Topic guide for interviews with governance representatives

Introduction:
• Thank for taking time
• Not medical professional, want to understand process of implementing new procedures and devices
• No right or wrong answers, can stop the interview at any time
• Take verbal consent

Can you tell me about yourself?
• What is your current position and role?
• Particular areas of interest/expertise?
• How did you become involved in [committee]? When? How found it? What you expected?
• Can you tell me about the committee? What is the role of the committee?
  o Who involved? How often meet?

As you know, we are looking at innovation in surgery. Can you talk me through how you would define innovation? (Newness; degree of change, level of risk, impact?)

Can you talk me through how applications are processed, from submissions to decision-making?
• What is the process for introducing surgical innovation in [site]?
• Do you think there are similarities/difference between innovation and research? In what ways?
• How many applications do you receive each year?
• What information is provided? (What is compulsory?)
• How are they considered?
• Why would an application be declined? Example? Agreement between committee members?
• What happens to those procedures that are declined? Is there an option to appeal?

What’s your understanding of how these procedures are integrated into practice?
• What happens once a technique/device is approved by the committee?
• If approved, is there any monitoring? How? When?
• What if there is a problem with a novel procedure?
• Is there any guidance for communicating about novel procedures?
• What do you think patients are told about the novel component? What should they be told - What aspects important to communicate?
• What is included on patient info sheets provided

Your views on the committee
• How do you feel about being involved in the decision-making process?
• Are there any particularly challenging aspects?
• What are the strengths of the committee?
• Do you think it could be improved in any way?

Ending the interview
• Is there anything else that I haven’t mentioned?
• Anyone else you recommend I could contact?
• Before we finish (if not covered) – role (registrar/consultant), years in your profession, highest qualification