**Supplementary Table 2 Questions posed to INAHTA agencies regarding the development of their HTA products (2013)**

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| **1. Name of your HTA agency****2. Country of your HTA agency****3. Name of person filling in this survey****4. Contact email address** |
| **HTA Products** |
| From a previous INAHTA survey (2010), five HTA products were identified as being commonly developed by INAHTA members:* HTA report
* Rapid review
* Mini HTA
* Policy brief
* Horizon scanning report

We have defined the scope of these products on the basis of the first survey's results.We now need to determine whether the initial results are applicable to current INAHTA members and, if not, how these product definitions should be modified.**5. According to the definition below, does your organisation produce an HTA Report?****HTA report***Always* describes the characteristics and current use of the technology, evaluates safety and effectiveness issues, provides costs/economic evaluation, and discusses social impact of technology.*Optionally* addresses ethical, organisational or legal considerations.[Note If your agency creates a product similar to this description, but with some key differences, please answer 'no'. You will have the opportunity to describe your HTA report later in the survey.]* Yes
* No

Please list the generic names of products from your agency that you consider meet this definition of an HTA report. You may also comment on the definition in this box if you wish. |
| **6. According to the definition below, does your organisation produce a Rapid Review?****Rapid review***Always* a quick response to an urgent policy or clinical question and provides information on the characteristics and current use of the technology.*Optionally* discusses the safety, effectiveness, costs/economic evaluation or legal considerations.[Note If your agency creates a product similar to this description, but with some key differences, please answer 'no'. You will have the opportunity to describe your Rapid Review later in the survey.] * Yes
* No

Please list the generic names of products from your agency that you consider meet this definition of a rapid review. You may also comment on the definition in this box if you wish. |
| **7. According to the definition below, does your organisation produce a Mini HTA?****Mini HTA***Always* describes the characteristics and current use of the technology, evaluates safety and effectiveness issues, and provides costs/economic evaluation.*Optionally* addresses social, ethical, organisational or legal considerations.[Note If your agency creates a product similar to this description, but with some key differences, please answer 'no'. You will have the opportunity to describe your mini HTA product later in the survey.]* Yes
* No

Please list the generic names of products from your agency that you consider meet this definition of a mini HTA. You may also comment on the definition in this box if you wish. |
| **8. According to the definition below, does your organisation produce a Policy Brief?****Policy brief** – a short non-technical product that*Always* describes the characteristics and current use of the technology and evaluates safety and effectiveness issues*Optionally* provides costs/economic evaluation, organisational, social and legal considerations.[Note If your agency creates a product similar to this description, but with some key differences, please answer 'no'. You will have the opportunity to describe your Policy Brief product later in the survey.]* Yes
* No

Please list the generic names of products from your agency that you consider meet this definition of a Policy Brief. You may also comment on the definition in this box if you wish. |
| **9. According to the definition below, does your organisation develop an Horizon Scanning Report?****Horizon scanning report** – a report of an emerging technology that is not yet in common use, or of a possible new application for an established technology.[Note If your agency creates a product similar to this description, but with some key differences, please answer 'no'. You will have the opportunity to describe your Horizon Scanning Report product later in the survey.]* Yes
* No

Please list the generic names of products from your agency that you consider meet this definition of a Horizon Scanning Report. You may also comment on the definition in this box if you wish. |
| **Core Domains** |
| In 2002, Busse et al described different core components associated with health technology assessments. Because the product definitions provided previously in this survey may not always apply to each agency, please provide a description of your agency's product by selecting the core components that it usually includes.If you do not produce a particular HTA product then please ensure you leave the corresponding row blank.**10. Which of the nine core HTA domains listed below are typically addressed by your agency's product?** *[matrix provided by each product]** Current use of the technology
* Description and technical aspects
* Safety Effectiveness
* Costs / Economic evaluation
* Ethical
* Organisational
* Social
* Legal
* None of these
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| **About the HTA products your organisation produces** |
| Please answer all questions.If you do not produce a particular HTA product then please ensure you leave the corresponding row blank.If you produce several products that you have regarded as one type of HTA product (ie two types of Mini HTA), please average the results.**11. How many of each of these products does your organisation typically produce each year?***[matrix provided by each product]***12. If you selected ">10" for any of the products, please list them below and select a single number of products you typically create per year, otherwise skip this question.**[ie, Policy Brief 14 per year] |
| **Time allocated for each product** |
| Please answer all questions.If you do not produce a particular HTA product then please ensure you leave the corresponding row blank.If you produce several products that you have regarded as one type of HTA product (ie two types of Mini HTA), please average the results.**13. What is the usual length of time allocated by your agency for the delivery of these products?**🞏 1 month 🞏 2 months 🞏 3 months 🞏 6 months 🞏 9 months 🞏 12 months 🞏 no time limit 🞏 Other*[matrix provided by each product]***14. If you indicated "other" for any of the products, please list them below with a single estimate of the usual length of time allocated for the delivery of that product.**[ie HTA Report 15 months] |
| **Literature Review Methods** |
| Please answer all questions.If you do not produce a particular HTA product then please ensure you leave the corresponding row blank.A systematic review may be defined as including a clear research question, literature searches of multiple databases, no date restrictions (other than when technology first emerged) to literature searches, pre-specified criteria for selecting studies, critical appraisal of study quality and a structured synthesis of study results to answer the question.**15. If a systematic review is used to create your product, choose from the types below**(you can select multiple answers if required)🞏 Systematic review (SR)🞏 SR restricted to high level evidence only (eg SRs or RCTs)🞏 SR restricted to recent data only (eg last 5 years)🞏 SR searches restricted to one or two databases🞏 N/A no systematic review performed*[matrix provided by each product]***16. What other methods are used to create your agency's HTA product?**[select all methods that apply]🞏 Summarise the results of an HTA from your agency and/or repackage the results for a different audience🞏 Adapt an HTA product from another agency🞏 Update an existing HTA product (yours or from another agency)🞏 Completion of a checklist containing the core HTA domains🞏 Narrative, non-systematic review of the technology🞏 Primary research (eg conduct survey, audit, study, trial)🞏 Economic modelling🞏 Cost or financial impact analysis (including budget impact)🞏 None of these methods*[matrix provided by each product]* |
| **Search periods and databases** |
| Please answer all questions.If you do not produce a particular HTA product then please ensure you leave the corresponding row blank.**17. When searching for the evidence used in your agency's product, what is the typical date restriction?**🞏 No date restriction (other than when technology was developed)🞏 Last 10 years 🞏 Last 5 years 🞏 Less than 5 years🞏 No databases searched*[matrix provided by each product]***18. What databases are typically searched for evidence for your agency's product?**🞏 Clinical Evidence🞏 HTA database🞏 The Cochrane Library (including CDSR, CENTRAL, DARE)🞏 EuroScan Database🞏 Medline🞏 PubMed🞏 Embase🞏 Tufts Medical Center CEA Registry🞏 HEED🞏 Regulatory or reimbursement agencies🞏 Internet search engine🞏 No data sources*[matrix provided by each product]***19. Is a full search strategy always reported in your agency's HTA product? ie enough detail that a search in one database can be replicated correctly.**🞏 Yes 🞏 No 🞏 Sometimes*[matrix provided by each product]* |
| **Quality assessment tools / checklists** |
| Please answer all questions.If you do not produce a particular HTA product then please ensure you leave the corresponding row blank.**20. Do you use a critical appraisal checklist or tool when assessing the quality of the evidence included in your HTA product?**🞏 Yes 🞏 No 🞏 Sometimes*[matrix provided by each product]***21. If so, please list the tools you use next to the HTA product for which you use them.**[eg, HTA Report Cochrane risk of bias, Downs and Black quality assessment tool] |
| **Evidence tables** |
| Please answer all questions.If you do not produce a particular HTA product then please ensure you leave the corresponding row blank.If the question is not relevant to your HTA product then please leave the row blank.**22. Do you use evidence tables when extracting data from the research included in your HTA product?**🞏 Yes 🞏 No 🞏 Sometimes*[matrix provided by each product]***23. If you use evidence tables, please identify the main categories of data that are extracted.**🞏 Study citation details🞏 Source of funding🞏 Study design🞏 Study population characteristics🞏 Sample size🞏 Description of intervention🞏 Description of comparator🞏 Quality appraisal of study (internal validity)🞏 Location / country of origin🞏 Setting of technology use🞏 Outcome measures in the study🞏 Length of follow up🞏 Results for each outcome🞏 Clinical importance of results🞏 Applicability*[matrix provided by each product]***24. If you include other aspects in an evidence table, please list them below next to the relevant HTA product**[eg HTA Report hair colour of author]nce tables |
| **Patients and consumers** |
| Please answer all questions. If you do not produce a particular HTA product then please ensure you leave the corresponding row blank.**25. Are patients / consumers actively involved in the process to develop your HTA product?**🞏 Yes 🞏 No 🞏 Sometimes*[matrix provided by each product]***26. If so, please indicate how they are included (next to the relevant HTA product)**[eg. HTA Report teleconference to develop protocol involves expert consumer] |