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Focus Group Discussion Guide on Barriers to Clinical Trial Participation

National Cancer Institute, the Center to Reduce Cancer Health Disparities

Integrated Network Branch, NON Team

June 2020

Table of Contents

- 1) Opening Remarks, Consent Process, and Introduction
- 2) Roles, Logistics, and Ground Rules
- 3) Focus Group Questions
- 4) Conclusion

1) Opening Remarks, Consent Process, and Introduction

a. *Opening Remarks*

- i. Thanks for coming today. My name is Toni Ajala. The goal of today's meeting is to understand CHEs strategies and process and how NON team, the Center to Reduce Cancer Health Disparities, and partners can better support CHEs

b. *Consent Process*

- i. Participation in this focus group is voluntarily and participants can stop participating at any point

c. *Introductions*

- i. Have everyone introduce themselves
 1. Name
 2. Site

d. *Gauging the Focus Group*

- i. Ask the group if anyone has participated in a focus group before.
- ii. Explain that focus groups are used to gain information to further inform future resources, trainings, etc.
- iii. Invited to participate because you have important knowledge about particular experiences, needs, or perspectives that we hope to learn more about as a result of our discussion today in this focus group.
- iv. It is okay if you have different opinions and ideas than the other persons in the group

2) Roles, Logistics, and Ground Rules

a. *Facilitator Role*

- i. To ask questions and
- ii. Keep the group on track
- iii. Take notes

b. *Participants' Role*

- i. To share experiences and opinions, both positive and negative
- ii. Explains that there are no right or wrong answers
- iii. Explains that everyone should participate in discussion

c. *Logistics*

- i. Time Limit: 60 minutes (1 hour)
- ii. Muted microphones when not speaking
- iii. Video on (preferably)

d. *Ground Rules*

- i. Everyone should participate
- ii. Everyone will have a chance to be heard as it is important to hear everyone's ideas and opinions
- iii. One person speaks at a time
- iv. There are no correct or incorrect answers; the discussion is about participants' experiences.
- v. The session will be recorded, and the facilitator will be taking notes
- vi. Explains that no names will be used in reporting
- vii. Take and address questions from participants
- viii. Begin Recording

3) Focus Group Questions

- a. *Please describe the process and strategies you use to recruit underrepresented populations into clinical trials.*
 - i. Have these strategies been successful?
 - ii. What positive experiences or outcomes have you had in using a specific strategy or process?
 - iii. What influences and motivates you to choose one strategy over another?
 - iv. How have your usage of specific strategies or processes changed this past year?
 - v. What are specific issues, concerns, or problems faced using a specific strategy or process?
 - vi. What is something that has deterred you or would deter you from using a strategy?
- b. *What do you think you need in order to be more successful in recruiting underserved populations into clinical trials?*
 - i. What are specific ways in which you feel supported by the NON team?
 - ii. What are ways in which the NON team can better meet your needs?
 - iii. What are specific ways in which you feel supported by the Center to Reduce Cancer Health Disparities?
 - iv. What are ways in which the Center to Reduce Cancer Health Disparities can better meet your needs?
 - v. What are specific ways in which you feel supported by partners?
 - vi. What are ways in which partners can better meet your needs?

4) Conclusion

- a. That concludes our focus group. Thank you for taking the time to participate today. Your feedback will be collected and included in a report (all feedback is reported anonymously). Your insights help the NON team understand what information is important to you, as well as how to deliver the right information in the right format. Once again, thanks for your time!