# SUPPLEMENTARY FILE 4: INTERVIEW GUIDE FOR GPS AND PRACTICE MANAGERS

**Evaluation of the role of the advanced clinical practitioner in primary care across**

**the East Midlands**

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**Interview guide: GPs/Practice Managers**

General introduction / ice breaker

Recap purpose of the interview

* I’d like to ask you about the ACP role. The interview is confidential and will inform future practice. Please be honest in your responses.
* The interview will be recorded, with permission, and then will be typed up to use as anonymised data for evaluation purposes.
* If there’s any questions you do not want to answer then that’s ok and if at any time you want the interview to stop that’s fine too.
* If it’s ok with you I will turn the recorder on now and everything we talk about from now on will be recorded.
* *Are you happy for me to turn the tape on?*

**Start recording: *\*\* Obtain verbal consent to participate on tape \*\****

**Background to the practice**

**Can you tell me about the practice that you work in?**

*Prompts:*

* What is the size of the practice?
* What is the setting (e.g. rural, urban, area – affluent or deprivation)?
* How many GPs at the practice?

**What was the reason for appointing an ACP at your practice?**

**Understanding of ACP role**

**Can you tell me about the ACP role in your practice, with regards their appointment, training, and contribution to the practice?**

*Prompts:*

* What is the professional background of the ACP?
* What training do they have for the ACP role?
* How long have they been in post?
* What is the nature and type of activities the ACP undertakes?
* How many patients do they see?
* Number of practice staff supported by ACP?

**Evaluation of ACP role**

**What are your general experiences of having an ACP within your practice?**

*Prompts:* level of satisfaction, experiences, patient and team engagement with ACP, acceptability, perceived usefulness, facilitators of the role, contributions of ACP

**What are the overall impacts on the practice of having an ACP in post?**

*Prompts:* clinical outcomes, service accessibility, impacts on team workload and workflow, patient waiting times, enhanced services, choice of clinician, team support for ACP & training

**What are the impacts on you as an individual of having an ACP in post?**

*Prompts:* individual support for ACP & training of ACP, impacts on individual workload, employee wellbeing, stress levels, work engagement, job satisfaction

**What do you see to be the main challenges of having an ACP within your practice?**

*Prompts:* resources*,* costs, training, workload, barriers to access, acceptability, team or patient understanding of role

**Would you recommend the ACP role to other practices?**

*Prompts: Yes/No, why?*

**Is there anything about the ACP role that you would change?**

*Prompts:* suggestions for the future, training and costs of implementation, professional background of ACP, contributions to practice and workflow, information needs

* Is there anything else you would like to say about the ACP role?
* Do you have any questions for me?
* Do you have any concerns or queries before I turn off the tape?

Thank you for answering these questions.

\*\* TURN OFF THE DICTAPHONE \*\*

**END OF INTERVIEW.**