


Development of the Prototype Concise Safe Systems Checklist Tool for General Practice

BHSR-D-19-02165

Litchfield et al

No	Item	Guide questions/description	Page Number
Domain 1: Research team and reflexivity			
Personal Characteristics			
1.	Interviewer/facilitator	Which author/s conducted the interview or focus group?	5
2.	Credentials	What were the researcher's credentials? <i>E.g. PhD, MD</i>	See author's list
3.	Occupation	What was their occupation at the time of the study?	Research Associate
4.	Gender	Was the researcher male or female?	Female
5.	Experience and training	What experience or training did the researcher have?	5
Relationship with participants			
6.	Relationship established	Was a relationship established prior to study commencement?	No (5)
7.	Participant knowledge of the interviewer	What did the participants know about the researcher? <i>e.g. personal goals, reasons for doing the research</i>	All practices and individuals were recruited and consented through the Patient Safety Toolkit project 4
8.	Interviewer characteristics	What characteristics were reported about the interviewer/facilitator? <i>e.g. Bias, assumptions, reasons and interests in the research topic</i>	They were an experienced qualitative researcher with a focus on patient safety in primary care. 5
Domain 2: study design			
Theoretical framework			

No	Item	Guide questions/description	Page Number
9.	Methodological orientation and Theory	What methodological orientation was stated to underpin the study? <i>e.g. grounded theory, discourse analysis, ethnography, phenomenology, content analysis</i>	6
Participant selection			
10.	Sampling	How were participants selected? <i>e.g. purposive, convenience, consecutive, snowball</i>	5
11.	Method of approach	How were participants approached? <i>e.g. face-to-face, telephone, mail, email</i>	5
12.	Sample size	How many participants were in the study?	8
13.	Non-participation	How many people refused to participate or dropped out? Reasons?	6
Setting			
14.	Setting of data collection	Where was the data collected? <i>e.g. home, clinic, workplace</i>	6 (workplace)
15.	Presence of non-participants	Was anyone else present besides the participants and researchers?	No (5)
16.	Description of sample	What are the important characteristics of the sample? <i>e.g. demographic data, date</i>	Table 4 (11)
Data collection			
17.	Interview guide	Were questions, prompts, guides provided by the authors? Was it pilot tested?	8
18.	Repeat interviews	Were repeat interviews carried out? If yes, how many?	No
19.	Audio/visual recording	Did the research use audio or visual recording to collect the data?	6 (audio only)
20.	Field notes	Were field notes made during and/or after the interview or focus group?	No
21.	Duration	What was the duration of the interviews or focus group?	Between 15 minutes and 30 minutes

No	Item	Guide questions/description	Page Number
22.	Data saturation	Was data saturation discussed?	6
23.	Transcripts returned	Were transcripts returned to participants for comment and/or correction?	No
Domain 3: analysis and findingsz			
Data analysis 			
24.	Number of data coders	How many data coders coded the data?	Two (pg 6)
25.	Description of the coding tree	Did authors provide a description of the coding tree?	6
26.	Derivation of themes	Were themes identified in advance or derived from the data?	Domains and constructs were known in advance and sub themes within each emerged from the data, (pg 6)
27.	Software	What software, if applicable, was used to manage the data?	6
28.	Participant checking	Did participants provide feedback on the findings?	No
Reporting			
29.	Quotations presented	Were participant quotations presented to illustrate the themes / findings? Was each quotation identified? e.g. <i>participant number</i>	11-17
30.	Data and findings consistent	Was there consistency between the data presented and the findings?	18-21
31.	Clarity of major themes	Were major themes clearly presented in the findings?	12 (Table 5) and 18-21
32.	Clarity of minor themes	Is there a description of diverse cases or discussion of minor themes?	12 (Table 5) and 18-21