

National Lifecurve Survey

Checklist for AHP members of staff

Before you do the Lifecurve Survey

1. Have you identified who you will ask to participate? If you work in a multidisciplinary team have you discussed how you will avoid asking the same person? Please refer to the FAQ in preparation.
2. Have you thought about a local 400 yards distance to help people visualise this? For example from Waverly Train Station to Debenhams Department Store on Princes Street in Edinburgh is approximately 400 yards. You could work out a 400 yard distance locally using google maps or the map app on a smart phone. As a quick reminder 400 yards is 4 football pitches or a quarter of a mile and would take a relatively fit person 4-5 minutes to walk or 10-15 minutes for an older/less fit person.
3. Make sure that you have gained consent (either from individual or welfare guardian/Power of Attorney) to use the CHI number and ensured that the consent form is signed. If you do not have access to the CHI number you still need to do this because we ask you to record the persons' Date of Birth AND Postcode which will be used to identify their CHI number.

How to choose people to take part in the Survey

4. Practitioners have asked about avoiding 'bias' in the Survey. Consideration has been given to suggesting parameters (eg first and last person you see) however, this will not necessarily avoid any 'bias' and will not fit every AHP profession or service setting. Therefore each practitioner should use their **professional judgement** in identifying people. It is important that the 2 people you ask to participate are **"typical"** of those who use your service.
5. People do not have to take part in the survey; most people who took part in the testing of the Survey form were happy to do so.
6. Where someone does not have capacity to give consent to share their CHI number AND has a welfare guardian and/or Power of Attorney (POA) in place their guardian can sign the consent form on their behalf.
7. Where someone does not have capacity to give consent BUT has neither POA nor a welfare guardian in place eg where you would be completing an Adults with Incapacity (AWI) form, they CANNOT take part.

Completing the Survey Form

8. Please see Appendix 1 for a descriptor of the activities of daily living. Remember many people will be on the "left" of the Lifecurve, many people

National Lifecurve Survey

Checklist for AHP members of staff

will be able to complete the form independently but some people will need help.

9. You might find it helpful to enlist the help of relatives in completing the form e.g. in the waiting room, at visiting time in the ward or when a relative is present at home. Or you may want to send it with their appointment letter and ask them to bring it with them when they attend.
10. **NB: Make sure you gain consent to use the persons' CHI number.**
This is not personally identifiable and is anonymous. This is explained on the Consent Form. Please refer to the FAQ for reference in preparation.

Completing the Staff Section

11. Remember this is for all staff both registered and non-registered.
12. We want any students on placement to take part in the survey.
13. Make sure you complete all the sections. If you do not have a band or grade (e.g. if you work in social work or housing) then write your title/designation.
14. Please refer to the Service Checklist to find the description of the service that best fits the one you work in. You may not find an exact description so please choose the best fit for you.

Summary Staff Checklist

Have you thought about a local 400 yards distance?	
Has the participant/guardian read the Information Sheet?	
Has the participant/guardian had the opportunity to ask the AHP member of staff any questions where required?	
Has the participant/guardian read and signed the Consent Form?	
Has the participant/guardian answered all the Lifecurve Survey questions (both the activities of daily living and the additional questions)?	
Has the participant/guardian had the opportunity to ask the AHP member of staff any questions about the Survey and, where required, had help from the AHP member of staff to complete the Survey?	
Have you recorded the CHI number OR where this is not accessible (eg social work settings) the Date of Birth AND Postcode?	
Have you completed all the questions in Part 2 about you and your services?	
Have made sure that both the completed Survey booklets are securely stored ready for collection?	

If you have any queries please ask your AHP Communication Lead

National Lifecurve Survey

Checklist for AHP members of staff

Appendix 1: Activities of Daily Living definitions

Activities	Proposed definition	Secondary proposed definition
Cutting Toenails	To bend and cut own toenails	Can you bend to reach your feet and cut your toenails? (If you don't always cut your own nails could you still manage?)
Shopping	To get groceries from a shop	Can you walk to a local shop and manage to buy your groceries? (Not including shopping centres or superstores)
Using Steps	To go up and down stairs/steps	Are you able to go up and down a set of stairs or outdoor steps? (including occasionally holding a rail/bannister)
Walk 400 Yards	To walk 400 yards without a walking aid (such as a walking stick)	Can you walk a quarter of a mile (400 yards) <i>in total</i> without a walking aid (such as a walking stick, cane or walking frame)?
Heavy Housework	Such as washing floors and windows, moving furniture whilst vacuuming, large load of washing.	Can you manage tasks such as washing floors and windows, moving furniture to vacuum and managing large loads of washing?
Full Wash	To fully wash and dry yourself either in the bathtub, shower or by sponge	Are you able to fully clean yourself by having either a bath, a shower or by washing with a sponge/flannel at the basin?
Cook a hot Meal	To prepare and cook a hot meal	Can you prepare and cook a hot meal for yourself at home?
Moving Around	To get around your home (excluding stairs)	Are you able to get around your house safely? (i.e. walking from room to room but not including the stairs)
Transfer From a Chair	To get up and down from a chair	Are you able to get in and out of a chair?
Light Housework	Such as tidying up, dusting, washing up.	Can you manage tasks such as washing up, wiping surfaces, and tidying things away?
Transfer From a Toilet	To get on and off a toilet	Can you get on and off the toilet as well as managing your clothing before sitting down and after standing up? At any time of the day/night.
Get Dressed	To dress and undress yourself	Are you able to dress and undress yourself? Including getting your clothes in and out of a closet/wardrobe/set of drawers etc.
Transfer From Bed	To get in and out of bed	Are you able to get in and out of bed?
Wash Face and Hands	To wash and dry your face and hands	Are you able to wash and dry your face and hands?
Eat independently	To eat food with utensils or hands	Are you able to eat food either with cutlery or with your fingers?