

Supplementary file 2.Observation guide

<p>Observation list</p> <p>Overall</p>	<p>Is the programme (core component / tool) being applied, and if so, which parts?</p> <p><i>How (and to what extent) are the different components and tools of the programme being applied?</i></p>	<p>Manageability and feasibility <i>What do you notice about the feasibility of the programme?</i></p> <p>Bottlenecks <i>What are the evident bottlenecks?</i></p> <p>Contextual factors <i>Which visible contextual factors are influencing the application of the programme?</i></p> <p>Added value <i>What can you say about the added value provided by the programme?</i></p>
<p>Knowing each other</p>	<ul style="list-style-type: none"> ○ Team members know each other (No one has to be introduced, no new faces) 	
<p>Rules for the meeting</p>	<ul style="list-style-type: none"> ○ Everyone visibly adheres to the agreements and rules for the meeting ○ Team members stick to the organizational agreements 	
<p>Roles</p>	<ul style="list-style-type: none"> ○ Chairperson: ○ Has prepared the meeting ○ Structures the meeting ○ Ensures adherence to the rules of the meeting ○ Follows the six-step plan ○ Summarizes ○ Keeps track of time ○ Guides reflection ○ Points out tensions ○ Clearly announces closing the meeting and plans next meeting ○ Secretary: ○ Takes care of the reporting (preparing minutes) ○ Checks regularly whether minutes correspond to what has been agreed on during discussion ○ Where appropriate, refers to previous minutes 	
<p>Inter-professional meeting structure</p>	<ul style="list-style-type: none"> ○ Preparation ○ Clear agenda ○ Information about patients is provided before the meeting ○ Meeting ○ Opening ○ Discussion of each patient ○ Closing ○ Aftercare ○ Reporting ○ Agreements regarding feedback to patient ○ Agenda and agreements for next meeting 	
<p>Interaction and team climate</p>	<ul style="list-style-type: none"> ○ Team members give each other feedback ○ On content ○ On procedure ○ On interaction <p>Any comments about the team climate and atmosphere?</p> <p>Are there any visible irritations?</p> <p>Any comments about the way the team talks about patients?</p>	
<p>Reflection tool</p>	<p><u>At which level does the team reflect?</u></p> <ul style="list-style-type: none"> ○ Is there any input from participants? ○ Are specific learning objectives defined? 	

	<ul style="list-style-type: none"> ○ Does the team refer back to previous agreements and learning objectives? 	
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<p>Observation list</p> <p>Per patient</p>	<p>Is the programme (core component / tool) being applied, and if so, what parts?</p> <p><i>How (and to what extent) are the different parts and tools of the programme applied?</i></p>	<p>Manageability and feasibility <i>What can you say about the feasibility of the programme?</i></p> <p>Bottlenecks <i>What are the evident bottlenecks?</i></p> <p>Contextual factors <i>Which visible contextual factors are influencing the application of the programme?</i></p> <p>Added value <i>What can you say about the added value provided by the programme?</i></p>
<p>Roles</p>	<p><u>Presenter:</u></p> <ul style="list-style-type: none"> ○ Gives a clear description of the patient's background and situation ○ Presents the patient's personal goals and wishes ○ Presents an explicit question for the team ○ Follows the six-step plan <p><u>Participants:</u></p> <ul style="list-style-type: none"> ○ Active participation ○ Clearly prepared (do not ask questions that are redundant) 	
<p>Preparation</p>	<ul style="list-style-type: none"> ○ Presenter has filled in the form correctly and completely (there are no questions or uncertainties) ○ The form has been submitted on time and according to the agreed rules 	
<p>Six-step plan</p>	<ul style="list-style-type: none"> ○ Description of the patient's situation ○ Patient's goals and motivation ○ Analysis ○ Formulating concrete proposals for action ○ Formulating concrete care agreements ○ Evaluation 	