**UNDERSTANDING THE IMPACT HYPOGLYCAEMIA HAS ON PEOPLE LIVING WITH DIABETES**

**TOPIC GUIDE FOR COGNITIVE DEBRIEFING INTERVIEWS**

**Before the interview:**

* The interviewer will introduce themselves, thank the participant for taking part, and provide background to the research.
* The interviewer will check that the participant is happy to take part and that they are fully informed/have signed an informed consent form.
* The interviewer will go through some important points with the participant:
  + With your permission, we will be recording the interview
  + Everything you say is confidential. With the exception of anonymised research data (e.g., quotes to support a report), information you share will not be passed on to others outside the research team, except if that information suggests you may be a threat to yourselves or others, which we have a duty to report.
  + We are not anticipating it, but if there is anything that we discuss that you do you not want to discuss or you want to move on, then please let us know.
  + The interview will take around an hour to complete. However, you can stop the interview at any time, or take a break, if you wish to do so.
* The interviewer will ask if there is anything the participant would like to ask before the interview begins.

**During the interview:**

* Ask participants about the PROM instructions and for their feedback on this.
* Ask participants about the PROM items (as described in the ‘item coverage’ document):
  + Present both frequency/severity version of items if possible
  + Ask about their understanding of the item (particularly if it is not obvious)
  + Ask about whether the item is relevant to them
  + Ask about item preference
* For each domain, ask about:
  + Response options and whether they fit the questions
  + Do they prefer frequency or severity response options
  + Comprehensiveness (any items missing from that domain)
* For the overall PROM, ask about:
  + Recall period – is it appropriate
  + Comprehensiveness, anything missing (beyond domains included)
  + Item ordering
* Explore whether participants think questions with a possible “n/a” response need to be in (driving, sexual functioning, children, work (restrictively defined))
* Ask about relative importance of items for inclusion in the questionnaire (either high/medium/low)

**Close:**

The interviewer will turn off the recording and ask the participant if they have any questions about the project. They will then thank the participant for their time.