Template for Field notes

Name of virtual ICU: __________________________

Name of researcher: __________________________

Date of visit: ________________________________

Date of recording field notes: _________________

1. General information
   □ Researcher’s impression on the virtual ICU (e.g., their hospitality for the research team).

2. Work system of the virtual ICU
   2.1. Individual
       □ Other ICU staff (e.g., IT support, HCA)
2.2. Physical environment

☐ General information on setting of the virtual ICU (e.g., location, facility, lighting, noise, layout).

☐ Workstation (e.g., ergonomics of work station)

2.3. Organization

☐ Structure of the virtual ICU

☐ Organization of work in the monitoring center
2.3. Organization (Continue)

- Organizational culture (e.g., how people dress, how they communicate with each other, climate/atmosphere)

- Communication among eRN and eMD, and with eICU staff; across shifts

- Growth and long term planning of the virtual ICU

2.4. Tools/technologies

- Tools and technologies used in the virtual ICU or in the ICUs (e.g., robot)
3. **Interviews (managers, nurses and physicians)**

   Interviewee: ____________________________

   Interview number: ______________________

3.1. Impressions

   - [ ] Overall impressions about each interview

3.2. Issues

   - [ ] Does the interview take longer than expected?
   
   - [ ] Do any questions need to be clarified or reworded?
   
   - [ ] Any terminology that the virtual ICU use that we need to use.

3.3. Improvement

   - [ ] Researcher records his/her thoughts on improvement to the interview.
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3.3. Improvement

☐ Researcher records his/her thoughts on improvement to the interview.
4. **Survey**
   - Problems in distributing survey
   - Problems in collecting surveys

5. **Observations** **(Note: These field are about the preparation for the main data collection)**
   5.1. General information.
   - Information that helps us for our main data collection (e.g., specific information on how EHR looks like for each ICU).
5. Observations (Continue)

5.2. Impressions

- Overall impressions of observations

5.3. Challenges

- Observers (e.g., difficulties that observer encounters during general observations)

- eRN (e.g., difficulties that eRN encounters that may affect our data collection, such as eRN task interrupted with a technical problem)

5.4. Improvement

- Researcher records his/her thoughts on potential improvement to the observation.