

Attachment F

Topic Guide for Semi-Structured Telephone Interview:  
Sub-State EMS Region Respondent

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1. Interviewer places telephone call to respondent at the time arranged for the interview. Interviewer asks if this is still a good time for the interview. If not, a new time will be arranged.

2. Interviewer: “Before we start, I would like to verify that I have your correct contact information. Is the following correct?” (Correct any errors and add missing information)

Name: *[pre-entered]*

Title of Region Position: *[pre-entered]*

Name of Region: *[pre-entered]*

Telephone: *[pre-entered]*

E-mail address: *[pre-entered]*

3. Interviewer: “As you will recall from the consent form that I sent to you, this interview is voluntary. You may decline to answer a question or request to end the interview, without any negative impact to you or the region. Even though we will not use your name in reports using this information, it will probably be possible for some people to guess the source. Do you have any questions about the study before we start?”

4. I would like ask one question about your own experience in EMS. Have you yourself ever been certified as an EMT or Paramedic? Could you please describe your most recent position as an EMT or Paramedic?

*[From here, the interviewer will ask questions to cover the following topics. The topics may not be addressed in the order shown below and not always as separate questions, depending on the flow of the information being provided by the respondent and the relevance of a particular topic in that region.]*

Topic 1. Duties of the administrator/director (the respondent) of that EMS region.

Topic 2 Description of the major function, organizational model, and staffing for the state’s EMS regions.

Public reporting of this collection of information is estimated to average 45 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to CDC/ATSDR Reports Clearance Officer, 1600 Clifton Road NE, MS D-74, Atlanta, Georgia 30333; ATTN: PRA (0920-XXXX)

- Topic 3 Historical reason for the creation of EMS regions in the state.
- Topic 4 If relevant, description and purpose of the board or council that represents the region.
- Topic 5. Nature and extent of interaction of the administrator/director (respondent) with State EMS Director and/or State Advisory body.
- Topic 6 Nature and extent of interaction with local EMS provider organizations.
- Topic 7. Nature and extent of interaction with the State EMS Medical Director (if applicable).
- Topic 8. Nature and extent of interaction with the local level Medical Director(s).
- Topic 9. Current issues related to scope of practice for EMTs and paramedics in the region.
- Topic 10. Extent and type of interaction or collaboration with other EMS region administrators.
- Topic 11. Perception of the challenges to be dealt with by the region's staff in rural EMS regions compared to highly urban EMS regions.
- Topic 12. Role of the region in collection and use of data from local provider organizations.