**PARTICIPANT NAME/ID:**

**[Part 1: Introduction & Instructions; ~ 2 Minutes]**

***Interviewer:*** ‘We will shortly be beginning a study that aims to explore different ways of delivering and responding to feedback about blood transfusion practice from the National Comparative Audit. For this study, we have developed a revised format of feedback reports, as well as a toolkit to facilitate hospitals’ dissemination of, and response to, feedback. We want to check that people understand the content of these materials, and more importantly, people’s views on their usability and acceptability. To do this, I am going to ask you to ‘think aloud’ as you read through the feedback reports and toolkit. What I mean by ‘think aloud’ is that I want you to tell me everything you are thinking as you read through each set of materials I hand to you. There will be a fixed amount of time spent on each set of materials. I would like you to think aloud constantly during that time. I don’t want you to plan what you say or try to explain to me what you are saying. Just act as if you are alone in the room speaking to yourself. If you are silent for any long period of time, I will ask you to talk. Please try to speak as clearly as possible, as I shall be recording you as you speak. Do you understand what I want you to do?’

**[Part 2: Warm-up task; ~ MAXIMUM 5 minutes]**

***Interviewer:*** ‘As a warm-up, we would like you to briefly practice ‘thinking-aloud’ on this page from an NHS healthy eating intervention. Just tell me anything that comes to your mind when you look at this document, and remember to keep talking.

**[Part 3: Think-aloud with feedback reports from Intervention 1; ~ 15 minutes]**

***Interviewer:*** ‘We are now ready to start the think-aloud task. Can you please begin by thinking-aloud about this set of feedback reports? You can choose which order you would like to look at these reports in, and you may spend as much or as little time on each report as you wish.’

***Interviewer prompts:*** ‘Keep talking’

\**note: Interviewer to prompt participant after 10 seconds of silence*

**[Part 4: Think-aloud with toolkit from Intervention 2; ~10 minutes]**

***Interviewer:*** ‘Thank you for your input so far. I would now like you to think-aloud about the next set of materials.’

***Interviewer prompts:*** ‘Keep talking’

\**note: Interviewer to prompt participant after 10 seconds of silence*

**[Part 5: FINISH INTERVIEW]**

***Interviewer:*** ‘Great, that concludes the interview. Thank you for your time.’

**[Interviewer Observation Sheet- to be completed throughout think-aloud tasks]**

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| **Document Name** | **Time Start (Min/Sec)** | **Time Finish (Min/Sec)** | **Notable non-verbal cues**  (i.e. pauses, facial expressions, body language) | **Points for clarification/ validation in Exit Interview** |
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