

Appendix 2. Interview schedule

IMPROVING THE USE OF MORTALITY DATA FOR PATIENT SAFETY

Name of respondent:

Title of respondent:

Date:

Duration of interview:

	YES	NO	Date
Information sheet GIVEN			
Anonymity EXPLAINED			
Permission to be taped REQUESTED			
Written permission to be taped RECEIVED			
Consent form GIVEN			
Consent form RECEIVED			
Thank you letter sent			

A. M&M MEETING CHAIRS

1. What do you see as the main purpose for reviewing deaths?

Prompts:

- Can you describe your process for reviewing deaths? Can you explain how the cases to be presented are chosen?
- What do you consider important to highlight and discuss at meetings?
- Can you explain how you think the meetings can contribute to making make clinical care safer?
- What are your views about having other health professionals attending the meetings?
- How do you think your meetings have changed over the last year?

2. What happens as a result of the meetings?

Prompts:

- Can you explain how actions are taken forward from the meetings?
- How do you feel about following up actions at subsequent meetings?
- How do you communicate decisions made at meetings to all staff – especially those that don't attend the meetings?
- How do you hear of any changes in practice that have been implemented?

- What are your views about recording the meetings' proceedings?
 - What are your views about having to report now to the Safety Monitoring Committee?
- 3. Tell me what you think about using the review form? (Provide a brief description for chairs of control groups)**

Prompts:

- How do you feel about using a standardised review form?
- Has it/would it had an impact on the way you approach the meeting or review deaths now?
- How do you feel about using it once the study testing is over?
- What aspects would make you reluctant to use it after this study?
- Is there anything else that you would like to add?

B. FRONTLINE STAFF

1. Can you tell me what you know about M&M meetings in

Prompts:

- Can you explain why is the meeting held where it is and when?
- Is there any formal requirement for you to attend the meetings?
- How do you hear about the meetings and do you get relevant papers beforehand?
- Do you know which other health professionals are invited?
- Can you explain how the cases to be presented are chosen?
- Do you think that everyone in the meeting feels they can contribute to the discussions?

2. What do you see as the main purpose of the meeting?

Prompts:

- Can you explain how you think the meetings can contribute to making make clinical care safer?
- Have you any ideas of what you want from meetings that you are not already getting?
- What views do you have about using a structured form or process to review deaths?

3. What do you think should happen after the meetings?

Prompts:

- Can you explain how actions from the meetings are taken forward?
- Do you feel that anything changes as a result of discussions in the meetings?
- How do you get to know about any changes to practice which result from meetings if you don't attend?
- What are your views about the care groups having to report now to the Safety Monitoring Comm
- Is there anything else that you would like to add?

C. MANAGERS AND SENIOR EXECUTIVES

1. How is the safety and quality of care assured?

Prompts:

- What data do you currently receive and in what way is this helpful?
- How often do you receive the data and is this satisfactory?
- How do you think intelligence arising from M&M meetings should come to the Board?
- What data do you want to give you the assurance that patient care is safe and avoidable deaths are limited?
- What do you see as the main drivers for the trust's focus on governance of mortality data?
- How do you see the governance structure for mortality data now and how does it differ from 2 years ago?

2. The role of M&M meetings as part of governance and in providing assurance

Prompts:

- What do you see as the main role of M&M meetings?
- Can you explain how you think the meetings can contribute to making clinical care safer?
- How would you like to see Trust M&M meetings operating to provide you with assurance?
- Have you attended any M&M meetings?

3. The impact of the study's Mortality Review Form (provide a brief outline for those not familiar with it)

Prompts:

- How do you see a standard mortality review process fitting into the overall quality improvement programme?
- How do you think such a process could help provide assurance?
- How could you see it being taken forward and rolled out across the Trust?
- Have you any further comments that you would like to add?