Sociotechnical Analysis Focus Group Guide (Clinicians)

**Prior to starting the focus group discussion:**

* Brief study overview
* Individually obtain consent from each participant, as well as contact information for potential follow-up
* Provide individuals an opportunity to ask questions or express concerns in private

**Group overview:**

* Provide an overview of the topic
* Explain the goal of developing an electronic clinical decision tool and the purpose of the sociotechnical analysis
* Explain the audio recording
* Explain confidentiality
* Explain general dynamics for the discussion
* Provide an overview of the sociotechnical model and the different domains that we will evaluate

**Begin focus group discussion**:

1. Ask each participant to introduce him/herself and professional role
2. **Clinical content**
	1. Introduce the CHIIDA score:
	2. What if any role can you see for a tool such as this in the management of these patients?
		1. Potential follow-up: what may make you more or less likely to use this type of tool?
	3. Are there any factors you think are important to add or remove from the tool?
3. **Human computer interface**
	1. Review wireframe of the prototype
	2. Preferred layout of data?
	3. Features that should be added or removed?
4. **Hardware and software computing infrastructure**
	1. Are there any technical factors that you anticipate impacting your ability to use this type of tool?
5. **People**
	1. Which clinicians would find the proposed tool most useful?
	2. Which stakeholder groups should be involved in attempts to implement the proposed tool?
6. **Workflow and communication**
	1. What is the typical clinical workflow for the acute evaluation of children with minor head injury and intracranial injury (*after neuroimaging*)?
		1. Potential follow-up: which clinical services are typically involved?
	2. Where in the care process would the proposed tool be most useful?
		1. Follow-up: which service(s) would benefit most from using the proposed tool?
	3. How could the proposed tool help or impede clinical workflow?
7. **Organizational policies, procedures, and culture**
	1. What if any protocols or practices does your organization currently have that may impact the adoption of the proposed electronic decision support?
8. **System measurement and monitoring**
	1. What are important outcomes to consider when evaluating the impact of the proposed decision support?
9. Conclude focus groups
	1. Thank participants for their time
	2. Ask if there is anything else they would like to add

Sociotechnical Analysis Focus Group Guide (Administrators)

**Prior to starting the focus group discussion:**

* Brief study overview
* Individually obtain consent from each participant
* Provide individuals an opportunity to ask questions or express concerns in private

**Group overview:**

* Explain the study topic, defining the population of interest
* Explain the goal of developing an electronic clinical decision tool and the purpose of the sociotechnical analysis
* Explain the audio recording
* Explain confidentiality
* Explain general dynamics for the discussion

**Begin focus group discussion**:

1. Ask each participant to introduce him/herself and professional role
2. **Clinical content**
	1. Introduce the CHIIDA score:
	2. What if any role can you see for a tool such as this in the management of these patients?
		1. Follow-up: what are potential advantages and disadvantages?
	3. Are there any factors you think are important to add or remove from the tool?
3. **Human computer interface**
	1. Review wireframes of the prototype
	2. Preferred layout of data?
	3. Features that should be added or removed?
4. **Hardware and software computing infrastructure**
	1. Are there any technical factors that you anticipate impacting your ability to use this type of tool?
5. **People**
	1. Which clinicians would find the proposed tool most useful?
	2. Which stakeholder groups should be involved in implementing the proposed tool?
	3. Are there any strategies that you think may support clinician uptake?
6. **Workflow and communication**
	1. What is the typical clinical workflow for the acute evaluation of children with minor head injury and intracranial injury (*after neuroimaging*)?
		1. Potential follow-up: which clinical services are typically involved?
	2. Where in the care process would the proposed tool be most useful?
		1. Follow-up: which service(s) would benefit most from using the proposed tool?
	3. How could the proposed tool help or impede clinical workflow?
7. **Organizational policies, procedures, and culture**
	1. What if any protocols or practices does your organization currently have that may impact the adoption of the proposed electronic decision support?
8. **System measurement and monitoring**
	1. What are important outcomes (clinical or process-related) to consider when evaluating the impact of the proposed decision support?
9. Conclude focus groups
	1. Thank participants for their time
	2. Ask if there is anything else they would like to add

Sociotechnical Analysis Focus Group Guide (IT specialists)

**Prior to starting the focus group discussion:**

* Brief study overview
* Individually obtain consent from each participant
* Provide individuals an opportunity to ask questions or express concerns in private

**Group overview:**

* Explain the study topic, defining the population of interest
* Explain the goal of developing an electronic clinical decision tool and the purpose of the sociotechnical analysis
* Explain the audio recording
* Explain confidentiality
* Explain general dynamics for the discussion

**Begin focus group discussion**:

1. Ask each participant to introduce him/herself and professional role
2. **Clinical content**
	1. Introduce the CHIIDA score and explain how it would be used clinically
3. **Human computer interface**
	1. Review wireframes of the prototype
	2. Are there any design factors that might impact the tool’s integration into the EHR?
4. **Hardware and software computing infrastructure**
	1. What is the process for integrating new tools into the EHR?
		1. Follow-up: which members of your organization are typically involved in this process?
	2. Do you anticipate any technical barriers to integrating the proposed electronic decision support tool?
5. **Organizational policies, procedures, and culture**
	1. How has your organization responded to previous attempts to integrate new decision support into your EHR?
6. Conclude focus groups
	1. Thank participants for their time
	2. Ask if there is anything else they would like to add