

NCI Cancer Prevention Fellowship Program (CPFP)
Summer Training Strategy Focus Group
Moderator Guide

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The Burden Statement

Public reporting burden for this collection of information is estimated to average 90 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: NIH, Project Clearance Branch, 6705 Rockledge Drive, MSC 7974, Bethesda, MD 20892-7974, ATTN: PRA (0925-0642). Do not return the completed form to this address.

[Instruct group to sit down in their seats.]

I. Purpose:

Welcome. Thank you for participating in this focus group sponsored by Cancer Prevention Fellowship Program (CPFP). This focus group is part of a needs assessment initiative which aims to get your feedback on training activities that occurred during your first summer as a Cancer Prevention Fellow (CPF).

As you may know, the NCI Summer Curriculum will not be held in 2020. In an effort to respond to evolving training needs in the area of cancer prevention, the CPFP's summer training opportunities are being revised, with the expectation of updating learning designs, content, objectives, and delivery modes for an audience of fellows with diverse needs. We are excited for this opportunity to re-examine and re-imagine what our program can offer. The information learned in this focus group will be used to improve summer learning programs and to further support new CPFs as they launch into mentored research at the NCI.

II. IRB/OMB Disclaimer

Because the purpose of this needs assessment is only for quality assessment (QA), quality improvement (QI), and program assessment, and not to also conduct research, the submission of a protocol for an IRB determination is not required.

Office of Management and Budget (OMB) Paperwork Reduction Act (PRA) clearance was obtained for this information collection on <Insert date>. OMB number, expiration date, and statement for this approved information collection can be provided upon participant request.

III. Procedure

As part of this need's assessment, you and other current CPFs have volunteered to participate in focus groups consisting of four – eight people. As moderator, I will ask you several questions while facilitating the discussion. This focus group will be recorded, and I will take notes throughout. To ensure data privacy, all responses will be stripped of direct identifiers through a process of de-identification. This means that CPFP assesses staff will ensure that any information we include in our reporting deliverables does not identify you as the respondent.

We want you all to talk freely about your opinions today. Remember there are no right or wrong answers to focus group questions, so please share openly. The CPFP want(s) to hear many varying

viewpoints and would like for everyone to contribute their thoughts. Out of respect, please refrain from interrupting others. However, feel free to be honest even when your responses counter those of other group members.

The group should last no longer than 90 minutes. You can choose whether or not to continue participation in the focus group, and you may stop at any time during the course of the discussion.

IV. Benefits and Risks

No benefits or risks are anticipated beyond those experienced during an average conversation.

V. Privacy

We ask that you respect the privacy of other focus group members by not disclosing any content discussed during today's discussion. I will analyze the data generated from your responses, but—as stated previously—your responses will be stripped of direct identifiers through a process of de-identification.

VI. Introduction

We all know each other here, so I don't think there is a need for formal introductions. But before we begin, I will go around the room, and I want you each to tell me in a few sentences how you prefer to learn. Or even what do you value in learning experiences?

I'll start: "Hi, I'm Ann. I don't know how many of you know this, but I am currently finishing my master's degree. The courses I have valued the most during my studies have been courses where the deliverables, the projects and the assignments, have a tangible impact on my life or current job. For instance, toward the beginning of my program, I took a digital media course where I received hands-on instruction on the use of various video editing software packages, and for many course assignments, I was able to create some video tutorials for the CFPF. It was a win-win for my learning and career."

[Solicit responses to the introduction prompt. Write summary of responses on flipchart.]

Probe: By show of hands, how many of you value <insert learning experience/value from flipchart>.

[Verbally confirm number of hands for each point.]

VII. Questions

Now I am going to review some of the components of the CFPF scientific and professional development curriculum you likely participated in during your first summer onsite as a CPF. These include:

- CFPF New Fellow Orientation
- NCI Summer Curriculum in Cancer Prevention, including:
 - Principles and Practice of Cancer Prevention and Control
 - Molecular Cancer Prevention
 - Annual Advances in Cancer Prevention Lecture
- Elevator Pitch Workshop

- Preceptor Meetings

Q1. What, if any, of these summer experiences benefitted the initiation of your work at the NCI?

Probe: Show of hands, how many of you agree that you benefitted from <insert participant generated response>?

Q2. What, if any, of these summer experiences were a hindrance to the initiation of your work at the NCI?

Probe: Show of hands, how many of you agree that <insert participant generated response> was a hindrance?

Q3. Was there anything you did outside of CPF requirements, that benefitted the initiation of your work at the NCI?

Probe: Show of hands, how many of you agree that you benefitted from <insert participant generated response>?

Q4. What are your ideas for an improved experience for first year CPFs in their first summer onsite?

Probe: What are your ideas for *experiences* or *trainings* that will better prepare a fellow for beginning mentored research at the NCI?

Q5. The CPF has recently begun planning a self-directed learning program intended for CPFs in their first summer onsite at the NCI. I am going to distribute a summary of this pilot program and give you a few minutes to review it.

[Distribute handouts to the group.]

What are your initial perceptions about the proposed program?

Probe: How would you improve the proposed program?

Probe: What's missing?

VII. Closing

We have shared a lot of important information today about the new CPF's summer experience.

I want to thank you for taking the time out of your busy schedule to come to the focus group and share your thoughts.

I'll be analyzing the information you and others gave me and presenting reports to CPF leadership and other stakeholders. If you are interested, I'll be happy to send you a copy to review once the analysis is completed. Thank you again for your time.