# Rules and Responsibilities Field Work

## Rules for Fieldwork

1. As part of the study team your presence is required for each day of field work. Any person who is absent from any part of the field work without prior approval from their supervisor may be released from duties.
2. Always wear a seatbelt when in a project vehicle.
3. Working hours need to be flexible so you can conduct interviews when participants are more likely to be at home. You may be asked to work early mornings, evenings, and weekends.
4. Arriving late will not be accepted. Never keep the participants waiting. It is your job to work around the participant’s schedule and not for her/him to fit in with yours. You should avoid encouraging the participant to stay home from work in order to wait for you to come and interview them. In this type of situation you should either come early to the household or come late after they have got home from work – we do not want people to lose money because they are being interviewed.
5. Supplies (such as laptops, bags, questionnaires, pens) and the vehicles and the fuel provided for them are for fieldwork activities only.
6. You should be professional and courteous when dealing with participants or other community members. Keep in mind that your work depends on the cooperation of the people you interview. Any interviewer who is abrupt, disrespectful, or inconsiderate to participants or community members may be released from duties.
7. Acting in a professional manner includes dressing appropriately for interviews and not using illegal drugs or alcohol before or during work. You may be working in small communities so are expected to behave appropriately in your free time.
8. The information that you are collecting is confidential. Do not repeat or discuss this confidential information with anyone outside of the research team. You can and should discuss problems encountered during interviews with other members of the study team.
9. Answer all the questions about the project honestly and openly as far as you can and refer any question you cannot answer to Dr Yared Amare.
10. You may be offered gifts or food. Whilst you should try not to accept gifts or foods that are precious resources for the household you must also be courteous and follow local customs. Try to refuse food or gifts politely, for example, by saying that you have already made arrangements for food that day, that you have an upset stomach or by accepting a smaller offering such as a glass of water.

## Roles and Responsibilities of Fieldworkers

* + - 1. Follow the Standard Operating Procedures for this study.
			2. Work with your supervisor, community informants and other means to identify eligible participants
			3. Obtain informed consent.
			4. Conduct one interview or focus group discussion per day and use catch up days to catch up on interview notes and review progress.
			5. Write up verbatim transcripts on the same day as the interview.
			6. Report problems to your supervisor.
			7. Keep supplies and equipment safe.
			8. Provide support to other interviewers and study team.
			9. Participate in biweekly de-briefing sessions with other fieldwork and supervisors.