



The Picture Talk Project

FOCUS GROUP TOPIC GUIDE

A. Focus Group Preparation

- Ensure consent is given and language preference/ need for interpreter is noted prior to commencement / demographics form filled out/name tags
- Check both recording devices (extra device for backup)/ batteries / room availability
- Quiet setting, ensure interviewee(s) is/are comfortable
- Introduce Focus Group Moderator explain the role
- Introduce Community Navigator and explain role as a language and cultural interpreter. If they have any questions later can ask them.
- Explain the purpose of the focus group
- Emphasise that the information discussed that day will be de-identified and that group participants must keep the discussion confidential.
- Explain the format of the focus group
- Indicate how long the focus group usually takes
- Ask if there are any questions before the focus group starts
- Remind participants that this is a recording and information will be transcribed. Ask permission to record the focus group. Start recording

B. Start Focus Group

- Note the time, date, location focus group code and the number of people attending the focus group
- Thank participants for taking the time to do the focus group
- Invite participants to introduce themselves around the group
- Set house rules
 - o House Rules will be set at the start of every focus group:
 1. Everyone's opinion is important.
 2. If someone has a different view we want to hear this too.
 3. There are no right or wrong answers, this is not a test.
 4. Please let one person speak at a time.
 5. If another language is spoken, please allow extra time for the Community Navigator to interpret into English before the next person speaks.
- Refer to *Focus Group* Questions

C. Close the Focus Group

- Summarise discussion's main themes to confirm with participants that nothing was missed.
- Thank participants and Community Navigator for their time,
- Close discussion. Turn off tape