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# Standard Operating Procedure: Taking Informed Consent

1. Introduce yourself to those in the household and briefly explain why you are there, remember to include key people in this introduction such as the head of household. After this brief introduction give the head of the household the project leaflet and explain who you would like to talk to and find a quiet place.
2. Seek individual informed consent from each participant in your interviews and focus group discussions
3. Sit down with the participant and read aloud the information sheet. If you are conducting a focus group or friendship interview, read the information sheet either to individual participants in their homes before the FGD or to the entire group before the FGD begins.
4. When you have read the information sheet, check that the participant understood the main points and re-phrase if necessary.
5. Give the participant plenty of opportunities to ask questions about any part of the study. If the participant needs time to decide or needs to consult the head of the household before participating arrange to return later.
6. When you are satisfied that the participant understands and you have answered their questions, ask if they agree to be interviewed or not. Never coerce or unduly influence a participant to participate in the study. If they say that they do not want to be interviewed because they are too busy ask if there is a convenient time when you can return to interview them. If they still do not want to be interviewed thank them for their time and report any refusals and possible reasons to Dr Yared Amare.
7. If the person agrees to be interviewed explain that we want to keep a record of the fact that they have willingly agreed to participate. Give them a copy of the information sheet (IDEAS Qualitative study: Frontline Worker – Family Interactions). Then read the consent part of the form out loud.
8. Check, after every line of the consent form you have read out to them if the participant understood and re-phrase if necessary. Let them sign in the appropriate box and then continue to read out the next line. In focus group discussions, each individual participant needs to signs the boxes. Make sure they place their signature in the appropriate places on the form.
9. You must also sign and date each form.
10. Once the consent forms have been signed, you can start the interview.
11. If a participant withdraws from the interview, their data should not be used. If the interview is not completed for other reasons any collected data can be used.

**It is your responsibility to ensure that each person fully understands what he/she is agreeing to.**