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# Standard Operating Procedure: Finding and Selecting Participants

1. Before you arrive in the community Yared will discuss how to identify participants and the required characteristics of the participants (age, parity, ethnicity, religion and education level and gender of the newborn), based on the type of interview/focus group discussion you are going to conduct. All participants should be talkative and open and over 16 years of age.
2. There are 6 different types of interviews/group discussions that will be conducted in this study:

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| --- | --- | --- |
| **Type of interview / group discussion** | **Age newborn** | **Number per kebele** |
| Narrative interviews with recently delivered mothers | <3 months | 3 |
| In-depth interviews with recently delivered mothers | <6 months | 3 |
| Focus group discussions with recently delivered mothers | <12 months | 1 |
| Friendship interviews with a recently delivered mothers with a friend – selected by the mother | <3 months | 2 |
| Focus group with mothers-in-law or husbands of a recently delivered mothers | <6 months | 1 (MILs or Husbands) |
| Focus group with HEWs or HDAs from the selected (and when needed neighbouring kebeles) |  | 1 (HEWs or HDAs) |
| Family interviews with families with a recent birth | <6 months | 2 |

1. You will identify participants either:

* By looking at facility records such as vaccination, insurance and delivery records.
* Through a community informant such as a community leader, TBA, or CHW
* By word of mouth (e.g. asking a community member or a previous respondent)

1. Using the method agreed with your supervisor locate a participant with the desired characteristics. Some examples of how you could do this are:

* **Finding participants through an HEW, HDA or another community informant.** *For example:*FDGs with new mothers - Explain the study to an HEW, HDA or another community informant and ask them to find 6 talkative women in the required age range that gave birth in the last year (preferably the last 6 months). Arrange to come back to the community at a specified time and ask the informant to show you where each woman lives so you can introduce the study and ask for consent.
* **Finding participants through earlier interviewees:** At the end of an interview explain to the respondent(s) that you would like to interview other new mothers, fathers, mothers-in-law or families. Describe the characteristics of the interviewee(s) you are looking for and ask if they know of anyone. If yes, ask them to direct you to the house.

Furthermore, interviewees can mention the HDA or HEW they have been in contact with during a pregnancy. If the family has contact details for the HEW or HDA (or knows where she lives) this HDA/HEW could be approached. The interviewees may also mention a friend or acquaintance that may be interesting to interview. Check with your supervisor what characteristic you would be looking for in the participants that could take part in remaining interviews/focus groups.

For friendship interviews, participants can pick their own friend. Ideally this is also a recent mother, but it could also be someone that has attended a birth recently.

* **Finding participants through Health Records:**  Gain the assistance of the woreda health office to contact the staff of the local health center and HEWs working in the study kebele. Introduce the study and yourselves and ask to review the health records of the health center or post. In the records - such as delivery or vaccination records - it should be possible to find women (and their families) with recent deliveries.

1. Remember:

* Participants for narratives, IDIs and FGDs should be different people, but could be from the same family.
* New interview groups, such as traditional healers, may be added if they are mentioned as important sources of information on newborn care for the families

1. When you have located a participant, approach them either in their homes (mothers, mothers-in-law) or work place (fathers and health workers) and check that they fit the required characteristics. If they do not thank them for their time and politely explain that you are looking for respondents of a different age/parity/ethnicity.
2. You are now ready to introduce the study and follow the informed consent procedure.