

## Program Focus Group Process

1. See Focus Group Schedule.
2. Think about the input your program area could benefit from.
3. **Read the Focus Group Planning Kit for items 4-9**
4. Think about the type of consumers you are wishing to get input from, eg. patients using your program, specific groups within the community, specific age/gender groups, GPs, Practice Nurses, Practice Staff, etc.
5. Think about the key 'research questions' you are wanting answered from the focus group.
6. Think about what questions you would like covered in the focus group session about your program area.
7. Brainstorm methods of recruitment. WDGP focus group participants are generally recruited from existing groups within the community, however the type of consumer you wish to seek input from shall guide the types of recruitment.
8. Plan list of topics/questions to use. The format should be semi-structured to allow exploration of topics arising. *See Question Design section of Focus Group Planning Kit.*
9. Set time and Date taking into consideration factors specific to your target group (after-hours, picking up kids to and from school, cultural calendar dates, etc).
10. Locate a venue that would be convenient and appropriate for focus group participants.
11. Contact Debbie Neill approximately 1+ month ahead of scheduled focus group to review steps 2-7.
12. Confirm with Debbie facilitator/note-taking role. Debbie will assist in the running of focus groups as either facilitator or note-taker depending on preference and level of confidence to facilitate.
13. Develop Plain Language Statement to give to participants outlining the purpose of the focus group, information about program area, what will be done with findings and outlining confidentiality. See proforma Plain Language Statement.
14. Recruit participants.
15. Organise payment of venue/catering.
16. Consider if consumer payment is required. See Division consumer reimbursement policy and consumer invoice.
17. If wishing to record the focus group, prepare Recording consent forms
18. Print general consent form sign in sheet
19. Set-up room with chairs in a circular arrangement. *See Setting the Scene section of the Focus Group Planning Kit.*
20. Run Focus Group
21. Collate notes from either butcher paper, note-taker and/or recording.
22. Analyse findings. *See Evaluation and Working with the Data section of the FGPK*
23. Develop Report based on topic area/question findings with recommendations for your program area given by the consumer input findings.
24. Take recommendations to appropriate reference group, steering committee or sub-committee.
25. Brainstorm strategies to implement consumer input gained where applicable.

26. Action applicable strategies.
27. Record in Consumer Input Review for relevant 6 month period.
28. Inform consumers of the progress on their input.
29. De-brief with Debbie.