

Appendix A: Focus Group Moderator Guide

INTRODUCTION / INFORMED CONSENT

Hello. My name is _____, and I am working with FOCUS 1000 – a Non-Governmental Organization (NGO) in Sierra Leone. Thank you for joining our discussion today. We would like to hear your thoughts and opinions about the present Ebola situation in the country.

We know you will have many questions. We are not the experts on the Ebola. We are simply here to get your views on how communities can support the nation in eliminating Ebola in Sierra Leone. What you share with us today will help the Government and those making decisions in the National Ebola Response to understand your questions and concerns so they can try to answer those questions for everybody.

No one should feel ashamed to talk. We want to hear your own ideas, the things you like and the things you don't like. Feel free to make positive or negative comments about any of the things we'll be discussing today. Say what you think. There are no right or wrong answers. We will not be offended in any way by anything you say so please feel free to speak your mind.

I will do the talking and my friend will write down what you say, so we do not forget. If you all agree, we would also like to audio-tape the discussion so that we can make sure to capture everything that was said. Once we have gathered our notes, the tapes will be destroyed. Nothing personal about you, or your name, will be included in the report or shared with anyone at outside of our team. If you do not feel comfortable answering a particular question, you do not have to. You can leave at any time.

We will not take too long. We will talk for about one hour so that we can capture the views of everyone in the group. We want you to stay with us until the end, but if you are not able, you can leave before we start.

Any questions? Do you agree to participate in this discussion?

[Get **individual** written consent from all participants; those that don't consent should be politely asked to leave]

Do you all agree to have the discussion audio-taped?

[Only audio tape if ALL participants agree]

To help us have a good discussion and be respectful of everyone here, please:

- Talk one at a time and in a voice at least as loud as mine.
- Let everyone have a chance to share their thoughts —nobody talks too much and nobody talks too little.
- Be open and honest. There are no right or wrong answers to the questions I ask—there are different points of view. It's valuable for us to hear all points of view, so it's especially important to speak up when you disagree with what someone else has said. There is no penalty for disagreeing with or criticizing what we share with you today.
- Turn off or silence your cell phones so they don't interrupt or distract us.
- Do not share personal opinions expressed during this discussion with others outside the room.

INDIVIDUAL INFORMED CONSENT FORM - Follow-up Qualitative Evaluation of Public Knowledge, Attitudes, and Practices Relating to Ebola Virus Disease (EVD) in Sierra Leone

I consent to participate in this focus group discussion entitled “Follow-up Qualitative Evaluation of Public Knowledge, Attitudes, and Practices Relating to Ebola Virus Disease (EVD) in Sierra Leone.” I understand that my participation is voluntary, and I am willing to share my views, opinions, and ideas with other discussants as well as the evaluation team.

I understand that:

- The discussion will be audio-recorded so that it can later be transcribed
- Everything I say will be kept confidential
- My name or other personal identifiable information will never be associated with my responses in any published or other written reports
- I am participating in the discussion at my own free-will, and no one has coerced me to do so
- I do not have to respond to questions that I do not feel comfortable discussing
- I can always exit the discussion should I decide to do so

If I have any questions or concerns regarding my participation in this discussion I have been informed that I can freely contact:

Mohamed F. Jalloh
Programme Manager, FOCUS 1000
Tel: 079947035

You may also contact the Ethic and Scientific Review Committee regarding any concerns, injury, or risks posed to you as a result of your participation in the evaluation:

Office of the Sierra Leone Ethics and Scientific Review Committee
Directorate of Training, Non-Communicable Diseases and Research, Connaught Hospital
Ministry of Health and Sanitation (email: hgmorg2007@yahoo.com / williettav@yahoo.com)

CONSENT STATUS: Yes → *proceed with including the individual in the discussion*

No → *politely ask the individual to exit from the interview*

Full Name: (first, middle, last) _____

Signature (or thumb print): _____ Date: _____