

IRAS ID: 307410

Appendix 1 – Cancer MDTM Research – Interview topic guide - V0.8 23 Nov 2021



MDTM Participant Interview Topic Guide

Introduction for participants [5-10 minutes]

The purpose of this interview is to explore your experiences and views of the impact of changing from face-to-face to virtual cancer multi-disciplinary team (MDT) meetings during the COVID-19 pandemic.

Interviewer will then talk through participant information sheet (V0.7 15 March 2022), answer any questions and invite participant to give verbal consent using the consent form (V0.4 17 February 2022).

MDT meetings in a virtual environment [10 minutes]

This interview is about your experience of participating in virtual MDT meetings during the pandemic, in comparison to face-to-face MDT meetings.

1. In general, how do you find working in the virtual MDT meeting environment?
 - What **differences** are there between virtual and face-to-face MDT meetings?
 - How well do you feel the team has **adapted** to working in a virtual MDT meeting compared to a face-to-face MDT meeting?
 - What do you think **works well** about virtual MDT meetings compared to face-to-face MDT meetings? What do you think does not work as well?
 - Are there any other disadvantages of a virtual MDT meeting compared to a face-to-face MDT meeting?
 - Is there anything you would **change** about the way virtual MDT meetings are run?
2. What **functions**, beyond its primary function of managing a patient's cancer, does the MDT meeting serve?
 - Do these functions differ between face-to-face and virtual meetings?
 - How has the shift from face-to-face to virtual MDT meetings changed the ability of the MDT to perform its functions? And why?
3. If you could choose between virtual MDT meetings or face-to-face MDT meetings, which would you choose? Why?
4. What experience do you have with **hybrid MDT** meetings?
 - If you were to move to a hybrid meeting mode, which parts of virtual MDT meetings would you choose to keep? Which parts of face-to-face?
 - What are the benefits (if any) of hybrid MDT meetings compared to virtual or face-to-face? What about any disadvantages?

Interacting with the team: I'd now like to talk to you about how you and other members of the MDT interact during the meeting [15 – 20 minutes]

1. What do you see as **your role** in the MDT meeting?
2. How does **your role** in the virtual MDT meeting compare to your role in a face-to-face MDT meeting?
 - Do you have any additional tasks you are expected to perform in the virtual compared to the face-to-face MDT meeting?

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- Are any parts of your role easier or more difficult? Why?
 - How do you feel about these changes?
3. In what ways, if any, has your **ability to perform** your role in the MDT meeting been impacted by the change from a face-to-face to a virtual setting?
 - Are there any differences in your ability to concentrate?
 - Are there any differences in how easily you become distracted? Differences in types of distraction?
 - Are there any differences in the way you interact with other members of the MDT meeting? Why do you think that is?
 - Are there any differences in how comfortable you feel contributing to discussions during the MDT meeting?
 - How does the way you contribute to discussions during a virtual MDT meeting compare to a face-to-face meeting? Why do you think that is?
 4. How do you think you could be **best supported** to enable you to perform your role effectively in a virtual MDT meeting? Is there anything that needs to change or that should stay the same?
 5. In what ways, if any, has the shift from face-to-face meetings affected the way the MDT meeting is chaired?
 - Have these differences had a **positive or negative** impact on the functioning of the team? In what ways?
 6. What is the **atmosphere** like in the virtual MDT meeting compared to a face-to-face MDT meeting?
 - What do you think creates this atmosphere?
 - What do you think could improve the atmosphere in the virtual MDT meeting?
 - How freely do you feel MDT members are able to speak during virtual MDT meetings compared to face-to-face meetings? Is this affected by any characteristics of MDT members?
 - How do different professional groups interact in the team? Do you think this is different in virtual compared to face-to-face MDT meetings?
 7. To what extent do you feel the team is open to **exploring innovative treatment or management approaches** during MDT meetings? Does this differ in a virtual MDT meeting compared to a face-to-face MDT meeting?
 - What barriers are there to exploring new approaches in a virtual MDT meeting compared to in a face-to-face MDT meeting?
 - How comfortable would you feel suggesting new or innovative ideas in a virtual MDT meeting, compared to in a face-to-face MDT meeting?
 8. What happens when there are **disagreements** during the MDT meeting? Does this happen more or less frequently in virtual compared to face-to-face MDT meetings?
 - How comfortable would you feel expressing viewpoints that disagree with other members of the MDT, in a virtual MDT meeting compared to a face-to-face MDT meeting?
 - What factors influence your decision to share opposing opinions during a virtual MDT meeting compared to in a face-to-face MDT meeting?
 - Are there any differences in how disagreements are managed in virtual compared to face-to-face MDT meetings?

Decision-making processes: I'd like to now focus specifically on how decisions are made within the MDT meeting [15 - 20 minutes]

Orientation

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1. How does the way that information about each patient/case is presented in a virtual MDT meeting compare to a face-to-face MDT?
 - How often do you experience issues in viewing/receiving that information during a virtual MDT? What types of issues? Are these issues different to those experienced during face-to-face meetings?
 - Can you suggest any ways of improving the way the information is presented during virtual MDT meetings?

Discussion

2. Who facilitates the discussion of each case/patient? How do they manage that discussion in a virtual MDT meeting compared to in a face-to-face meeting?
 - To what extent do you feel everybody's view is considered during the decision-making process?
 - What factors affect this? Do these factors differ between the face-to-face and virtual setting?
 - Has the virtual setting affected the balance of whose voice is heard?
 - In what ways, if any, do you think this affects the group dynamic?
3. Is there anything you think doesn't get discussed enough during a virtual MDT meeting? How does this compare to a face-to-face meeting?
 - Is there anything you think less time should be spent on?
 - How do you think that balance could be improved?

Decision

4. How does the team come to a final decision about a case/patient?
 - Is this affected by the characteristics of the case/patient being discussed?
 - Are there any differences in this process in a virtual MDT meeting compared to a face-to-face meeting?
5. Are there times when the team does not come to a decision? Why is this?
 - How often is this due to the team being unable to come to an agreement?
 - How often does this happen in virtual compared to face-to-face MDT meetings? Why do you think this is?
 - How do you think this could be addressed to ensure more decisions are made?
6. How do you think the quality of clinical decisions made in a virtual MDT meeting compares to those made in a face-to-face MDT meeting? Why?

In summary

7. To conclude this section, could you reflect on what could be improved about the way decisions are made in a virtual MDT meeting?
8. Are there any aspects of working in a virtual MDT meeting that you think could be applied to face-to-face meetings to improve MDT decision-making?
9. To what extent do you think that moving to a hybrid MDT meeting format could affect decision-making compared to virtual or face-to-face meetings?
 - In what ways (if any) do you think it might improve decision-making?
 - In what ways (if any) do you think it might impair decision-making?
 - How do you think these issues could be addressed to support better decision-making?

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Meeting infrastructure [2-3 minutes]

1. Thinking about the virtual environment, are there any aspects that we have not already discussed that influence the way the team interacts during MDT decision-making?

Interview close [2-3 minutes]

1. **Finally, is there anything else you would like to share relating to your experience of participating in virtual MDT meetings?**