

Supplementary file 3. 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 usability and added value of the programme
 - o Procedure, duration etc.
 - o Emphasizing that all information is relevant

Introduction:

In the past year, your practice took part in a programme to improve interprofessional team functioning. You as the chairperson attended various training activities relating to structuring and organizing meetings and enhancing patient-centredness. Activities comprised two training sessions, peer feedback sessions and on-the-job coaching. During these activities you learned about the use of various supporting tools and then experimented with them in practice.

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 perceived use, handling, added value and corresponding facilitators and barriers to the programme.

1. *How did you feel about applying the lessons learned during the training activities in practice? How did you feel about applying the new methodology and supporting tools?*
 - a. Why did you use (or not use) the components of the programme/ tools?
 - b. What about their usability?
 - c. What barriers did you encounter in applying the new methodology and tools?
 - d. What is the added value of the different components of the programme / tools?
2. *What did the programme and new approach bring to the team?*
 - a. Could you explain this? Why is that an added value?
3. *How satisfied are you with the new approach / methodology?*
 - a. Why? Could you explain this? Could you give an example?
4. *How would you describe your role in the team? How did this role develop in the recent period?*
 - a. To what extent did your role in the team change compared to before you took part in the programme?
 - b. If applicable, could you tell me something about your personal growth. What changed? What did you learn? What would you like to learn?
 - c. To what extent did the training and coaching facilitate you in this development?
 - d. What supported or hampered you in acquiring the knowledge?
 - e. In your opinion, what aspects were missing from the training and coaching?

- f. Could you mention components that we have to keep in the training? And could you mention aspects that could be removed?
5. *What did the programme bring you as a person?*
 - a. Could you explain this?
 - b. What did you learn?
 - c. For what skills/competences did you develop more confidence?
 - d. What new insights did the programme offer you?
 - e. What are you still struggling with?
6. Is there something else you want to share regarding the programme and the various training activities?

Summary:

Interviewer gives a summary.

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