

Additional file 1: Semi-structured interview guide

Interview guide

- Introduction
 - o Introduction of the interviewer
 - o Consent for audio recording
 - o Explanation of participants' rights
 - o Aim of the interview: The aim is to explore personal experiences (both barriers and facilitators) regarding the new way of working and the use of the new tools and methods.
 - o Procedure, duration etc.
 - o Emphasizing that all information is relevant

Introduction question: *What did you think of the interprofessional team meeting which has just taken place?*

Subquestions:

- *Can you give an example?*
- *Can you explain in detail what you mean by...?*
- *Why do you perceive ...as a relevant factor/barrier/facilitator?*

Main questions:

Questions concern the use, experience, handling, added value and suggestions for improvement of the different components of the programme.

1. *To what extent do the team members know each other?*
 - a. What do you think of this?
 - b. How would you suggest to improve this?
2. *To what extent did the meeting go according to the agreed rules for the meetings?*
 - a. How were the rules applied according to you?
 - b. How did you personally feel about handling these rules?
 - c. What are barriers and facilitators regarding the application of these rules?
 - d. What do you need to apply these rules?
 - e. In your view, did working according to these rules provide added value?
 - f. Did you miss any topics on which agreements and rules have to be made?
 - g. Do you have any suggestions for improvement?
3. *Which roles were fulfilled during the team meeting? What was your role? (Chairperson, secretary, presenter, participant)*
 - a. How did feel about fulfilling your role?
 - b. What do you need in order to fulfil your role properly? (What factors influence the fulfilment of roles?)
 - c. In your view, did the division of roles offer added value? And why?
 - d. Do you have any suggestions to improve the way roles are fulfilled?
4. *What can you tell us about working according to the new meeting structure?*
 - a. What did you think about working according to the new meeting structure?
 - b. What parts of the structure did or didn't you adhere to? And why?
 - c. What did you perceive as barriers to working according to the new meeting structure? What factors influence this?
 - d. In your view, did working according to this new meeting structure offer added value? And why?
 - e. Do you have any suggestions for adjustment and improvement of the meeting structure?
5. *How did you prepare for the discussion of a patient?*
 - a. What did you think of preparing the meeting?
 - b. To what extent did you use the form to prepare your presentation of a patient?
 - c. What can you tell us about the way you used the form?
 - d. Were there parts of this form that you found difficult to fill in? If yes, why?
 - e. What helped you to prepare the meeting properly? (What factors influence this?)
 - f. In your view, did preparing your presentation of the patient case using this form offer added value? And why?
 - g. How would you suggest the preparation of the meeting could be further improved?
6. *How did you discuss patients?*
 - a. *What did you think of the use of the six-step plan to discuss patients?*
 - b. *What steps did you go through? (And if you skipped certain steps, why did you do so?)*
 - c. *What factors influence the process of following the different steps?*

- d. *In your view, did the use of this six-step plan to discuss patients offer added value?*
 - e. *Do you have any suggestions to improve the six-step plan?*
7. *Did you evaluate and reflect together? If yes, what did you think of this and what can you tell us about it?*
- a. *On which topics did you reflect/ evaluate? (content, procedure, interaction)*
 - b. *What does a team need in order to make reflection possible?*
 - c. *In your view, did periodic reflection and evaluation offer added value?*
 - d. *Do you have any suggestions to improve the team reflection effort?*
8. *How was it to feed back the suggested agreements to the patient?*
- a. *What bottlenecks did you experience?*
 - b. *How did the patient react?*
9. *To what extent was the patient's perspective (goals and wishes) focused on during the meeting? Could you give an example?*
- a. *Do you have any suggestions to improve the patient-centredness of interprofessional team meetings?*

Summary:

Interviewer gives a summary.

- *Did I forget any relevant information in this summary?*