|  |
| --- |
| **MTN-041: FGD Group Visit Checklist** |
| **FGD #:**  |  | **Date (DD/MM/YY):** |  |
| **FGD Guide Version # and Date:** |  | **# of Participants:** |  |
| **FGD Type (circle):** | Female Male Partner Grandmother | **FGD Start Time:** |  | **FGD End Time:** |  |
| **Participant PTIDs/****Pseudonyms** |  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Instructions:** Complete staff initials next to items completed. Do not initial for other staff members. If other staff members are not available to initial checklist items themselves, initial and date a note on the checklist documenting who completed the item, e.g., “done by {name}” or “done by nurse.” If an item listed on the checklist is not performed, enter “ND” for “Not Done” or “NA” for “Not Applicable” beside the item and record the reason why (if not self-explanatory); initial and date this entry. If any items are not completed on the date recorded above, ensure that the procedure date is included in the comments section.

| **Procedure** | **Staff Initials** | **Comments:** |
| --- | --- | --- |
| **Preparation (before participant arrival)** |
|  | Ensure staff and site readiness:* Check audio recorder and confirm that technical needs for screening participant education video are met (power supply, extra batteries, etc.)
* Gather supplies: pen and stationery for note-taking, consent forms/coversheets/comprehension checklists, CRFs for each participant (PSF, DEM, BA, PD, SH), applicable discussion guide, individual FGD visit checklists, eligibility worksheets and checklists, placebo products, refreshments (if applicable), reimbursement *(See also SSP section 5.3 for details on visit prep)*
* Confirm availability of FGD venue/room and complete visit reminders (if applicable) as outlined in site accrual SOPs
 |  |  |
| **Participant Arrival, IC and Data Collection**  |
|  | Complete individual procedures with each FGD participant as outlined on the **FGD Individual Participant Visit Checklist** |  |  |
|  | Conduct FGD using the Female, Male Partner or Grandmother **Focus Group Discussion (FGD) Topic Guide**, as applicable |  |  |
| **Post-FGD**  |
|  | Check audio recording to verify that the session was properly recorded |  |  |
|  | Ensure that file has been successfully downloaded, saved onto hard drive and CD, and that CD is filed in the corresponding FGD file.  |  |  |
|  | Expand notes and complete **FGD Debriefing Report** |  |  |
|  | Perform QC1 review. Forms* FGD Debriefing Report
* FGD Individual Participant Visit Checklists
 |  |  |