Supplementary file 5: Health Professional Question Guide

Introductions
- Group introductions
- Brief explanation of the focus group/interview

Opening questions
- What is your understanding of an Achilles tendon rupture? What causes it? How can it be treated?
- What information is important to know about different treatments?
- What do you think of Achilles tendon surgery as a treatment?

Brief explanation of Achilles tendon surgery to health professionals (depending on their current level of understanding e.g. do not explain this to an orthopedic surgeon)
- Nature of the procedure
- Theoretical indications
- Benefits and harms

Core questions
If we were designing an education leaflet to help patients decide whether to have Achilles tendon surgery or not….
- What information is most important for them to know? (prompt for views on presenting different treatment options, benefits and harms, recovery time, likelihood of re-rupture, details of the procedure, etc.)
- How would you like information to be presented in terms of visual aids, text, tables, pictures, etc.? (example below, but exact topics will depend on what arose from the previous question)
  - Different treatment options
  - Benefits and harms
  - Recovery time
  - Likelihood of re-rupture
  - Details of the procedure
- How would your response to the above options differ if the information was intended to be used during a consultation with a health professional?

If reviewing an existing patient decision aid or investigator-developed one (relevant to focus groups in the later stages of developing the patient decision aid)

Instructions to health professionals (as an example): The material we want you to review has been developed for patients to improve their knowledge and confidence in making the decision to have Achilles tendon surgery or not. We would like for you to help us refine this material – for example, how you find the visual appeal, readability, content, and what are your overall thoughts on patients using this material?

To do this, I am going to ask you to think out loud while you read through the material. Just say everything that goes through your mind- if you are finding anything confusing, what your eye is drawn to. If a page is easy, and you understand what to do – just say that. Providing examples is very helpful (e.g. “look at a table”, “look at a page with just text vs with an image”).

Prompt questions as health professionals are reading through the material:
- How do you think patients would find this section?
- Did you feel like patients will know where to look, and what to do next?
- Did you feel like patients knew the relevance of this section in their decision?
• How do you think patients will find the content of this section?
• Were the instructions clear/helpful?
• How easy was it to understand the section? (readability)
• Was there anything that was unclear or confusing?
• How were the visual aids?
• How was the functionality?
• Is there anything that you would improve in this section?
• What did you like most about this material?
• What did you like least about this material?

General feedback at the end
• Are there any topics that you would like to see in future versions of this tool?
• Do you have any other general feedback, thoughts or comments?