



NAME

ADDRESS

DATE

Dear _____:

Thank you for agreeing to participate in one of the online focus group. This focus group seeks to assess the comprehensiveness of the 27 professional competencies identified as essential for health information outreach by the Greater Midwest Region (GMR) in a 2011 Delphi study. This focus group will also help to identify personal characteristics for librarians, which complement the professional competencies.

In addition to assessing professional competencies and identifying personal characteristics needed for librarians to conduct effective health information outreach, the information gathered in these focus groups will be used to develop a self-assessment tool. This tool can be used by librarians to assess their readiness for health information outreach practice and to help identify gaps in their education/training.

Your scheduled focus group will be held on (Date, Time). Your participation will be of great value to my project.

The focus group will be held as an interactive webinar using Adobe Connect Pro. If you have never attended an Adobe Connect meeting before, please test your connection:

https://webmeeting.nih.gov/common/help/en/support/meeting_test.htm

Here is the link to your focus group session: (insert link here)

The one hour session will be led by a member of the NLM staff member and will include a small group of your peers.

Be advised that the focus group discussion will be recorded; however, no personal identifiable information will be used in the reports.

If you should have to cancel your attendance before the focus group, please let me know via email as soon as possible. If you have any questions or concerns regarding this project feel free to contact me via email or telephone.

Thank you for your participation.

Sincerely,

Don P. Jason III, MLIS, MS

Associate Fellow

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