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## Topic Guide

# Integrated Palliative care Outcome Scale (IPOS) Pilot survey (Phase I)

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### Objective:

- To explore the cognitive processes used by respondents when reading, interpreting and responding to items on the IPOS questionnaire
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- Introduction:

- Study purpose, confidentiality, able to stop at any time, decline questions
- I'm going to show you a questionnaire and I want you to read & answer the questions one at a time
- We will stop and talk about each question before moving onto the next
- Please try to 'think out loud' as you read and answer the questions (*DEMONSTRATE*)
- I will also ask you some more specific things about each question
- Apologies of the questions get repetitive
- In this study we are less interested in your answers to the questions, but *how you arrive* at the answers
  - what you think the question means, and the things you were thinking about when you chose your answer.
- You can tell me *any* thoughts or views you might have about the questions

----- START RECORDING -----

- General:

- What were you thinking about when you answered that question?
- I noticed you hesitated before giving your answer – what were you thinking about then?

- **Comprehension:** *What does the respondent believe the question to be asking?*
  - What does the question mean to you, in your own words?
  - What does the word XXXXXX mean to you? (if certain words are thought to be problematic)
  - How easy or difficult was it to understand this question?
  - (If problem) How would you change this question?
  
- **Retrieval:** *Could they recall the information required by the question? Was the time frame suitable?*
  - How well could you remember your experience when answering this question?
  - Was it easy or difficult to think about the past [week] when answering this question?
  - Would there be a different time period that would be easier to understand?
  
- **Judgement:** *Is the respondent able to make an evaluation based on the information recalled?*
  - What were you thinking about when you answered this question?
  - How did you arrive at your answer to that question?
  - Was that easy or hard to arrive at your answer? Why do you say that?
  - How sure are you of the answer to this question?
  
- **Response:** *Is the respondent able to map their internally generated answer to a response option?*
  - How did you choose your answer to this question?
  - Was it hard or easy to select an answer from the options given?
  - Did all options make sense for this question?
  
- **Other:**
  - Is there anything else you would like to say about this question? / The questionnaire as a whole?
  - Did you find any of the questions upsetting? / embarrassing? / inappropriate?
  - Are there any topics/questions that you would leave out of this questionnaire?
  - Are there any topics/questions that you would add to this questionnaire?
  - Do you have any thoughts about the way your answers were captured? (i.e. tablet/paper)

----- THANKS + STOP RECORDING -----

----- COMPLETION OF DEMOGRAPHICS FORM -----