

# Current Practices/Capacity Related to Knowledge Translation Practices

## Internal Staff Survey

### Preamble

The health unit is currently participating in an Evaluation Capacity Building LDCP with 10 other health units. In phase 1 of the project, it was determined that our health unit fell in the 'developing category' related to the capacity to use evaluation results. Phase 2 will now focus on building our health unit's capacity to use evaluation results (along with other forms of evidence) through a knowledge translation (KT) framework. To inform that framework, it is necessary to get a better understanding of current practices at the program level in terms of producing, sharing, and using knowledge products to inform decision making. Please take a few moments to complete this survey. Responses are anonymous and confidential and will be only be reported in aggregate form.

1. Please indicate your service (drop down list).
  2. In 2-3 sentences, please describe what knowledge translation means to you (i.e. how would you define it):
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### Participation in Knowledge Producing Activities

3. In the past 12 months, how many internal knowledge producing activities have you participated in? *A knowledge producing activity could be a program evaluation (process or outcome), population health assessment, research project, surveillance report, environmental scan or literature/scoping review.* (1-3, 4-6, 7-9, 10+, I have not participated in any knowledge producing activities); if no participation then survey completion screen)
4. In what role do you **usually** participate in such activities?
  - a. Lead role
  - b. Supporting role

### Current Knowledge Translation Practices

**Thinking about any of these knowledge producing activities that you have participated in, please respond to the questions below regarding what generally occurs with the results of the activity:**

Scale: Never, Rarely, Sometimes, Often, Always

5. The results are summarized and written up formally (full report with methodology).
6. The results are summarized and written up informally (brief summary).
7. If you answered possible, likely or almost certain to #5 or #6 –
  - a. The results are written up in a timely manner following the completion of the activity (within 3 months). Yes/No
8. The written report (whether formal or informal) includes a recommendations/implications section that outlines how the results may impact the continuation of a program or how the results may be mobilized to inform other programs, client services, planning cycles, strategic priorities, etc. Yes/No
9. The written report is sent to your direct manager/director once completed.
10. The results are made available to program staff on the program's shared folder.

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11. The results are shared with program staff at team meetings.
12. The results are discussed with program staff at team meetings.
13. The results are discussed with your manager at touch base/1-1 meetings.
14. The results are presented internally through committee, working group or other staff meetings.
15. The results are presented to external partners and/or committees, where relevant.
16. Please indicate below the method of dissemination you feel would be the most effective to create internal awareness of the results of any new knowledge producing activity among all staff? Please select only one option.
  - a. Standing item at all-staff meetings
  - b. Posted to Intranet under Learning and Resources section
  - c. Posted to a general Shared Resources folder on the W drive
  - d. Other: \_\_\_\_\_
17. What it be beneficial to have a Knowledge Translation working group to help facilitate the process of KT activities across the HU?

### Current Capacity Related to Knowledge Translation

**Please indicate your agreement with the following questions as if you were in a lead role conducting an evaluation and responsible for the write up of the results.**

Scale: Strongly Disagree, Disagree, Neither Agree Nor Disagree, Agree, Strongly Agree

18. As the lead on the project, I feel accountable for ensuring the results are disseminated to the appropriate audiences.
19. I am comfortable in my ability to suggest actionable recommendations based on what the results reveal.
20. I would feel comfortable sharing and presenting evidence to internal staff.
21. I would feel comfortable sharing and presenting evidence to external partners.

Please provide any comments/thoughts related to knowledge translation practices across the health unit: