Appendix A

Focus Group: Semi-Structured Interview Instructions

Please distribute the template to focus group members ahead of time so that they can get a feel for the template and collect some thoughts around its usability beforehand.

Ensure that your focus group as a minimum of one sim tech and one faculty instructor. Ideally, these groups should involve 2 or more sim techs and two or more faculty instructors (across disciplines if possible).

Semi-Structured Interview Questions

Thank you for coming today. We are working on developing a national template to be used by all emergency medicine simulation educators across the country. Before we all move forward and start using this template, we want to ensure that it is as user-friendly as possible and that it contains everything that is necessary to appropriately plan and run a simulation session. The purpose of these interviews is to gather feedback from key simulation stakeholders across the country.

To start, do you have any overall feedback about the template? Likes and dislikes?

We are now going to go through the template section by section to identify any specific concerns or feedback. Keep in mind that our overall goal is to make this as versatile and usable as possible.

Section 1: Case Summary

- Any feedback? Anything too detailed? Anything missing? Any formatting concerns? Anything that makes this section hard to use?

Section 2: Scenario Requirements

- Any feedback? Anything too detailed? Anything missing? Any formatting concerns? Anything that makes this section hard to use?

Section 3: Baseline State

- Any feedback? Anything too detailed? Anything missing? Any formatting concerns? Anything that makes this section hard to use?

Section 4: Scenario Progression

- There are two versions of this section. One of them is in landscape to accommodate a section for facilitator notes and one is in portrait. Do you have a strong preference as to which version you prefer?

- Does it bother you to have one page of the template in landscape while the rest is in portrait? Does that make the template too hard to use?

- Any feedback? Anything too detailed? Anything missing? Any formatting concerns? Anything that makes this section hard to use?

Sections 5&6: Facilitator Cheat Sheet and References

- Any feedback? Anything too detailed? Anything missing? Any formatting concerns? Anything that makes this section hard to use?

Section 7: Laboratory Results

- Any feedback? Anything too detailed? Anything missing? Any formatting concerns? Anything that makes this section hard to use?

Section 8: ECGs, X-rays, Ultrasounds, and Pictures

- Any feedback? Anything too detailed? Anything missing? Any formatting concerns? Anything that makes this section hard to use?

Other questions:

- There used to be a debriefing guide and some sample debriefing questions as part of this template. There has been a fair amount of debate around whether this is useful or not. Do you think it is a problem that it’s missing? Or did you not even notice?

- We’re presuming that, as simulation educators, you have used other templates. Is there anything that you dislike about this template compared to others? Anything that you really like about this template?

- Any other final comments or suggestions?

Thank you so much for taking the time to help us with this project.