

# **Attachment #3**

## **SENSE – Key Informant Interview Guide**

**Summarizing Experiences with Site Enrollment in  
NCORP Cancer Care Delivery Research Studies (SENSE)**

May 2019

# Interview Guide

## Summarizing Experiences with Site Enrollment in NCORP Cancer Care Delivery Research Studies (SENSE)

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**Introduction:** Hello – My name is [...] and I work for Westat located in Rockville, MD. Westat conducts evaluation and research on many different topics, under contract with many different organizations. Thank you for taking the time to help us out today. This call will take no more than 1 hour. I want to start with a little background on what we'll be doing today.

Westat has been tasked by the National Cancer Institute's Healthcare Delivery Research Program to conduct a series of interviews with key staff members from seven NCI Community Oncology Research Program (NCORP) Research Bases. The objective of these interviews is to describe processes and mechanisms employed by the research bases to enroll sites into cancer care delivery research (CCDR) studies AND to help identify facilitators and barriers to these site recruitment practices. In addition, the results will help develop metrics that can be used in the future to help monitor the progress and efficiency of the recruitment process as well as the representativeness of the resulting selection of sites. Ultimately the goal of this qualitative assessment is to improve the NCORP program.

Your perspective is critical because of your role in the [STUDY NAME], and we appreciate you taking the time to help our inquiry.

**What is involved:** Participation in this qualitative assessment is voluntary. You can skip any question and stop at any point during our call. There are no right or wrong answers and we really appreciate your honest responses. Please feel free to interrupt with a question at any point and/or ask us to rephrase or clarify a question. NCI is aware of your role in your NCORP study and thus they are also aware of your participation in this interview. We thus want to inform you that though we will not attribute any of your comments to you personally in our report, it is possible that NCI may be able to guess the identity of the individuals making specific comments described in our report.

Do you have any questions before we get started?

**Consent:** Do I have your permission to conduct this interview?

Do I have your permission to audio record this conversation? We are recording to make our report preparation easier and as a backup for our note-taking.

[INTERVIEWER: IF PERMISSION GRANTED, START RECORDER AND GET VERBAL PERMISSION TO CONDUCT INTERVIEW AGAIN AND RECORD]

I have now started my recorder. It is [DATE AND TIME]. I'd like to reconfirm that I have your permission to conduct this interview and that I have your permission to record. Is that correct?

### INTRODUCTION

1. What is your job title within [NAME OF RESEARCH BASE]? What are your main responsibilities?
2. What is your role in the [STUDY NAME] research study?

We are interested in learning more about your research base's process for promoting and enrolling NCORP sites onto [Study X].

### STUDY PROMOTION

3. Can you describe how you **promoted** and **generated early site interest** for [Study X]?  
PROBE: personal communications with sites (calls, emails), research base webinars, presentations at research base meetings, NCORP admin webinars, site outreach list-serve emails, other?
4. What challenges and barriers did you face during this process?
5. What strategies were implemented, if any, to overcome those challenges? (PROBE: at site or at RB). Which strategies did you find to be more/less effective? Can you provide an example?

### SITE RECRUITMENT

6. Can you describe how you **recruited and selected** sites for participation in [Study X]?  
PROBE:
  - a. Can you describe the application process?
  - b. Did you require any data or other information from the sites?
  - c. How did you select the practices to participate? What were the criteria for participation?
  - d. Were any criteria more difficult to meet than others? PROBE: protocol-specific or site-specific
  - e. Who made the decision to enroll or decline each site for participation?
  - f. Did you decline any potential sites? If so, what were the reasons you declined a site's participation?
  - g. How many sites are currently participating in your study?
7. What challenges and barriers did you face during this process?  
PROBE:
  - a. What were initial challenges to enrolling sites into your study?
  - b. Have you had any difficulties finding sites that met your participation criteria?

8. What strategies were implemented, if any, to overcome those challenges? (PROBE: at site or at RB). Which strategies did you find to be more/less effective? Can you provide an example?
9. Did you consider generalizability/representativeness in the site selection process? How did you address this consideration?
10. What would you do differently with respect to site recruitment if this study was to be repeated in the future?

### **REPORTING**

11. How do you measure success in your NCORP study recruitment?
12. Do you collect data related to recruitment and retention of practices participating in studies? If so, what types of data do you collect?
  - a. PROBE: [If site collects data on recruitment/retention] Could you share any data on site recruitment with us?
13. What aspects of your recruitment process could you report on to NCI?  
PROBE: [add examples]
14. If you were asked by NCI to report on recruitment and retention of practices, what challenges would you anticipate? How could those challenges be overcome?

### **FINAL THOUGHTS**

15. Based on experiences with other studies, is there anything else you would like to share about your experience with your NCORP study's site selection, recruitment, and retention process?
16. We have already spoken with the [indicate roles]. Is there anyone else we should speak to who is involved in the development, implementation, and coordination/operations of selected CCDR studies that we should speak with.

**THANK YOU FOR YOUR TIME!**