

STEP 3 GROUP DISCUSSION GUIDE - LEADERS' TEAM (END OF PROJECT)

PREAMBLE

Interview duration

- Thank the participant for agreeing to answer our questions as part of our study.
- Specify that the interview will last :
 - Approximately 30 minutes (CEOs and Board Chairmen)
 - Approximately 45 to 60 minutes for other categories of key players

Interview rules

- As specified in the information and consent form, everything said will remain **confidential**. To protect your confidentiality, your name will not appear anywhere and you will remain entirely anonymous.
- At any time during our conversation, let me know if you have any **questions** or if you prefer **not to answer** a particular question. Also, you can decide **to stop the interview** at any time.
- Remember that we want to know **what you think and feel**. So there is no right or wrong answer.

Information and consent form

- Have you read and understood **the information and consent form** ?
- Do you have any questions in connection with the information and consent form ?
- The interviewer signs both copies, then invites the participant to sign in turn.
- Then hand the participant his or her copy.
- Make sure the participant agrees to the interview being recorded.

(BEGIN RECORDING)

The focus group will be divided into three parts:

- **The experience within the leaders' team**
- **The implementation of the APs and the effects on different dimensions**
- **The process in relation to the research project**

We'd like to start with a few questions about your experience as a member of the leaders' committee.

1. **Have you been asked to join the committee?** If so, how?
2. **Have you been involved in recruiting patients for the committee?** If so, in what way?
 - In your opinion, what are the experiences, qualities and skills sought in patients to involve them in this type of committee?
3. **How do you or your team recognize the work done by patients on the committee?**
 - Congratulations, other forms of recognition
4. **How has the establishment helped or accompanied you in working with accompanying patients?**
5. **How did the research project help or support you in working with accompanying patients?**
6. **How did you perceive the integration of accompanying patients into your program?**
 - What was your perception of the team's welcome (respect, language, fairness, understanding)?
 - Did you feel that accompanying patients were full members of the team?
7. **How does the leadership team share information on project/activity follow-up with accompanying patients?**

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8. **What factors have helped or hindered the involvement of accompanying patients in your program?**
 - What qualities and skills do you look for in healthcare professionals to better involve accompanying patients?
9. **Do you have any suggestions for improving the involvement of accompanying patients?**
 - What type of support would you like to obtain to better involve accompanying patients?
 - What type of support should accompanying patients obtain to facilitate their involvement?
10. **Is there anything else you would like to add ? Are there any other topics you'd like to discuss and feel it's important to explore ?**
 - How can we ensure the sustainability of patient involvement?
11. **Have you had to deal with any ethical or legal issues? If so, what solutions have you found ?**
12. **What is your assessment of the involvement of accompanying patients in your program?**

Involving patients in their own care

Could you describe how you involve patients in all decisions concerning their health problems.

1. **In which care team do you work?** What is the composition of the team?
2. **Are patients' care plans or treatment plans drawn up in an interdisciplinary way (with the team) or with a particular health professional/physician?**
3. **How do you involve patients in drawing up their care plan or treatment plan?**
 - In what way (information, consultation, collaboration, partnership)? Example of intervention plan co-constructed vs. with patient collaboration?
4. **Do you receive training or information on how to involve patients in their own care?**
 - Do you use tools designed to better involve patients?
5. **Are you comfortable involving patients in decisions that concern them?**
 - What qualities and skills do you look for in healthcare professionals to better involve patients? (quality vs. safety)
6. **What factors have helped or hindered patients' involvement in their own care?**
 - Quality and skills sought from patients?
7. **What factors have helped or hindered your ability to involve patients in their own care ?**
 - Constraint/workload, Is it feasible?
 - Awareness/information/training
8. **In your opinion, what does it mean to be a partner in one's own care/ in partnership with healthcare professionals?**
 - In what situations is partnership possible or relevant?
 - Do you have any examples to give us from your practice? In relation to care safety?
9. **What is the most important message you would like to see come out of the interview?** Is there anything else you'd like to add?

END OF INTERVIEW

Thank you very much for participating in this focus group.