

Field Note Guide: Instructions for Documenting Observation

How to format your field notes:

- Type up your field notes *immediately* following each observation so that details are not lost.
- Save your document using the following:
 - Precaution Site Unit Inside/Outside Observation Date (Room 1, 2, 3 if multiple rooms are observed on the same day) Initials
 - Example: Droplet Site 2 Med Surg Unit A Inside mm_dd_yy Room 2 AA
 - Your field note document should also contain this information
- Each room should be typed up separately.
- Note when total observation period begins and ends. Note when total room observation begins and ends. Then, periodically time stamp your notes.
- Do not use pronouns. Instead, refer to health care personnel (HCP) by role.
 - Example: RN approached room with PPE in hand. RN set PPE on counter outside room. RN donned gown first without tying so that it hung open, etc.
- If there are multiple HCP in the same role, number each of them keeping the numbering consistent within the observation.
 - Example: RN1, RN2, RN3
- Note any and all signs on the door/room.

What your field notes should contain:

Your notes should read like a story; someone reading them, who was not present, should be able to picture what happened.

- Detail what HCP are doing or not doing in relation to PPE use.
 - Example: RN1 donned gown that was located in box on PPE cart in hallway but did not tie in back. RN1 put gloves on but did not use gel beforehand and then entered room. RN1 doffed gown in alcove of room and discarded gown and gloves in trash inside room.
- If PPE is not available or seems difficult to find, make a note.
- Include where HCP is located in (or out of) the room when donning and doffing.
- Document what the HCP is touching in the room.
- Document what the HCP is carrying in and out of the room.
- Also note if any part of their body is touching anything.
- Document what the HCP is doing in and outside the room (tasks they are performing).
- If you do not know the role of the HCP, you can ask. If you do not catch who they are, refer to them as HCP in your notes.
- If HCP makes a comment to you about the PPE process, document that conversation.
- Document the interactions the HCP has with patients or other staff.
- If you are observing a medical team, it is fine to focus on 1 or 2 of the team members - please note that.
- If you miss the donning or doffing process or hand hygiene, please note that.

If you have any questions, please contact [Medical Anthropologist (email)] or [Qualitative Analyst (email)].