**Interview Guide**

*This is a guide to be read out to participants prior to an interview or Focus Group session. Please adapt for your research and delete all blue italicized information.*

1. **Introductory Script**

Hello, and thank you for agreeing to participate in this interview (*Focus Group)* for this project. The projects aim is to *(insert aim)*. The interview questions *(Focus group)* will seek your views on (*describe).* The participant information Letter provided a full description of the project to you.

The interview *Focus Group* will take up to *(insert approximate time)*minutes to complete, *(if applicable)* and with your permission, I would like to *(choose if audio only or audio/video)* record the interview *(Focus Group).*

Whilst there are no foreseeable risks in this research, you may find *eg. some of the questions/procedures uncomfortable or distressing.* If this occurs, you can stop at any time, take a break, or skip any questions you do not want to answer. Additionally, a list of support services is included in the Participant Information Letter to contact if you need them. They will also be provided at the end of this session.

Before we proceed to the consent process, do you have any questions?

* Yes, answer questions.
* No, proceed to consent.
1. **Consent and permission to record.**

Now that I have explained what your involvement in the project requires, do you allow me to *(choose if audio only or audio/video)* record the interview *(Focus Group).*

* If yes, indicate that you will start the interview and the recording and proceed to the consent questions.
* If no, then ask - Are you happy for me to taken written notes? If yes, ask the following questions:

**Consent questions**

1. Please confirm you have been provided with a verbal description of what the research involves.
2. Please confirm you understand what your involvement in the research requires.
3. Before proceeding do you have any questions or have your questions been answered.
4. Do you agree to provide your consent to participate in this project?
5. **Interview/Focus Group Questions** *(insert)*

**4. Interview Closure**

* Thank you very much for your valuable time today. (describe what will happen following the interviews/Focus group if applicable e.g. transcript review.)
* Ask them if they have any questions or concerns and provide the research teams and support contact details.