template* into this template.

Instructions for supervisors

Supervisors should set aside time to discuss and review the intern's report on and evaluation of their health promotion activity. Please note this template is not for assessment of or feedback on the intern performance. To assess intern performance, use the ITA Health Promotion Intern Assessment and Feedback Form.

1. Activity details: participants (who attended and how many?); what was done; what was your (intern) role in relation to the activity; were any other individuals, groups or organisations involved (if so, who, and what did they contribute); what materials did you use/develop to support the activity (e.g., brochures, posters, presentations etc.); what follow-up with participants occurred (if any)?

Overall, there were 22 participants for the health promotion activity. I spoke with 15 patients over the week, and the other pharmacists collectively spoke with seven patients over the week. From these 22 participants I completed two cardiovascular (CVD) risk assessments, including completing a lipid profile for the patient. One was deemed moderate risk and one patient was deemed high risk, and both were referred to their doctor to discuss this further. I received five written feedback forms completed for my Intern Training Program (ITP) assessment component.

2. Marketing and advertising (what did you do, and how successful were your efforts to promote the activity)?

I used the Heart Foundation collateral provided in-store and online and posted to our social media twice (once at the start of the week, and once mid-week with a picture of the staff in red). Nearly all the patients I spoke to happened to see the display in-store or the red tops on the staff which started the conversation.

3. Goals and outcomes (what were the major results of the activity and how well were the goals met)? This section can also be used to outline any issues that arose or barriers which were encountered, and anything that was surprising or unanticipated.

I hoped to speak with 25 patients over the week, and a total of 22 patients participated, with myself speaking to 15 of them. This number is lower than I had hoped. I completed two CVD risk assessments which I think was a good outcome.

4. What was the major impact of the activity on the target audience or community (observed at the time or reported in later feedback)? If you could not assess impact, why was it not possible? Depending on the activity, direct impact may not be measurable or observable; however, you should reflect on any evidence of indirect or implied impact.

In comments and feedback forms returned to me, consumers reported an increase in knowledge around CVD and their risk. The two patients I completed CVD risk assessments for both commented that they hadn't been to see a doctor in a long time and that this would prompt them to make an appointment and follow up, which I think is a great outcome. Patients involved seemed engaged and grateful for the information provided to them. Hopefully this will also assist us to nurture the relationship that the pharmacy has with them and assists us in retaining them as patients.

5. What could be the next phase (are there ways for the activity to be extended)? This may provide guidance to future interns but may also suggest how the activity could be embedded into the ongoing practices of the workplace.

I think we could offer the CVD risk assessment as a service. We would need to complete a lipid profile using the point of care system, and measure the patient's blood pressure, as well as collecting information around the patient's age, gender, smoking status, diabetes status and if they have left ventricular hypertrophy. I think we should look at what we charge for this though as it requires more pharmacist time and explanation than a normal lipid profile – I will suggest this to the owner of the pharmacy for review.

6. Feedback: what method(s) were used to gain feedback from participants; how many responses were received; what were the major findings (including impact on participants)?

I used a small written questionnaire to gather feedback and received five responses. The main finding was the patients reported an increase in their knowledge of CVD and their risk. I received informal feedback (while waiting for lipid profile results) from the two patients I completed a CVD risk assessment for that they hadn't been to see a doctor in a long time and that this would prompt them to make an appointment and follow up.

7. Evaluation of the activity: what worked well and why; what could have been done better and why?

I think the posters and display went well, I possibly should have set this up earlier or had everything ready to go earlier, as setting up this display was hard to do on a busy Monday morning and took longer than I had planned.

8. What did I learn from this experience?

Health promotions require way more planning than I initially thought. I want to work more on how to approach patients to discuss the current health promotion we're running at the pharmacy.

9. Any other notes or comments (e.g., do you think other performance outcomes were addressed, and if so which ones?)

I think I met all the performance outcomes (3.22 – Endorsing and participating in ... health promotion activities, health services and public health initiatives intended to maintain and improve health).

10. Comments from supervisor after discussion with intern

Some more feedback would have been helpful when deciding whether to implement CVD risk assessments as a regular service in the pharmacy, particularly critical/negative feedback that focuses on areas to improve (perhaps the way feedback was sought was slightly biased and promoted more positive feedback than would be given otherwise).

Supervising pharmacist name: Supervisor

Date: DD/M/YYYY