| **FGD No.:** | | **FGD Date:** |
| --- | --- | --- |
|  | | |
| **Preparation and Scheduling** | | |
| **Initials** | **Procedures** | |
|  | **Identify participants preselected on Q-PTRL who are eligible for participation in an exit FGD.**   * **Note FGD eligibility requirements per SSP section 18.3.2:** *HIV-negative participants who are enrolled in ASPIRE, have completed their PUEV, and have ever used study products in the 3 months prior to PUEV (per RCI, item 6). Participants may be excluded if they have any other condition that, in the opinion of the IoR/designee, would preclude informed consent, make study participation unsafe, complicate interpretation of study outcome data, or otherwise interfere with achieving study objectives. Note that participants who have previously had an IDI (serial or single) should not be approached for FGDs.* * The target number of participants per each FGD should be **approximately 8-10 women**, **with a minimum of 4**. More than 10 participants may need to be invited to account for no-shows and ensure adequate group size. FGDs should be rescheduled if fewer than 4 participants present. * FGDs should be scheduled to ensure a **common language** is spoken by all participants. This may be different than the language a participant provided IC in, as long as fluency is confirmed/documented in both languages (e.g. on the IC coversheet and/or chart notes). | |
|  | List all participants scheduled for this FGD. Update with attendance (Y/N) and pseudonyms on day of FGD.   |  |  |  |  | | --- | --- | --- | --- | | **PTIDs Scheduled:** | **Language(s) of Participant** | **Attended (Y/N)?** | **Pseudonym** *(N/A if attended = N)* | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | |
|  | Confirm venue and remind participants of FGD date/time/location. | |
|  | Gather supplies: pen and stationery for note-taking, consent forms, FGD guide, refreshments (if applicable), reimbursements, audio-recorder (check power supply, extra batteries, etc.), name cards or name tags for pseudonyms | |
| **Participant Arrival & Data Collection** | | |
|  | Greet participants and offer refreshments | |
|  | Complete procedures to ensure provision of informed consent and eligibility with all individual FGD participants as outlined on the FGD Individual Participant Visit Checklist. | |
|  | Review FGD ground rules:   * No right or wrong answers, speak one-at-a-time * State your pseudonym before you speak (update attendance and record pseudonyms linked to PTIDs on table above) * Use pseudonyms when providing responses * Information shared remains confidential * Do not interrupt or disrespect others opinions, turn off cell phones | |
|  | Administer the FGD guide (recommended that session is started with icebreaker)  **FGD Guide Version Number and Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
|  | Thank and reimburse the participants | |
| **Post FGD (Immediately following FGD)** | | |
|  | Check audio recording to verify that the session was properly recorded. Save/upload audio to FTP site. | |
|  | Update Qualitative Participation Log (QPL) | |
|  | Expand notes and complete debriefing report | |
| **Comments**: *Initial and date all comments.* | | |