

## CARES interview guide – counselor (career guide)

### Introduction

Thank you for taking time for this interview.

My name is *insert name of interviewer*. I am a research assistant for the CARES project.

In our project, we would like to learn about your experience as a career guide in connection with the CARES project and in-depth counseling. These are the topics that will be addressed in today's interview.

This will not take the form of a question and answer game, but the form of a conversation. Please take as a much time as you need for your answers. I won't interrupt you, but only take notes and follow up with questions later. There is no right or wrong. I am interested in everything that is important to you.

We have set aside ca. 60 minutes for the interview, which may vary depending on how the conversation progresses. If you need a break during the course of the interview, please let us know. You can also end the interview at any time.

If there are questions you do not wish to answer, you don't have to. If you agree, we would like to record the interview so as not to interrupt the course of the conversation; this will allow us to analyze it later on.

The interview will be treated in a confidential manner and the analysis is pseudonymized.

Do you have any questions? Are you ready? Then we can get started. → *Please note: Start the tape*

Leading question	Follow-up question	Theoretical classification
<b>1. Access</b> How did you get involved in the CARES study?	<ul style="list-style-type: none"> <li>- How did you find out about the CARES study and the career guide program?</li> <li>- How did you respond to the decision to take part? (only if already working in cancer counseling center (CCC) in connection with the decision to participate)</li> <li>- What about your colleagues? (only if already working in CCC in connection with the decision to participate)</li> <li>- Why did you become a career guide?/ Did you apply for the position of career guide?</li> </ul>	CFIR: characteristics of individuals  Objective 1: Evaluation of recruitment capability and resulting sample characteristics Objective 3: Evaluation of acceptability and

		suitability of IV and study procedures
<b>2. Benefits</b> What do you think about the career guide program?	<ul style="list-style-type: none"> <li>- How does it benefit persons looking for counseling?</li> <li>- What are the benefits for you as a counselor?</li> <li>- To what extent does the program enrich your range of counseling services/shift your counseling focus?</li> <li>- What are the advantages for your CCC?</li> </ul>	CFIR: IV characteristics, characteristics of individuals  Objective 1: Evaluation of recruitment capability and resulting sample characteristics Objective 3: Evaluation of acceptability and suitability of IV and study procedures
<b>3. Networking</b> What has been your experience to date with activating networks in connection with the career guide program?	<ul style="list-style-type: none"> <li>- What challenges are there?</li> <li>- What kind of support do you wish there was?</li> <li>- More specifically: With whom is it particularly difficult? How did things work out with the individual network partners (e.g., practices/clinics/CCC)?</li> </ul>	CFIR: outer setting  Objective 3: Evaluation of acceptability and suitability of IV and study procedures
<b>4. Inclusion/screening</b> What has been your experience with inclusion of those seeking counseling in the career guide program?	<ul style="list-style-type: none"> <li>- Based on what criteria have you included and/or excluded persons seeking counseling?</li> <li>- What went and/or is going well?</li> <li>- What was difficult or challenging?</li> <li>- How suitable did you find the inclusion criteria?</li> <li>- Were certain groups who also wanted to take advantage of the offer excluded in your CCC?</li> <li>- In your opinion, which additions to the inclusion criteria are necessary?</li> </ul> <p>If already interviewed in control group:</p> <ul style="list-style-type: none"> <li>- To what extent was recruiting different from the control phase to the IV phase?</li> <li>- Compared to the control phase, is recruiting during the IV phase associated with more/fewer challenges?</li> </ul>	Objective 1: Evaluation of recruitment capability and resulting sample characteristics Objective 2: Evaluation and refinement of data Collection procedures and outcome measures
<b>5. Implementation</b>	<ul style="list-style-type: none"> <li>- Which elements work in implementation?              → Establishment of relationships</li> </ul>	CFIR: IV characteristics; inner setting

<p>How has the implementation of the career guide program been faring in your CCC?</p>	<ul style="list-style-type: none"> <li>→ Clarification of the situation and issue of the person seeking counseling</li> <li>→ Target agreements</li> <li>→ Provision of information</li> <li>→ Support and accompaniment during the process of occupational reintegration/remaining at work</li> <li>→ Final meeting: Assessing progress</li> <li>- Which problems occur in connection with implementation?</li> <li>- How well can the career guide program be integrated in existing processes in your CCC? (if it can't be integrated well, why?)</li> <li>- What can the implementation of the career guide program facilitate at your CCC?</li> </ul>	<p>Objective 4: Evaluation of resources and ability to manage and implement the study and IV</p> <p>Objective 3: Evaluation of acceptability and suitability of IV and study procedures</p>
<p><b>6. Complexity of the IV</b> More in-depth counseling in the career guide program may require more effort. How would you describe the effort required?</p>	<ul style="list-style-type: none"> <li>- Which disadvantages or challenges has the more in-depth counseling had for you?</li> <li>- Which situations were challenging?</li> <li>- If you compare the additional effort required for more in-depth counseling with the benefit for the persons seeking counseling – to what extent would you say that it is worthwhile?</li> </ul>	<p>CFIR: IV characteristics</p> <p>Objective 4: Evaluation of resources and ability to manage and implement the study and IV</p>
<p><b>7. Incentives/external pressure</b> Why is your CCC participating in CARES?</p>	<ul style="list-style-type: none"> <li>- What possible incentives existed (internal/external) to take part in the project and/or the study?</li> <li>- Was there pressure to take part (internal/external)?</li> </ul>	
<p><b>8. Origin of the IV</b> The career guide program developed under the primary responsibility of the Association for Social Work in Oncology (ASO) in cooperation with the German Association for Social Work in Health Care (DVSG). What did you first think when you heard about it?</p>	<ul style="list-style-type: none"> <li>- Were you familiar with the ASO and/or DVSG before you took part in the study?</li> <li>- How suitable do you think the ASO and DVSG are as a developer of the career guide program?</li> </ul>	<p>CFIR: IV characteristics</p>
<p><b>9. Openness and study affinity</b></p>	<ul style="list-style-type: none"> <li>- How often has your CCC taken part in scientific studies?</li> </ul>	<p>CFIR: inner setting</p>

How familiar is your CCC with the application of new (counseling) concepts?	<ul style="list-style-type: none"> <li>- How familiar are you as a counselor with the application of fixed counseling guidelines (manuals) and/or a prescribed structure at a meeting?</li> </ul>	
<p><b>10. Quality of the IV</b> Compared to the counseling typical of your CCC how would you rate the quality of the counseling services offered?</p>	<ul style="list-style-type: none"> <li>- How has your counseling changed as a result of the career guide program? (in terms of time? in terms of method?)</li> <li>- How has the relationship to those seeking counseling changed?</li> <li>- In your opinion, how is the career guide program received by those seeking counseling?</li> </ul>	Objective 5: Preliminary evaluation of participant responses to IV
<p><b>11. Effectiveness and attractiveness</b> What content of the in-depth services offered in the career guide program will you keep in future at your CCC?</p>	<ul style="list-style-type: none"> <li>- Could you imagine continuing to offer these in-depth counseling and/or integrating them in your work as a counselor?</li> <li>- What would have to change about the career guide program in order for you to want to keep it at your CCC?</li> </ul>	Objective 5: Preliminary evaluation of participant responses to IV

Notes: The presented interview guide is preliminary, it may be changed during the iterative qualitative research process. Theoretical classification "CFIR" refers to the Consolidated Framework for Implementation Research [16], "Objective" to the Objectives of a feasibility study according to Orsmond and Cohn [18]. The intervention is also referred to as "career guide program" and the specially trained counsellors are named "career guides". CCC=cancer counseling center; IV=intervention; ASO=Association for Social Work in Oncology; DVSG= German Association for Social Work in Health Care.