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Your feedback is very important to us and will ensure that our P2P workshop program is relevant, timely and well-executed. Please take time to participate in this interview.

Pathways to Prevention
Interview Guide for Content Area Experts¹
9/24/2019

Thank you again for your willingness to provide feedback regarding your experiences with the Pathways to Prevention or P2P workshop. My name is: _____. I will be conducting the interview today.

Before we begin, I would like to inform you that your participation in this interview is voluntary. You can choose not to answer any question and stop the interview at any time. The feedback you provide is very important and will be used to make improvements to the P2P program.

The interview will take approximately 30 minutes, and with your permission, I would like to record our discussion so that I can concentrate on what you are saying and not have to take detailed notes. The recording will be destroyed once the project is over. Do I have your permission to record this interview?

Content Area Expert Meeting [*Indicator: satisfaction level*]

1. When you were invited to participate in the Content Area Expert meeting for the P2P workshop on [INSERT TITLE OF THE WORKSHOP], what did you think was the intended goal for this meeting?
 - a. How well did the meeting achieve that intended goal?
 - Probe: In what ways, if any, was this goal not achieved?
 - b. You were provided some background materials prior to the meeting, such as an overview of P2P workshops and topic selection, roles/responsibilities of content area experts, and the workshop proposal. How useful were these materials in preparing you for the meeting and help in understanding your task?
 - Probe: What additional information or guidance, if any, would have been helpful to prepare you for the meeting?
 - c. There were several presentations made during the meeting by the sponsoring NIH Institutes or Centers (ICs), Office of Disease Prevention (ODP), and the Agency for

¹ This guide is for the experts who are not employees of the NIH or other Federal agencies.

Healthcare Research and Quality (AHRQ) Evidence-based Practice Center. Which presentations do you think were most beneficial in helping experts to develop the agenda and identify speakers for the workshop topic?

- Probes:
 - Was there anything missing in these presentations that may have been helpful for the experts?
 - Were there any presentations which you did not find particularly useful?
2. Can you tell me about the level of participation you observed among the experts that attended the meeting?
- Probes:
 - Do you think all the experts engaged in the discussion and had an opportunity to contribute during the meeting?
 - To what extent, did experts express different points of views?
 - Do you think the meeting was a collaborative or consensus process?
3. How would you describe the effectiveness of the overall process of the meeting in (1) selecting relevant speakers to discuss each key question; (2) developing the workshop agenda?
- Probes: How satisfied were you with this process?
4. To what extent were the recommendations made by the experts reflected in the identification of appropriate workshop speakers and development of the workshop agenda?
- a. Do you have any suggestions for improving the process or ways in which content area experts contribute toward the meeting?
5. How helpful did you find the ODP staff for the Content Area Expert meeting?

P2P Workshop [*Indicator: Perceived contributions and impact of the P2P program*]

6. Did you attend or participate remotely in the P2P workshop? IF NO, SKIP QUESTION (6a, b, c).
- a. Reflecting on the two-day workshop for [INSERT WORKSHOP TITLE], how would you describe the content and quality of the presentations?
 - Probes:
 - How well did the presentations discuss the (1) key questions of the topic and (2) research gaps, possible solutions, and next steps?
 - How satisfied were you with the final speakers selected to address each of the key questions discussed during the workshop?

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- b. In what areas, if any, did the speaker presentations or discussions during the workshop *not meet your expectations* (e.g., issues not discussed, recommendations, or opportunities for interaction)?
- c. How would you describe the content and quality of the P2P workshop?

Closing

- 7. Do you have any suggestions on how the content area experts could further help NIH/ODP improve their contribution to P2P workshops?

These are all the questions I have for you. Do you have any further comments or thoughts that you would like to share? Thank you for providing your feedback.