

## COREQ Checklist

### Domain 1: Research team and reflexivity

#### Personal Characteristics

1. Interviewer/facilitator Which author/s conducted the interview or focus group?

Aimee Sarti

2. Credentials What were the researcher's credentials?

MD

3. Occupation What was their occupation at the time of the study?

Clinical Scholar, Intensivist

4. Gender Was the researcher male or female?

Female

5. Experience and training What experience or training did the researcher have?

Aimee Sarti was in her second year of a clinical scholars program. She completed a fellowship with the Academy for Innovation in Medical Education at the University of Ottawa, and was a Masters of Health Professionals Education Candidate, University of Dundee, Scotland. She had performed numerous qualitative and mixed method investigations. Co-authors experienced in qualitative research, medical education and critical care.

#### Relationship with participants

6. Relationship established Was a relationship established prior to study commencement?

Some participants had previously worked with Dr. Sarti in the ICU.

7. Participant knowledge of the interviewer

What did the participants know about the researcher?

Participants were aware of the rationale for the study and the researcher's level of training.

8. Interviewer characteristics What characteristics were reported about the interviewer/facilitator?

The interviewer's level of training was reported. The interviewer did not disclose any personal bias towards the outcome of Ebola preparedness.

### Domain 2: study design

## Theoretical framework

### 9. Methodological orientation and Theory

What methodological orientation was stated to underpin the study?

Mixed-method needs assessment with constructivism as guiding theoretical framework.

### Participant selection

#### 10. Sampling How were participants selected?

Purposive, snowball sampling.

#### 11. Method of approach How were participants approached?

Email, telephone, face-to-face.

#### 12. Sample size How many participants were in the study?

As stated in the manuscript, this was an expedited process and we incorporated data from informal discussions with many participants along with the formal interviews, walkthroughs and focus groups. We estimate that there were a total of 80 participants.

#### 13. Non-participation How many people refused to participate or dropped out? Reasons?

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### Setting

#### 14. Setting of data collection Where was the data collected?

Hospital, Tertiary, Academic

#### 15. Presence of non-participants Was anyone else present besides the participants and researchers?

No

#### 16. Description of sample What are the important characteristics of the sample?

Participants included physicians, nurses, respiratory therapists, housekeeping and waste management staff, infection control, administrators, occupational health and safety, facility staff, pharmacy, porter, dietician.

### Data collection

#### 17. Interview guide Were questions, prompts, guides provided by the authors? Was it pilot tested?

Focus groups and interviews, with probes to guide as necessary. Walk-throughs were performed in the intensive care unit, emergency department, and medicine wards. Given the expedited process and emergent design, interview script was not pilot tested. The line of inquiry initially began open ended and progressively became semi-structured. Mental simulation / low fidelity simulation / flow mapping techniques were utilized to help participants describe and then visualize various patient scenarios.

18. Repeat interviews Were repeat interviews carried out?

Some participants participated in both the focus groups and interviews.

19. Audio/visual recording Did the research use audio or visual recording to collect the data?

Some interviews and focus groups were audio recorded. Participants were given the option to have the discussion recorded or field notes taken.

20. Field notes Were field notes made during and/or after the interview or focus group?

Yes, both during and after.

21. Duration What was the duration of the interviews or focus group?

Interviews were 30-60 minutes. Focus groups were 1 to 3 hours.

22. Data saturation Was data saturation discussed?

Yes

23. Transcripts returned Were transcripts returned to participants for comment and/or correction?

No, the data was not transcribed. Field notes and summaries were returned to the participants for comments and corrections.

Domain 3: analysis and findings

Data analysis

24. Number of data coders How many data coders coded the data?

Two researchers analyzed the data (A.S, P.C.)

25. Description of the coding tree Did authors provide a description of the coding tree?

No

26. Derivation of themes Were themes identified in advance or derived from the data?

Derived from the data

27. Software What software, if applicable, was used to manage the data?

None used.

28. Participant checking Did participants provide feedback on the findings?

Yes

Reporting

29. Quotations presented Were participant quotations presented to illustrate the themes / findings?  
Was each quotation identified?

No.

30. Data and findings consistent Was there consistency between the data presented and the findings?

Yes

31. Clarity of major themes Were major themes clearly presented in the findings?

Yes

32. Clarity of minor themes Is there a description of diverse cases or discussion of minor themes?

Yes