

Faculty Feedback Needs Assessment Study: A qualitative interview guide

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STUDY TITLE: Faculty Feedback Needs

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TIME COMMITMENT FOR FIRST PHASE: The interview will run for approximately 30-60 minutes.

INTERVIEW GUIDE

PART 1: Introduction

Note: The facilitator of the phone interviews will use this as a script.

My name is _____ and I will be the research team member conducting this interview. Thank you for meeting with me today to provide your insights regarding faculty development. We hope that your insights will inform the creation of the best possible report for faculty to receive feedback.

PART 2: Consenting Process

Before we begin, can I please get your consent to record this interview for quality improvement purposes? We will only be keeping the audio-recording.

Yes/No

Thank you. Additionally, for scholarship purposes, we may quote you in our research. We will do our best to keep your identity anonymous, but we cannot guarantee that someone may not be able to infer this information. Do you consent to participate?

Yes/No

Thank you.

PART 3: Research Study Questions

Participant as an Individual

To get started, can you tell me about yourself and your position?

If too many are listed, limit to 3- It sounds like you have a lot of roles and they all sound interesting. Which 3 would you say are your biggest or most important roles?

Pick 1 to start with and move onto next question.

Feedback currently received

Do you receive any type of feedback for your faculty appointment (*or role as _____*) ?

If yes... can you tell me about the feedback you receive?

- How frequently do you receive feedback for this role?
- Do you think that is a good amount? Or would you like to receive feedback more frequently or less often?
- Who provides you feedback?
- Is the feedback from X (residents, clerks, etc.) helpful?
- Is there anyone else that gives you feedback?
- Is there anyone who does not currently give you feedback from but you would like to?
- How do you receive this feedback?
- *If they ask what I mean by this-* Is it a formal assessment or informal? Verbal or written? Survey or narrative?
- What type of feedback do you feel is the most helpful?
- What type of feedback do you feel is the least helpful?
- Do you have a preference for a type of device you like to view feedback on? (phone, desktop)
- Pain points about current feedback?
- Do you give feedback to others? What does this look like? Do you get feedback on the feedback you provide?
- How might you know you are doing a good job in your role? What sort of metrics might tell you that you are performing well?

If no... would you like to receive feedback for this role?

- What types of feedback would be useful?
- Who would you like to receive feedback from?
- How frequent?

Repeat for other roles

- It sounds like you are receiving feedback already for your role as X.
- How about your role as Y?
- *Ask appropriate above questions based on yes vs. no response.*

Thank you for sharing all those insights. Are there any final comments that you would like to make before we finish the interview?