

## ATTACHMENT H – VIRTUAL GROUP INTERVIEW DISCUSSION GUIDE, WORD VERSION

### Medical Countermeasures Training Needs Assessment Group Interview Discussion Guide

#### Introductory Remarks:

*Facilitator:* Hello and welcome to this discussion about medical countermeasures (or MCM) training needs. I would like to thank you for your willingness to participate in this group interview and discuss your ideas. On average, the discussion will take approximately 73 minutes with a range between 50 to 90 minutes, and the overall goal is to hear your thoughts about MCM training needs. The purpose of this information collection is to gather data to assess the gaps in MCM Officials' ability to perform MCM Coordinator Common Responsibilities and Associated Skills. The information collected will gather baseline data on which skills need the most attention, how training needs change over the course of one's MCM-related career, and how CDC can better design MCM trainings that will fit within the current training models at the state, territorial, local, and tribal health departments. The data gathered from the group interviews and online assessment will be used to inform the development and delivery of CDC-sponsored MCM training and create a comprehensive MCM training plan based on the stated needs of respondents. As an MCM official, we are confident that you can provide us with valuable insights today.

*Facilitator:* My name is **[insert name of facilitator]**. I am **[insert job role/title]** at NACCHO. I am here to help facilitate the discussion and encourage conversation on several important topics related to MCM training needs. Before we get started, I would like to allow my co-facilitator to introduce him/herself.

*Co-Facilitator:* My name is **[insert name of co-facilitator]**. I am **[insert job role/title]** at NACCHO. My role today is to take notes to document the conversation. We are also going to audio record the conversation so that we don't miss anything important and can revisit the conversation if needed. As a reminder, participation in today's discussion is voluntary. I am going to begin recording now.

*Facilitator:* Before we continue with introductions, I'd like to take a few minutes to orient everyone to the Adobe Connect platform that we are using for today's virtual group interview discussion. When you are not speaking, we ask that you please keep your telephone muted.

CDC estimates the average public reporting burden for this collection of information as 73 minutes per response (out of a range of 50 minutes to 90 minutes), including the time for reviewing instructions, searching existing data/information sources, gathering and maintaining the data/information 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 burden to CDC/ATSDR Information Collection Review Office, 1600 Clifton Road NE, MS D-74, Atlanta, Georgia 30333; ATTN: PRA (0920-0879).

To participate in the discussion, you can call in via telephone using the phone number and meeting ID from the invitation. Alternatively, you can elect to participate via your computer speakers and microphone or headset.

Please note the chat box on the bottom right of the window. You can elect to send a chat message to everyone participating in today's discussion or select an individual to whom you can send a private message.

Does anyone have any questions about using Adobe Connect before we get started with introductions?

*Facilitator:* Now I would like to take a few minutes for each of you to briefly introduce yourself to the group by stating your name and which health department you represent, and then to describe the most fun experience you've ever had in an MCM training. [**Allow participants to introduce themselves**].

*Facilitator:* Before we begin today's discussion, there are a few guidelines to go over:

- First, we ask that you please respect each other's responses. There are no right or wrong answers to the questions asked today.
- We'd like to hear everyone speak, so I might ask people who have not spoken up to comment.
- I might move the conversation along to a new topic, since we have limited time.
- We will not attribute any statements to an individual or specific jurisdiction. That means your name and jurisdiction will not be written in the notes from today's discussion or any reports about this needs assessment.
- We also ask that you not discuss other participants' responses outside of the discussion. Please keep in mind that because this is in a group setting, other individuals participating will know your responses to the questions and we cannot guarantee that they will not discuss your responses outside of the group interview.

In today's discussion, we are interested in learning about all of your experiences with existing MCM trainings, what additional trainings and resources are needed, and how CDC can support MCM training in your jurisdiction. We encourage free and open discussion and welcome the sharing of a diversity of ideas today.

*Facilitator:* Does anyone have any questions before we begin?

*[Facilitator note: **Bold** questions are the primary discussion questions. The other questions that follow each **bold** question are designed to prompt discussion if necessary, but do NOT have to be asked if the participants are freely discussing the primary questions on their own.]*

- 1. What do you think are the most essential skills for health department staff specializing in MCM, such as yourselves?**
  - a. What are the greatest challenges of the position?
  - b. What are your greatest strengths in your role as an MCM official and, if you have one, the greatest strengths of your MCM team?
  - c. What are the most prominent areas of improvement for you as an MCM official and, if you have one, your MCM team?
- 2. How have your MCM training needs changed over the course of your public health emergency preparedness career?**

- a. What were the most important MCM-related content and skill areas you needed when first beginning your position?
- b. For those of you who are newer to MCM coordinating and planning, what trainings would be helpful during the orientation?
- c. For those of you who have been in your position for several years, what skills would you still like to develop?

**3. What type of training(s) do you conduct for your all-hazards preparedness planning?**

- a. Where does MCM training fit into your all-hazards training model?
  - i. What does MCM training look like in comparison to all other components of the preparedness trainings?
- b. How is MCM prioritized in the all-hazards training program?
- c. How is training impacted by the priorities of your health department?

**4. What does MCM training look like in your jurisdiction?**

- a. How are health department staff trained?
  - i. Community volunteers, both affiliated and not affiliated with volunteer organizations?
  - ii. Partner organizations?
    1. Probe: other local/state government departments, such as transportation or law enforcement?
    2. Probe: corporate closed-POD partnerships?
- b. What types of resources do you have to train these different groups?
- c. How would you describe the just-in-time training that your jurisdiction has for MCM?

**5. Besides funding, how has training been limited in your jurisdiction?**

- a. What are the greatest barriers to receiving training?
- b. What are the greatest barriers to conducting training?
- c. What factors are most conducive to receiving training?
- d. What factors are most conducive to conducting training?

**6. What types of trainings and/or resources can CDC provide to complement your current trainings?**

- a. What training formats work best for your jurisdictions?
- b. What are your opinions on a train-the-trainer model?
- c. What CDC resources have been most helpful? Or difficult to use? Why?
- d. What training and resources would you like to see in the future for your jurisdiction?