

Appendix 1: Summary of key action points from JLA PSP Steering Group Meetings

Date of Meeting	Actions
July 2020	Terms of reference approved Review of survey 1 Survey 1 dissemination plan discussed
September 2020	Protocol update and review Survey 1 revision Identify patients, carers and healthcare professionals to pilot survey
October 2020	Publish protocol on JLA website Finalise survey 1 Send pilot survey to patients, carers and healthcare professionals Draft JLA PSP communications plan
November 2020	Pilot survey with BAME volunteers. Generate social media messages Launch survey 1
December 2020	Promote and share survey 1 Contact BAME networks to increase reach of survey 1
January 2021	Promote survey 1 Create sub-group to facilitate survey 1 analysis
February 2021	Survey 1 closes Sub-group start analysis of survey 1 responses
March 2021	Draft and review summary questions for survey 2 Existing literature reviewed by JLA Information Specialist to identify if any summary questions have been answered
April 2021	Sub-group meeting to discuss evidence gathered to confirm if any questions have already been answered. Finalise survey 2 questions Identify patients, carers and healthcare professionals to pilot survey 2
May 2021	Launch survey 2 Promote and disseminate survey 2 (including via social media)
June 2021	Promote survey 2, especially to patient/carers groups. Invite stakeholders to final workshop
July 2021	Invite and confirm stakeholders for final workshop Survey 2 closes Agree questions for final workshop
September 2021	Host final workshop and agree top ten unanswered questions in community nursing