



## Collaboration-Based Approaches: Practical questions worksheet

Here are some key questions to help you critically assess whether a collaboration-based approach is the right fit and how to optimise its effectiveness.

### Purpose and goals

1. What specific problem or challenge are you trying to address through collaboration?

2. What are your short-term and long-term objectives? Have they been co-designed?

3. How will collaboration lead to better outcomes than working independently?



## Stakeholders and participation

4. Who needs to be involved for the collaboration to be effective?

5. How will you invite membership? Who the invite comes from can matter as much as the invite itself.

6. How can you ensure diverse perspectives, including those of patients, service users, carers, and staff in different roles, are represented?



7. What strategies will you use to engage and sustain participation? How will you build trust between members of the collaboration?

8. How will accessibility needs be taken into consideration and addressed to ensure equity of participation?

## Structure and process

9. What type of collaboration-based approach best suits your goals?



10. How will roles and responsibilities be defined within the collaboration?

11. What governance or decision-making structures will be in place?

12. How will you manage conflicts or differences in priorities among collaborators?



13. How will the collaboration be embedded in and engage with the organisational system?

14. What lessons from past collaborative efforts can you apply to improve this one?

**Subject matter expertise**

15. How will you provide assurance that subject matter is up to date and accurate?



16. What skills do you have or need to develop to lead, convene, or facilitate the collaborative, or where can you access these?

## Resources and sustainability

17. What time, funding, and resources are needed to make the collaboration successful?

18. How will you ensure that the collaboration remains sustainable in the long run?  
Or is it a short-term collaborative?



19. What potential barriers might limit your ability to collaborate effectively, and how can you address them?

## Evaluation and impact

20. How will you monitor the impact and success of your collaboration?

21. How will you ensure that the learning from the collaboration is shared more widely?



## Adaptability and future planning

22. How will you adapt if your initial approach does not yield the expected results?

23. How can you embed a culture of collaboration into routine practice beyond this specific initiative?