Dear WP5 members,

This document is the second round Delphi survey questionnaire. The purpose of this questionnaire is to get your views on the further developed toolkit – its purpose and content, what it will finally look like and where it fits in the stages of adaptation.

In the first round of the Delphi survey, members were provided with a description of the toolkit as developed by the lead partner (NCCHTA). The description provided in this questionnaire takes account of many of the ideas and suggestions made by WP5 members in response to this first round survey and at the face-to-face meeting in London on 5 and 6 June.

This questionnaire has three sections (A–C):

Section A: Information about you

Section B: Adaptation and the role of the toolkit

Section C: Toolkit details

Please answer the four questions shown under section B (question 1) and section C (questions 2–4). Please send one response per WP5 agency no later than 6PM CET Tuesday 18 July. We would greatly appreciate the views of all WP5 members. If this deadline will prove difficult for your agency because of vacation time please contact us. Thank you.

Section A: Information about you

Please complete:

HTA agency		Country	
Name of respondent		Email	

Section B: Adaptation and the role of the toolkit

What is adaptation?

Issue
The issue here is how an HTA agency in one country (or region or setting) can make use of an HTA report produced elsewhere, thus saving time and money. This sounds simple but, in reality, the adaptation process is complex.

Different types of HTA reports
Not all 'HTA reports' are the same. Some just contain information about technologies, some also contain recommendations about how they should be used (in the English context, these are respectively 'assessment' and 'appraisal'). Of those that contain information, some are reports of primary research and some are reports of secondary research, i.e. reviews of primary research. Some are produced very quickly, in a few days; some take a year or more to produce.
The focus in WP5 will be, initially at least, on adapting the information part of HTA reports that are reviews of primary research.

What is the spectrum that adaptation sits on?
Making use of all or part of an HTA report from elsewhere could be achieved in a wide range of ways (see items 1–4 below). There is a spectrum, with progressively more of the report being used and so more possibility of saving time and money through reduced duplication. Items 1–3 require further work beyond the use of information from the original report to develop your own report.

1. *Summary*: translating the summary and using it for background information.
2. *Searches*: using these and other information in the report as background for your own report.
3. *Other:* application of methods or other approaches from the report to tackle a different research/policy question.
4. *Adaptation*: systematically extracting relevant HTA information from an existing report (from a whole report or from part of a report).
5. *Complete adoption*: making use of the report without making any changes at all

   (except perhaps translation into your own language).

Adaptation
The 'product' of the adaptation process is information that has been extracted from the report that is (a) relevant to your needs, (b) quality assessed and (c) ready to be incorporated into a new framework for an HTA report in your own setting or country. The process of adaptation therefore involves, to varying degrees, the following steps:

(a) deciding on the relevance of the question addressed in the original report to the question you are facing

(b) identifying in the report the information that is most likely to be transferable to your setting

(c) assessing the reliability of the information under various headings (benefits, harms, cost-effectiveness, organisational impact, social and legal issues, etc.)

(d) considering the problems that may occur when the extracted, relevant, quality assessed information is transferred into a local HTA report, and deciding how to deal with them.

What is the role of the toolkit and where does it fit in the stages of adaptation?

The toolkit

This toolkit will help HTA agencies adapt HTA reports from another country for their own use. It will achieve this by questioning and helping to assess:

1. the relevance of the report, i.e. is the policy and/or research question posed sufficiently similar to warrant adaptation of this report?
2. reliability, i.e. an assessment of the quality of the report, and
3. transferability, i.e. guidance on issues for consideration when applying information/data to a local context.

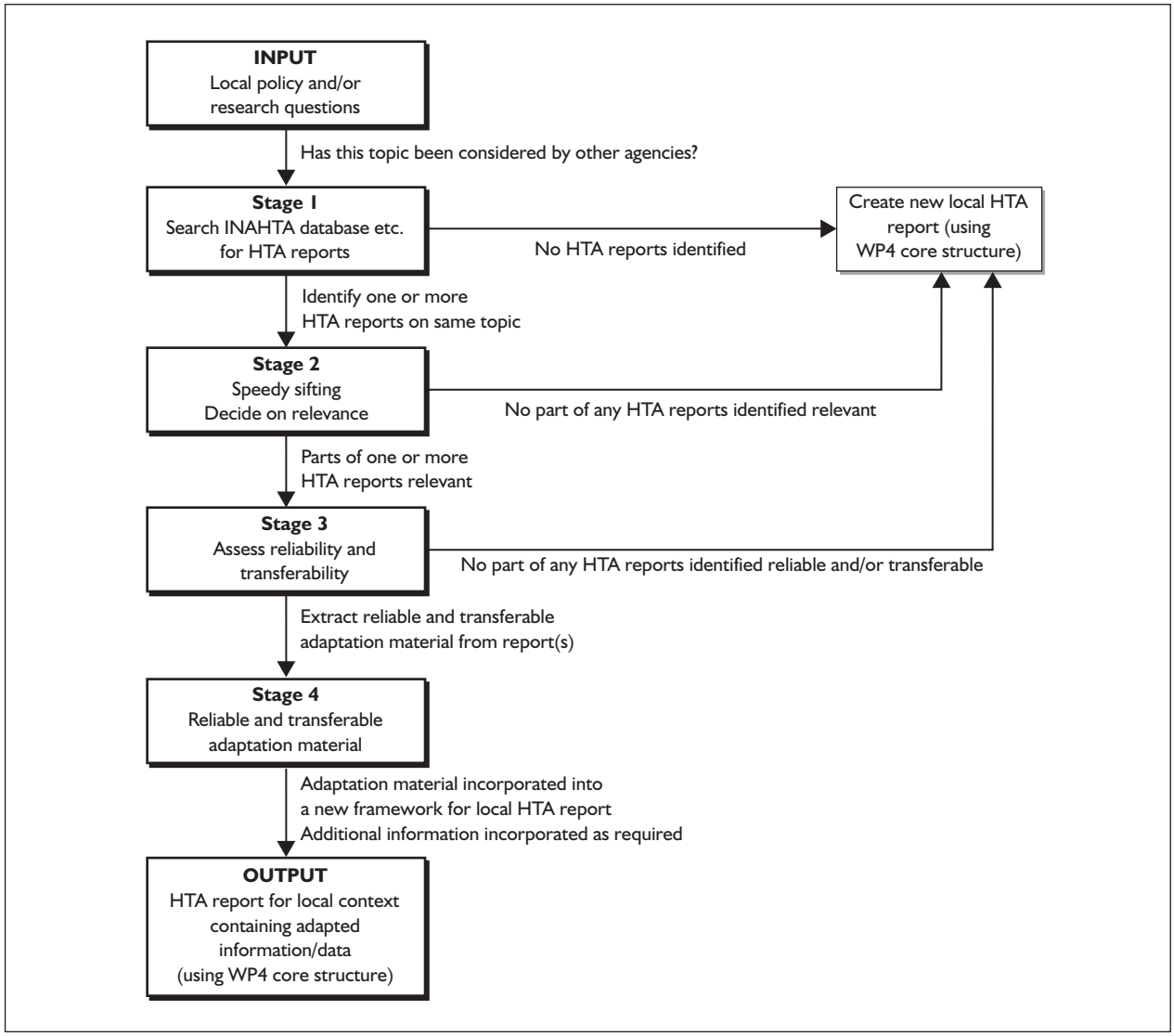
The toolkit will have two sections:

- a screening tool that would enable 'speedy sifting' of other countries' reports
- a more comprehensive tool with questions on reliability and issues regarding transferability.

Where does it fit in the stages of adaptation?

The flow diagram in *Figure 1* shows the stages of adaptation, from research/policy question to final HTA report adapted for a local context, and at which stages the toolkit will help with adaptation.

FIGURE 1 Stages of adaptation, from input to output and role of the toolkit



Input
A policy/research question is posed within a local context. To reduce time and cost, the agency searches for HTA reports that have been published in this topic area.

Stage 1: Identification of HTA reports
The INAHTA database is searched for HTA reports in this topic area. If none are found, a new HTA report is required. If one or more HTA reports are identified, these can be taken forward for 'speedy sifting'.
It is recommended that the full version/s of these HTA reports are made available for 'speedy sifting' (WP5 meeting attendees agreed that they would want to see the full HTA report/s when 'speedy sifting', not just summary/other).

Stage 2: Use of the toolkit for speedy sifting
This first section of the toolkit will help users to determine whether HTA report/s should be considered further for adaptation.
Based on answers to questions posed in the 'speedy sifting' section, users considering adaptation of a report would then make their own judgement on whether to: (1) proceed to the main section of the toolkit, (2) seek further information, or (3) not take this report forward for adaptation.

Stage 3: Main part of toolkit, assess reliability and transferability
This main section of the toolkit would help users assess the relevance and transferability of information/data from a report/s from another setting and decide how to use it.

Stage 4: Output of the toolkit
Output of the toolkit will be adaptation material, i.e. information and/or data that are relevant, reliable and transferable to a local context. This toolkit output will be supplemented by further information and/or data by the user in order to develop an updated HTA report specific for a local context.

1. The above was a description (taking account of WP5 members' views) of the stages of adaptation and at which stages the toolkit will help with adaptation. Do you agree with this description? What are your thoughts about the role of the toolkit in adapting HTA reports? (please limit your answer to 300 words or less)

Section C: Toolkit details

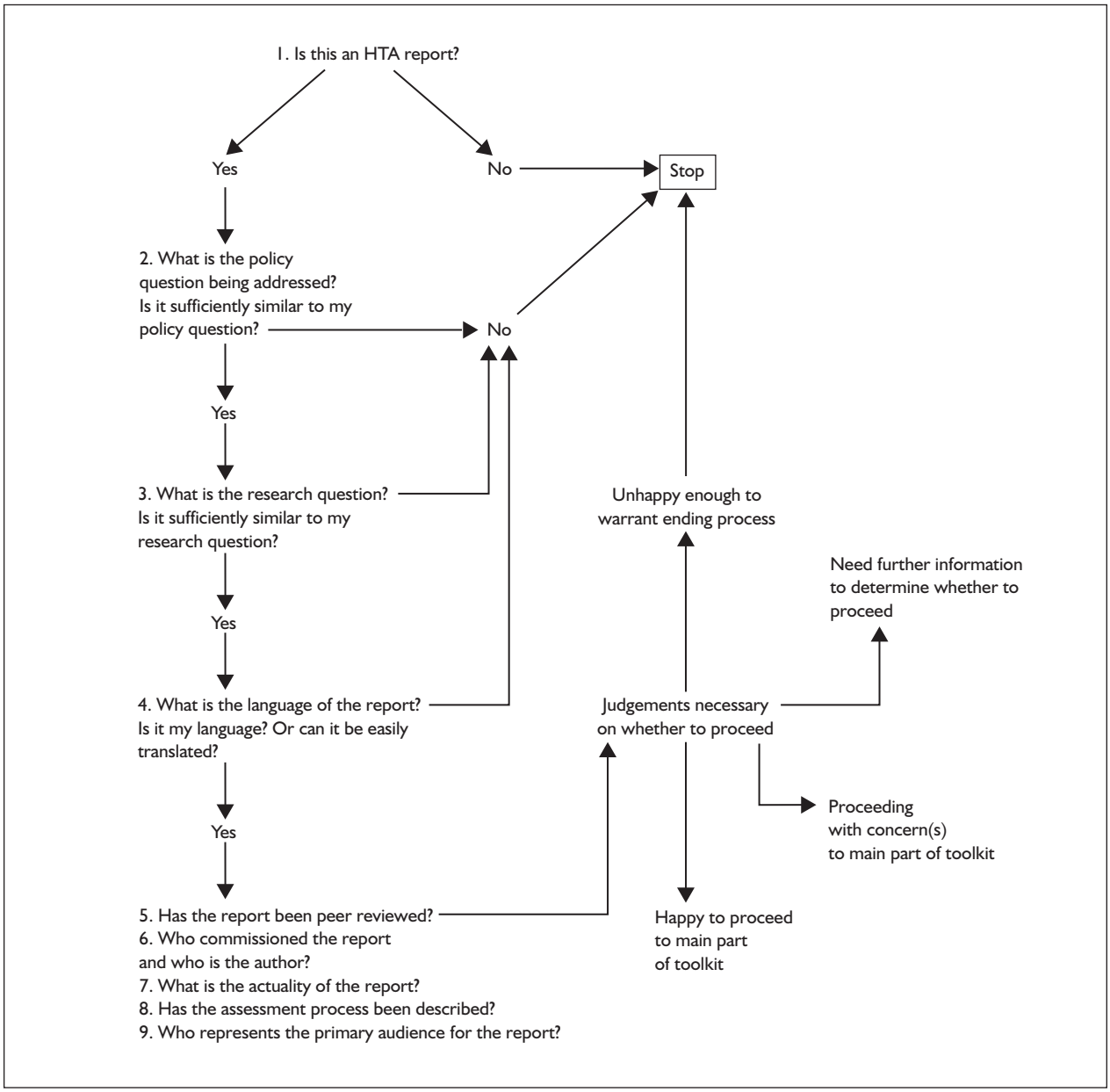
As described above, the toolkit will have two sections:

1. a screening tool that would enable 'speedy sifting' of other countries' reports
2. a more comprehensive tool with questions on reliability and issues regarding transferability.

(A) Speedy sifting

The 'speedy sifting' section of the toolkit will assess the relevance of the report for adaptation, i.e. is the policy and/or research question posed sufficiently similar to warrant adaptation of this report? The aim is that users could make a decision on each HTA report within 2 hours (this is an indication of time not a suggested time limit). *Figure 2* shows the questions that will be posed in this part of the toolkit and how the user uses the information as a result of their answers.

FIGURE 2 Pathway of questions and responses in the speedy sifting part of the toolkit



The first three questions posed in the speedy sifting section can result in either proceeding to the following question (with a 'yes' response) or ending the process (with a 'no' response). The following five questions (questions 5–9) require judgements to be made by the user. Collectively, as a result of responses to these questions, the user must decide whether to (1) end the adaptation process, (2) seek further information, to determine whether to proceed, or (3) proceed to the main part of the toolkit (with/without concerns regarding adaptability). The user is questioning whether this report is suitable for their use.

WP5 members may recommend that this section of the toolkit includes specific questions for dealing with multiple HTA reports on the same topic and questions on how to assess the relevance of different types of HTA reports, e.g. mini-HTAs. We would welcome your views on the additional questions required to assess the relevance of multiple and/or different types of HTA report, e.g. if the conclusions of multiple HTA reports are different, would this affect which report/s are chosen for adaptation?

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2. The above was a description of the speedy sifting section of the toolkit. Are there any questions regarding relevance that you think are missing from Figure 2*? (please limit your answer to 300 words or less)*

(B) Main part of toolkit

The main part of the toolkit will contain questions on reliability and issues regarding transferability of the HTA report. It is proposed that using this tool would take less than 5 days (this is an indication of time not a suggested time limit).
Initially, these questions will be posed under each of the HTA report headings considered to be 'most important'. [The toolkit will be tested through applicability testing (round 1) with these five headings. Further headings may be added, e.g. social, ethical and legal considerations as a result of applicability testing.] The proposed 'most important' headings (as determined by results from the WP5 preliminary survey and clarified at the WP5 face-to-face meeting) are shown in *Box 1*.

BOX 1 Proposed 'most important' headings

The technology's use: current state of the health technology and alternative technologies and the technology's background (e.g. phase I/II/III or accuracy/precision)
Benefits and harms: efficacy and safety
Effectiveness
Economic evaluation: costs, cost-effectiveness, cost–utility and cost–benefit analysis
Organisational impact: of health service generally and within settings

For each of these five headings, questions regarding reliability will be described as shown in *Box 2*.

BOX 2 Questions regarding reliability for each heading

What methods have been followed? Are the methods good enough? *Using an agreed European standard checklist for each heading (e.g. INAHTA checklist). Consider minimal requirements/criteria*

Results. Are these generally plausible? Are graphs and figures correct and easy to follow? *Again, using an agreed European standard checklist for each heading.*

WP5 members will be asked to identify checklists for assessing methods and results for each of the five headings and to recommend which of these checklists (or questions from a number of checklists) should be included in the main part of the toolkit.

Members will also be asked to consider issues regarding the transferability of information and data under each of the five headings. *Box 3* shows some of the questions and issues for consideration.

BOX 3 Issues regarding transferability

What are the transferability issues? What are the differences between the two settings? How has the context affected the decisions and recommendations? *Need a checklist of issues and problems to consider – e.g. think about event rate, cost, organisational*

As described above, the output of the toolkit is adapted material from an HTA report that can be incorporated into a report for a local context. Further work by the user, to identify local-based information and data, may be required before the local context HTA report is completed.

Other issues raised by members

Members identified the need for the toolkit to: (1) allow quick (less comprehensive) and slow (more comprehensive) adaptation, (2) support users at different levels, (3) suggest contacting other groups – economic models, etc., (4) have a standard data extraction sheet for input of data (studies, search strategies, economic models – for import into Clearinghouse database), and (5) consider the format of the final HTA report – in particular, that different users want different types of HTA report – e.g. mini-HTA reports.

3. The above was a description of the main section of the toolkit and some of the issues raised by WP5 members. What are your thoughts? Do you have any ideas of ways that we can incorporate 'other issues raised by members' into the toolkit? (please limit your answer to 300 words or less)

4. We want the toolkit to be practical, useable and user friendly! Imagine you have the toolkit in front on you, on your computer screen. How do you picture the toolkit looking and operating? e.g. a set of checklists and tick boxes, sections for inputting data, search strategies and/or text? (please limit your answer to 300 words or less)

Thank you for your contribution.
Please email this form as an attached file to Debbie Chase (dla1@soton.ac.uk) by 6PM CET Tuesday 18 July.