BEFORE INTERVIEW

When the interview is scheduled

- Make sure it's on the calendar and the group knows who is attending
- Update the CEBRE Tracker spreadsheet with interview details and generate engagement code.

Prepare and review the field kit:

Use the corresponding group's folder in this Drive folder for all files needed for each respective interview. Details about these below:

- **To print/bring [all interview groups]:**
  - Interview protocols for appropriate stakeholder (**2 copies** per interview)
    - Group 1 Folder: Patient, Family, Caregivers
    - Group 2a Folder: Medical Staff: Patient Facing
    - Group 2b Folder: Medical Staff: Non Patient Facing
    - Group 3 Folder: Non-Medical Patient Support
  - Media release form
  - Pens, sharpies
  - Copy of IRB approval letter
  - Charged audio recorder
    - *Don't record audio until participant has signed the media release*
  - Charged camera with memory card (can also use phone)
    - *Don't take photos until you have consent and participant has signed the media release. Take photos from the neck down with no identifying elements (e.g. name tags).*
    - *Blur out identifying elements in photoshop afterwards if necessary.*

- **To print/bring [by group]:**

Group 1	Patients, Family, Caregivers	Care circle: support and communication, touchpoint inventories, timeline, comic styles
Group 2a	Medical Staff: Patient Facing	Care circle: communication, comic styles
Group 2b	Medical Staff: Non Patient Facing	
Group 3	Non-Medical Patient Support	

  - Care circle exercise
    - Print Communication and/or Support worksheets (11x17" paper), depending on group
    - Post-it notes
      - 2 colors (one for unaided mentions, one for aided mentions)
      - Pre-write roles on post-it notes:
        - medical oncologist
        - radiation oncologist
        - PCP
        - social worker
        - patient service representative
        - nurse

            - radiation therapist
    - Touchpoint inventories
        - Print and cut 3 sheets of touchpoint inventories (PDF has 3 8.5x11's) for secondary interviewer
        - Print timeline
    - Comic styles
        - Print 3 styles

AFTER INTERVIEW

File media release forms

- In CEBRE file cabinet on Floor 7

Upload materials to Drive

- Create a new folder in Drive (under "Primary Research > Interviews").
- Name the folder using your engagement code
- Upload audio and photographs to folder
    - *Blur any identifying features or elements in photographs before uploading*
- Scan or take photos of any care circle activities and upload these to drive, as well.

Update tracker

- Update the tracker to show the interview is completed

File field tools

- Write the engagement code on your interview protocol (if you took notes in it) and on the care circle activity
- File these in the CEBRE file cabinet on Floor 7

Debrief

- Shortly after the interview is over (ideally within a few hours), spend a few minutes making notes of what stood out in the interview. Focus on:
    - What you learned: 3 "ah-ha!" moments
    - Any questions the interview raised for you
    - Seed ideas that could contribute to our design solution
- Have one interview attendee from each pair complete the debrief form (1 submission per interview):
- You can also begin to think about how the interview data could be coded into Quad A+ and MLRF and begin to populate insights in this spreadsheet:
- Quad A+:
    - Activities
    - Ambitions
    - Anxieties
    - Attitudes
    - Anything that stands out as being important for EBRT patients

- [Multi-Level Requirements Framework]:
    - Content level
    - User needs level
    - Contextual level