# Appendix 7: Template for planning observations

### Observations

List staff and/or situations to be observed – may be the same as or different from those interviewed. Consumers and families will only be observed as part of their interaction with staff (clinicians and reception/administration staff).

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of group or person** | **Perspective** | **When** | **Where** | **Contact person** | **Who is organising the observation** | **Organised Y/N** |
|  |  |  |  |  |  |  |