

Actions aide-memoire: *Qualitative Researcher Journeys*

This is an aide-memoire to ensure continuity across every stage of the research for every participant. It is not a checklist record of actions taken, although it could perform that function if needed or required in a project. As for qualitative interview questions, each item may be addressed as it naturally arises.

Created 06 May 21. Cathy Gibbons

Recruiting	
Contact gate-keepers and intermediaries	
Respond promptly to interested parties	
Offer a selection of time and date	
Suggest Zoom as preferred reliable platform	
Check for confirmation of appointment	
Pre interview	
Send consent form as a link	
Schedule Zoom/Skype call and send link	
The interview	
Has consent form has been returned	If not, you can go through it with them real-time and sign PP
Go through consent items, including answering any questions and building rapport	
Ask them to open the chat box (and close the video)	
Remind of recording and control	
Sensitivity triggers are not anticipated	
Open interview summary form	
End with participant details and confirmatory sections in interview summary form.	
Post interview	
Complete interview summary form	
Thank you email	
Return transcript by email	
Send transcript return form	