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Pretest Guide for Debriefing on Abstraction Process

Observer: _____

Abstractor: _____

Hospital #: _____

Date: _____

Time start: _____

Time end: _____

**Persons present for debriefing
Include RTI and NCHS staff**

Role

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

Date: _____ **Time start:** _____ **Time end:** _____

Record comments/ discussion on additional sheets of paper

Hospital / RTI setup communications

- Were the communications to setup the abstraction visits appropriate (enough or too much)?
- Were the necessary issues addressed on the phone/email contacts prior to the abstraction i.e. expectations, flexible days/hours for abstraction visits, directions/guidance to location and points of contact upon arrival, security, identification?
- Were there any other problems in the initial contacts?

Logistics feedback

- Did RTI staff communicate clearly what was needed to conduct abstraction on site?
- Was the space designated/provided for the abstraction adequate? Please comment on: Work area? Private/Secure?
- How long did it take to set up the first abstraction discharges?
- Were there any other problems in the logistics?

Actual abstraction process

Were there any problems with accommodating the FR performing the record abstraction?

Discharge Sampling

- Were the instructions provided for sampling adequate? Were you able to complete the records sampling without great difficulty and independent of RTI staff?
- If you did require assistance from RTI staff were all of your sampling questions/issues resolved in a clear and timely manner?
- What type of assistance was needed for sampling?
- How long did it take to set up the discharge sampling programs?
- How long did it take to run the discharge sampling programs?
- Were there any other problems with the discharge sampling?

Burden

- Discuss how burdensome you found the process to be overall.
- Discuss why you would or would not be a regular participating hospital in the NHDS.