Summary Sheet for Participant Interview

This sheet is a summary/memo of the interview (from your memory). Please fill out this sheet immediately after the interview.

**Study ID:**

**Study Site:**

* **Beth Israel**
* **Boston Medical Center**
* **Dana Farber**
* **MGH**
* **Tufts Medical Center**

**Date of Interview:**

**Date of Write-up:**

**Written by:**

**Interview Setting and Environment**

Where was the interview conducted?

Were there any interruptions during the interview? (colleagues, assisting a patient, etc.)

**What were the most important themes during the interview from your point of view?**

What was this interviewee’s message to us? Was there something that was special to this interview?

Was there something that you noticed that you didn’t think of before?

**Challenges you had during the interview?**

1. Were there any areas/topics covered in the interview that were difficult for the interviewee to respond to?
2. Were there questions that couldn’t be answered by the interviewee, because they weren’t understandable?
3. Did you have difficulties creating rapport with the interviewee?

**What should we consider for future interviews?**

1. What can we learn from this interview for the following interviews?
2. Was an aspect discussed in this interview that we didn’t think about before and that we should put a focus on? E.g. put it in the interview guideline for all sites?
3. Other issues?

**[Reflective Questions] What was your role as interviewer during the interview?**I’d like you to reflect on:

1. How you felt during the interview:
2. Were there situations in which you felt awkward, uncomfortable, etc.?
3. The role the interviewee gave you?

**Next steps**

1. What are implications for future interviews?
2. What are implications for the TRIP implementation efforts?
3. What are site-specific follow-up items from this interview?
4. Did you identify anyone for non-TRIP interviews?