

Supplementary Material 16 – Implementation champion telephone interview topic guide

Telephone interviews with champions

Telephone interviews will be held with the ICs every 2-3 weeks during the 8-week implementation period. The purpose of these interviews is to: assess the implementation of the intervention; identify any barriers or obstacles to its successful implementation and use; record any Trust specific modifications to the DSF or its mode of delivery.

Specific tasks:

- Arrange interviews at a time convenient for them
- Before interview, look back through previous interview(s) to identify topics/issues to be revisited
- Obtain verbal agreement (they have already provided consent)
- Record interviews
- Make notes
- Send to transcriber

Before interview:

For first interview: Introduce yourself and thank them for taking part. Explain (or remind) what the interview is about and check that they remember signing the consent form (CF) and **for all interviews** remind them of points on CF i.e. recording, anonymised quotes, right to withdraw etc., and check that they are happy to continue.

Switch on the recorder.

Topic guide:

1. Question/topic	2. Prompts/follow-up questions
3. How are you getting on with [name of DSF]?	5.
4. What has happened since you started introducing [DSF]/ we last spoke?	
6. Have you come up against any problems in the implementation?	8. How have you resolved these problems?
7.	9.
	10. Last time you mentioned _____, how have you dealt with this?
11. Is there anything which you have found has made it easier to implement?	13. Is there anything that has gone really smoothly? In what way did that make it easier?
12.	
14. Have you needed to make any changes to the DSF or its delivery?	15.
16. Is there anything else you would like to mention?	17.
18. PIL/FILs	19.

At end of interview:

Make sure they feel that we have covered everything they wanted to, switch the recorder off if they are happy. Thank them again, and arrange next interview (if appropriate).

Note: Transcription will need to be carried out speedily to allow for the revisiting of previous interviews

Analysis:

Once an interview has been transcribed it will be entered into NVivo. Initial analysis will be carried out soon in order to allow for topics and issues to be revisited in the next interview, and to identify any modifications to the Topic Guide. Once all interviews have been completed, thematic content analysis will be carried out.