

INTERVIEW GUIDE

I. INTRODUCTION

Hello, my name is [name of interviewer]. *Introduce self and other team members in the room.*

- Introduce the project

As you know, the purpose of this Evaluation study is to better understand barriers and facilitators for implementing Ohio Emergency and Acute Care Facility Opioids and Other Controlled Substances (OOCs) Prescribing Guidelines. We want to take this time to talk to you about your experience with the guidelines. We want to understand the challenges and successes of adopting and implementing guidelines.

- *Explain the purpose of the interview*

We will be interviewing multiple people at your facility to gain multiple perspectives. We are really interested in learning more about your own experience with the guidelines.

- *Describe the audio recording and how we will assure confidentiality and answer any questions*

This interview will be audio taped so that we have an accurate record of your thoughts. Please be assured that the tapes and your transcript will be kept confidential. Leadership at your facility and any other co-workers will not have access to any of your responses nor be able to connect your responses to you personally. Our study does have IRB approval. Once your interview has been transcribed, only a site identifier will be linked to the transcripts, while any information linking you to the transcript will be destroyed. The audio recording will be destroyed as soon as the transcript is verified and analyzed by research staff.

If, at any time, you feel that the questions are too sensitive, I would be happy to turn off the recorder during that portion of questioning. You may also skip any questions you wish during the interview.

We also wanted to remind you that we will be giving you a \$50 debit card as a small token of our appreciation for your participation.

Do you have any questions for me? *[Answer any questions]*

Are you ready to begin? I'm going to start recording now.

II. HOSPITAL OVERVIEW

Please introduce yourself and give a brief description of your hospital ED and your role.

- Position
- Name and type of hospital (ie, number of beds, urban or rural)
- Average number of admissions per day from ED

The questions that follow will be used as a guide and asked only where the information has not arisen spontaneously during conversation.

III. OPEN-ENDED QUESTIONS

1. Issues relating to the prescribing opioids and other controlled substances

- What are the main issues or concerns you have when someone in the emergency department is prescribed opioids or controlled substances?

2. Procedures for ensuring the safe prescribing of opioids or controlled substances in the Emergency Department.

- Has your hospital implemented the Ohio ED Opioid Prescribing Guidelines?
- What are your thoughts on the Ohio ED Opioid Prescribing Guidelines? (Knowledge & Beliefs about the Intervention)
- What are the greatest challenges you have with following the Ohio ED Opioid Prescribing Guidelines? (Self-efficacy)
- What recommendations do you have to improve the implementation of the Ohio ED Opioid Prescribing Guidelines? Why?

To ensure we obtain a complete picture surrounding the factors affecting the implementation of the guidelines, we will ask some more specific questions.

III. SPECIFIC QUESTIONS

3. Intervention Characteristics

- The guidelines are developed by the Ohio Department of Health. Do you consider this a trustworthy source? (Intervention source)
- Do you have any concerns about the evidence supporting the guidelines? If so, what concerns do you have? (Evidence Strength & Quality)
- Do you believe these guidelines have any advantage over other guidelines? Why or why not? (Relative advantage)
- Were the guidelines tailored to meet the local needs at your hospital? If so, how? (Adaptability)
- How difficult was it to implement the guidelines? Why? (Complexity)
- Do you believe the guidelines could be presented better? If so, how? (Design Quality and Packaging)
- Did you require additional resources to implement the guidelines, such as staff or time? (Cost)
- Did you have competing priorities when implementing these guidelines? (Cost)

4. Outer Setting

- Do you believe the guidelines are beneficial for your patients? Why or why not? (Patient Needs & Resources)
- Are you aware if other hospitals are implementing these guidelines? If so, which ones? (Cosmopolitanism & Peer Pressure)
- Are there any external factors preventing you from implementing the guidelines? (External Policy & Incentives) e.g.
 - External mandates
 - Pay-for-performance
 - Public or benchmark reporting
- What additional external factors would assist you in implementing the guidelines? (External Policy & Incentives) e.g.
 - External mandates
 - Pay-for-performance
 - Public or benchmark reporting

5. Inner Setting

- How were the guidelines communicated to staff in your hospital? (Networks & Communications)
- What is your hospital organizational culture towards these guidelines? (Culture)
- Are these guidelines considered a priority in your hospital? Why or why not? (Implementation Climate)

- Are any incentives provided by your hospital to implement these guidelines?
(Implementation Climate)
- Do you receive any feedback on how well these guidelines are being implemented in your hospital? (Implementation Climate)
- Do you believe your hospital is constantly striving to improve or stuck in its traditions?
(Implementation Climate)
- Does your hospital leadership appear committed to implementing these guidelines?
(Readiness for Implementation)
- Were additional resources made available to you to implement these guidelines, such as time, staff or other resources? (Readiness for Implementation)

6. Process

- What benefits have you noticed when implementing the guidelines (Reflecting & Evaluating)
- Were there any individuals in your hospital that formally or informally promoted the use of the guidelines? Who were they and what did they do to promote its use?
(Engaging)

7. Other

- Do you have any final comments about the guidelines?