**Supplementary table 2 Guiding principles for good practices in HB-HTA units by level of consensus and importance rating assigned by Delphi panel\***

|  | **Importance rating\*\*** |
| --- | --- |
| **Most important** | **Less important** |
| **Level of consensus\*\*\*** | **High** | 1. Mission, vision & values2. Place in the hospital's organisation5. Role of HB-HTA unit in the technology adoption process6. System for prioritisation of health technologies8. Capacity to learn from experience and adapt10. HB-HTA unit's independence 14. Good working environment and culture18. Link to key allies, network and partners19. The assessment process of health technologies21. Unbiased and transparent assessment process22. Involvement of stakeholders26. Follow-up process on implementation of results35. Impact of HTA results on adoption and implementation process36. Schedule compliance (timely delivery of results)42. HB-HTA unit's impact on society  | 9. Generalisability of the HB-HTA process30. HB-HTA unit's staff satisfaction38. External recognition (reputation & market position) |
| **Medium-high** | 3. Active leadership role7. Communication strategy12. Established human resources’ profiles16. Specific budget covering operational costs25. Process of disinvestment27. Customer's perception on the HB-HTA value32. Awareness of the relevance of HB-HTA unit33. Communication to stakeholders  | 4. Strategy of HB-HTA unit aligned with hospital's strategy13. Career development plan15. Adequate facilities17. Funding strategy28. Meeting customers’ expectations by HB-HTA unit's 29. Positive reviews on HB-HTA unit's work31. Perceived career opportunities at the HB-HTA unit34. Wide dissemination of generated knowledge39. Budget compliance40. Derived return on investment (ROI)41. Availability of productivity indicators |
| **Medium** | *None* | 11. Link between HB-HTA unit and HTA strategies at different healthcare levels20. Assessment customised for specific hospital setting23. Patients’ involvement24. Communication of results to patients37. Demand satisfaction |
| (\*) hospital managers and heads of clinical departments as well as of professionals with expertise in HTA and patient representatives.(\*\*) importance of guiding principle was assessed from 1 (less important) to 6 (very important) with the average rating of 4.86 (most important means higher than 4.86).(\*\*\*) The top 2 measures rated on the 6-point Likert scale were identified and the percentage of answers summed: more than 80% in the top 2 measures was considered as high consensus; between 70% and 80% in the top 2 measures was considered as medium-high consensus; between 60% and 70% in the top 2 measures was considered as medium consensus. |

Source: Danglas L, Ribeiro M, Rosenmöller M, Sampietro-Colom L, Soto M, Lach K. et al. D4.2 Guiding principles for best practices in hospital-based HTA. 2014. Confidential Deliverable; The AdHopHTA Project (FP7/2007-13 grant agreement nr 305018).