



Focus Group Briefing

(Topic information here)

Background: topics where there is a small patient or individual population and limited questions that can be asked on the health technology or model of care and support and its potential impacts may not be suited for engagement through a representative organisation. It may not be possible to identify a relevant organisation, or one may have declined engagement due to the small level of interest. In such cases, it may be possible to obtain the PPI perspective through small, tailored focus groups hosted by HTW.

Focus groups will:

- Take the place of the relevant organisation and their submission
- Involve 4- 8 patients, individuals and/or carers
- Take no more than two hours
- Ask no more than three questions for consideration
- Be organised and facilitated by HTW

Participants will be sourced through advertisements at clinics/identification through clinicians or other stakeholders/recruited through HCRW. To take part in the focus groups, participants will be asked to send expressions of interest (EOI) to PPI Manager. Participants will be determined based on their EOI and demographics (age, region, ethnic background etc) to ensure a fair representation across the health/care population.

Proposal for topic(s): (complete with information on topic)

Focus Group check list:

HTW approval obtained: Y/N

Ethical approval/Velindre consent:

Invitations/advertisements: template can be located here:

Date of focus group:

Researchers involved:

PPISG members involved:

HTW support:

Invitations/advertisement issued:

Date of prep meeting:

- Decide on attendees from EOIs
- Agree agenda and questions for patients
- Agree responsibilities and roles

Presentation slides prepared by:

Questions for participants:

Information for participants to be circulated one week before focus group, including: brief, agenda, questions, consent forms, confidentiality etc

See below for template agenda:

Agenda item	
<ul style="list-style-type: none"> Welcome and Introductions 	<ul style="list-style-type: none"> Tell us your name, whether you are patient, carer or family and which area you live in. State ground rules for discussion - try to ensure everyone has an equal say, all views are relevant and we want to capture diverse views Ask for permission to record
<ul style="list-style-type: none"> Purpose of workshop 	<ul style="list-style-type: none"> Overview of HTW, what a health technology is and how they are appraised Describe the appraisal in question to date Explain that patients' and carers' views are important Identify any specific areas where patients' or carers' views are needed State that we will write a report but any quotes will be anonymised
<ul style="list-style-type: none"> Topic questions 	<ul style="list-style-type: none"> <p>Facilitating discussion guidance – from focus group training.</p>
<ul style="list-style-type: none"> Close 	<ul style="list-style-type: none"> Thank everyone for taking part Signpost to next steps and how feedback will be taken Ensure participants are okay and signpost to support if relevant