

Interview questions

You may take notes if this helps you to remember details, but this is not necessary to prepare for the interview. During the 45 minute interview, we may or may not include all of the questions listed. This is merely meant to inform you about the type of questions we will ask.

| I. Lessons learned/ Human factor | Your personal experience | |
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| | a. What was your intention for the study? E.g. what did you hope the resulting evidence or knowledge could be used for, by patients, health authorities, healthcare providers, or fellow researchers? | |
| | b. What were motivating or positive factors about working in this project? Please explain. | |
| | c. Did you experience any challenges, personally, while working on this project? Please explain. | |
| | Communication and planning | |
| | a. Does everyone know <u>what</u> is expected of them and <u>when</u> they are expected to do it? | |
| | b. How was the communication within your group overall? | |
| | c. Were there any factors that limited communication? Briefly describe. | |
| | d. <u>Expectations and communication:</u> did project related meetings make effective use of your time? OR were project meetings effective? | |
| | Inter-personal relations/interactions | |
| | a. Were there any points at which inter-personal relations or cooperation broke | |

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| | down? OR Were there any breakdowns in inter-personal relations or communication? | | |
| | b. <u>Issue resolution</u> : Did you feel comfortable and welcome to discuss issues that affected your work? OR Were you empowered to participate in discussions regarding issues that affected your work? | | |
| | c. Were actions taken to effectively and efficiently resolve issues (both inter-personal or otherwise) that arose within the group? | | |
| | d. Which stages of the project or study did these issues affect/delay? | | |
| General/other insights | | | |
| | a. What were the most successful parts of the project (both administration, human resource and intervention performance)? | | |
| | b. Do you think that your approach to the study management, i.e. the use of your resources and time, was as optimal as it could have been? | | |
| | c. What were the least successful (both administration, human resources and intervention performance)? Challenges or burdens related to running the study? | | |
| d. Direct comparison of study admin | d. Would you have changed anything to make the study management more efficient and effective, esp. for | | |

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| | recruitment, data gathering, analysis etc. ? | | |
| e. FINAL QUESTION!! | e. Which elements should be included to facilitate the tasks of study administration/your admin and management of current or future studies? | | |