

## Additional File 2: Consolidated criteria for reporting qualitative research checklist

| No. Item                                       | Guide questions/description                            | Reported in section or page no.^                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
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| <b>Domain 1: Research team and reflexivity</b> |                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <i>Personal Characteristics</i>                |                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 1. Interviewer/facilitator                     | Which author/s conducted the interview or focus group? | Methods: Study methods, Data collection and participants, Interviews, paragraph 1.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 2. Credentials                                 | What were the researcher's credentials? E.g. PhD, MD   | Methods: Study methods, Data collection and participants, Interviews, paragraph 1.<br>Additional information:<br>PH – B.App.Sc., Grad.Dip.Comp., Grad.Dip.Econ, PhD;<br>MB – B.Ec., M.P.H., PhD                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 3. Occupation                                  | What was their occupation at the time of the study?    | Methods: Study methods, Data collection and participants, Interviews, paragraph 1.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 4. Gender                                      | Was the researcher male or female?                     | Methods: Study methods, Data collection and participants, Interviews, paragraph 1.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 5. Experience and training                     | What experience or training did the researcher have?   | Methods: Study methods, Data collection and participants, Interviews, paragraph 1.<br><br>Additional information below:<br><br>PH has undertaken semi-structured interviews and focus groups with healthcare professionals, managers and executives mainly in relation to patient safety and quality improvement over the last 15 years for the purposes of research and evaluation. He is the author of 15 peer-reviewed papers which undertook qualitative analysis of patient safety incident reports.<br><br>MB has carried out qualitative research in the course of undertaking his PhD, in addition to various consultancy work. He is also |

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|                                             |                                                                                                                                                          | the lead author in 5 peer -reviewed papers in which qualitative analysis is the methodology.                                                                                                                                                                                              |
| <i>Relationship with participants</i>       |                                                                                                                                                          |                                                                                                                                                                                                                                                                                           |
| 6. Relationship established                 | Was a relationship established prior to study commencement?                                                                                              | Methods: Study methods, Data collection and participants, Interviews, paragraph 1.<br><br>Additional information: The researchers partially attended CIP1, 2 and 3, 3 month full day symposiums, and graduations. The researcher met some of the participants at these meetings.          |
| 7. Participant knowledge of the interviewer | What did the participants know about the researcher? e.g. personal goals, reasons for doing the research                                                 | Yes, at the CIP meetings, PH briefly presented the reasons why the research was being undertaken and its goals.<br><br>The participant information form that was provided with the consent form signed by the participant was explicit in its description of the purpose of the research. |
| 8. Interviewer characteristics              | What characteristics were reported about the interviewer/facilitator? e.g. Bias, assumptions, reasons and interests in the research topic                | At the CIP meetings, the research was framed as a partnership between the Southern Adelaide Local Health Network and the research team.                                                                                                                                                   |
| Domain 2: study design                      |                                                                                                                                                          |                                                                                                                                                                                                                                                                                           |
| Theoretical framework                       |                                                                                                                                                          |                                                                                                                                                                                                                                                                                           |
| 9. Methodological orientation and Theory    | What methodological orientation was stated to underpin the study? e.g. grounded theory, discourse analysis, ethnography, phenomenology, content analysis | Methods: Study methods, Data analysis, paragraph 1.                                                                                                                                                                                                                                       |
| Participant selection                       |                                                                                                                                                          |                                                                                                                                                                                                                                                                                           |
| 10. Sampling                                | How were participants selected? e.g. purposive, convenience, consecutive, snowball                                                                       | Methods: study methods, data collection and participants, interviews, paragraph 1.                                                                                                                                                                                                        |

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| 11. Method of approach           | How were participants approached? e.g. face-to-face, telephone, mail, email       | Methods: study methods, data collection and participants, interviews, paragraph 1.                                                                                                                                                 |
| 12. Sample size                  | How many participants were in the study?                                          | Interviews – Methods: study methods, data collection and participants, interviews, paragraph 1.<br><br>Observations - Methods: study methods, data collection and participants, observation of project team processes paragraph 1. |
| 13. Non-participation            | How many people refused to participate or dropped out? Reasons?                   | N/A                                                                                                                                                                                                                                |
| 14. Setting of data collection   | Where was the data collected? e.g. home, clinic, workplace                        | Methods: study methods, data collection and participants, interviews, paragraph 1.                                                                                                                                                 |
| 15. Presence of non-participants | Was anyone else present besides the participants and researchers?                 | Methods: study methods, data collection and participants, interviews, paragraph 1.                                                                                                                                                 |
| 16. Description of sample        | What are the important characteristics of the sample? e.g. demographic data, date | Interviews – Methods: study methods, data collection and participants, interviews, paragraph 1.<br>Observations - Methods: study methods, data collection and participants, observation of project team processes paragraph 1.     |
| Data collection                  |                                                                                   |                                                                                                                                                                                                                                    |
| 17. Interview guide              | Were questions, prompts, guides provided by the authors? Was it pilot tested?     | Interviews: Additional File 3<br>Observations: Observations - Methods: study methods, data collection and participants, observation of project team processes paragraph 2.                                                         |
| 18. Repeat interviews            | Were repeat interviews carried out? If yes, how many?                             | N/A                                                                                                                                                                                                                                |
| 19. Audio/visual recording       | Did the research use audio or visual recording to collect the data?               | Interviews – Methods: study methods, data collection and participants, interviews, paragraph 2.<br>Observations - Methods: study methods, data collection and participants, observation of project team processes paragraph 2.     |
| 20. Field notes                  | Were field notes made during and/or after the interview or                        | Observations - Methods: study methods, data collection and                                                                                                                                                                         |

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|                                    | focus group?                                                                                                                    | participants, observation of project team processes, paragraph 2.                                                                                                                                                                                                    |
| 21. Duration                       | What was the duration of the interviews or focus group?                                                                         | Methods: study methods, data collection and participants, interviews, paragraph 2.                                                                                                                                                                                   |
| 22. Data saturation                | Was data saturation discussed?                                                                                                  | Methods: study methods, data collection and participants, interviews, paragraph 1.                                                                                                                                                                                   |
| 23. Transcripts returned           | Were transcripts returned to participants for comment and/or correction?                                                        | No                                                                                                                                                                                                                                                                   |
| Domain 3: analysis and findings    |                                                                                                                                 |                                                                                                                                                                                                                                                                      |
| Data analysis                      |                                                                                                                                 |                                                                                                                                                                                                                                                                      |
| 24. Number of data coders          | How many data coders coded the data?                                                                                            | Methods: Study methods, Data analysis, paragraph 1.                                                                                                                                                                                                                  |
| 25. Description of the coding tree | Did authors provide a description of the coding tree?                                                                           | Not applicable: The data analysis was inductive and therefore did not use a pre-existing deductive coding tree.                                                                                                                                                      |
| 26. Derivation of themes           | Were themes identified in advance or derived from the data?                                                                     | Methods: Study methods, Data analysis, paragraph 1.                                                                                                                                                                                                                  |
| 27. Software                       | What software, if applicable, was used to manage the data?                                                                      | Methods: Study methods, Data analysis, paragraph 1.                                                                                                                                                                                                                  |
| 28. Participant checking           | Did participants provide feedback on the findings?                                                                              | No                                                                                                                                                                                                                                                                   |
| Reporting                          |                                                                                                                                 |                                                                                                                                                                                                                                                                      |
| 29. Quotations presented           | Were participant quotations presented to illustrate the themes/findings? Was each quotation identified? e.g. participant number | Table 1                                                                                                                                                                                                                                                              |
| 30. Data and findings consistent   | Was there consistency between the data presented and the findings?                                                              | Yes. The four themes were developed from the data and are presented in sequence in the Results (Results, An agreed and robust quality improvement methodology; Results, A skilled faculty to assist improvement teams; Results, Active involvement of leadership and |

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|                             |                                                                        | management; Results, A belief that teams matter; with associated quotes in-text and in Table 1; These results are then considered in the Discussion. |
| 31. Clarity of major themes | Were major themes clearly presented in the findings?                   | Results, Paragraph 1 (and subsequent headings).                                                                                                      |
| 32. Clarity of minor themes | Is there a description of diverse cases or discussion of minor themes? | Results, Paragraph 1.                                                                                                                                |