

Thematic Analysis - Check list

Here's a **checklist** for students conducting a **scoping review** using **Ayeyard's (2007 or 2014) simplified approach to Thematic Analysis** when analysing peer-reviewed journal articles:

1. Familiarisation with the Data

- ☐ **Read through all the selected articles** multiple times to gain an overall understanding.
- ☐ Take **initial notes** on key themes, concepts, or recurring ideas in each article.
- ☐ Ensure that the selected studies align with the **review question** and the scope of your research.
- ☐ Identify **common terminology** or concepts used across different studies.
- ☐ If relevant, summarise each article's **objectives, methodology, and findings** for later reference.

2. Generating Initial Codes

- ☐ Identify **important features or patterns** in the data (e.g., concepts, issues, outcomes).
- ☐ Create **codes** for recurring ideas, phrases, or concepts. Each code should represent a basic unit of meaning (e.g., "patient engagement" or "digital health adoption").
- ☐ Ensure that **codes are relevant** to the research question and objectives.
- ☐ Do not panic if you only have two codes from an article
- ☐ Keep a record of which **codes apply to which studies** for easy referencing later.
- ☐ Keeping each code distinct and specific, for example "Low self-esteem" or "High BMI"

3. Searching for Themes

- ☐ Group the codes into **broader themes** that capture significant patterns or trends across the studies.
- ☐ Ensure that each theme reflects the **underlying meaning** of the grouped codes.
- ☐ Try to keep things simple, for example “Impact on well-being” or “Increased levels of poverty” are viable theme titles.
- ☐ **Discard** any codes that do not contribute to the larger themes.
- ☐ Ensure the themes are **specific** to the research question and objectives of the scoping review.

4. Defining and Naming Themes

- ☐ For each theme, write a **clear definition** that explains its meaning and scope.
- ☐ Ensure that each theme’s definition is **concise and distinct** from other themes.
- ☐ **Name each theme** appropriately, reflecting its key ideas in a simple and descriptive way.
- ☐ Check that the names of the themes make sense within the context of the research question.

5. Writing the Report (Results/Discussion Section of the Scoping Review)

- ☐ Present each theme clearly.
- ☐ Provide a **description and analysis** of each theme, using examples or quotes from the peer-reviewed articles (where possible).
- ☐ Ensure the discussion of each theme is **consistent with the coded data** and provides insight into the research question.
- ☐ **Link the themes** back to the overall objectives of the scoping review.
- ☐ Avoid presenting new codes or themes in the results that were not part of the earlier analysis process.

6. Final Checks

- ☐ Double-check that all relevant **articles are fully coded** and incorporated into the themes.
- ☐ Make sure that the themes reflect the **key insights** from the peer-reviewed studies.
- ☐ Ensure the thematic analysis **answers the review question** clearly and comprehensively.
- ☐ Revisit the **research objectives** to ensure that the final report addresses them thoroughly through the thematic analysis.

8. Ethical Considerations

- ☐ Ensure that your analysis remains **objective and unbiased**, focusing solely on the data presented in the peer-reviewed articles.
- ☐ Maintain **confidentiality and integrity** when summarising the findings of peer-reviewed studies.