DIPEx.CH – Quality control checklist


## 0. Education and training

- Do you have **experience in qualitative research** (project planning, interviewing, data analysis)?

- Do you know the **DIPEx Methodology**? Are you familiar with the current version of the **HERG Handbook**?

- Have you been **formally trained** before starting a module?

- Do you regularily attend **international DIPEx meetings**?


## 1. Ethical approval

- Are you using the **standard methodology?** →

**Check the KEK approved research plan:** Z:\LBE\Forschung\Dipex\Dipex Management\2. Ethics Application\01_Ethics Submission

Cite in your research proposal the appropriate BASEC-Nr: 2017-00678 and 2018-00050

- Are you **changing something?** →

Develop and submit a CEBES application: [https://www.ibme.uzh.ch/en/Biomedical-Ethics/Research/Ethics-Review-CEBES.html](https://www.ibme.uzh.ch/en/Biomedical-Ethics/Research/Ethics-Review-CEBES.html)

Develop and submit a KEK application: [https://swissethics.ch/basec_frontend_faq/knowledgebase.php](https://swissethics.ch/basec_frontend_faq/knowledgebase.php)


## 2. Interview guide

- Is it grounded on **existing literature?**

- Are **other stakeholders** involved in developing and **revising the first draft** (expert patients, relatives, HCPs, …)?

- Is it **pilot tested** with a **colleague** experienced in qualitative research?

- Is it **pilot tested** with an **expert patient**?

- Is it efficient to **elicit open narratives,** or it is just a list of questions?

- Are there any **linguistical issues** (e.g: use of language-specific, non-translatable words, sentences or constructs)?

### 3. Data collection

- Are you building your sample keeping in mind **maximum variation** and **theoretical saturation**?

- Do you have instruments to assess **maximum variation** and **theoretical saturation**?

- Are you using the **appropriate consent forms** for the first consent (=to record the interview and to use it for research and teaching)?

- Are you **archiving first consent forms** in an encrypted container, not stored in the same place as the data?

- Are you **avoiding to open audio files with iTunes** or other software creating cloud copies?

- Are you informing your participants of the fact that **transcribed speech looks weird,** and that they don't need to **correct the grammar**?

- Are you taking **field notes after the interviews** (demographics, personal background, medical background, other information relevant for your project)?

- Are you **preparing, processing and sending/receiving the data** according to the **Data Management Guide**?

- Is the transcription performed in accordance with the **transcription rules**? Z:\LBE\Forschung\Dipex\Dipex Management\0. Project management\06_Transcription\Transcription rules

- Are you **checking the transcripts** (or having them checked, if in a language you don't master)?

- Are you using the **appropriate consent forms** for the second consent (= publishing selected extracts of the interview)?

- Are you **archiving second consent forms** in an encrypted container, not stored in the same place as the data?

## 4. Coding

- Are you **preparing the MaxQDA file** following the procedures explained in the **Data Management Plan**?

- Are you coding using **english codes** on the **original, non translated** interview?

- Are you involving **native speakers** to code interviews in **languages that you don't speak**?

- Did you write an **explanation of your preconceptions** before and during coding?

- Are you building your **preliminary coding tree** bottom-up, **grounding each code in the data**?

- Are you challenging your preconceptions, allowing the **emergence of new topics** (''sparring between transcripts and interview guide'')?

- Are you **discussing your preliminary coding tree with peers** (including people speaking different languages and having a different background) in order to consolidate it?

- Are you writing **explicative memos** for your codes?

- Are you writing a **coding diary** while coding?

- Are you using **120-200 codes** (after the consolidation of the coding tree)?

- Did you discuss your coding tree with your **advisory board**?

- Did you check for **intersubjective agreement on the coding** (peer review and communicative validation via collective coding and/or re-coding of selected snippets)?

- Are you coding with a specific code sections that are **potentially interesting for the website** (e.g: ''DIPEx interesting quote'')?


## 5. Web Deliverables

- Are you involving an **advisory committee** (including **patients**) in the evaluation of the material to be put online?

- Are you involving **patients' organizations** in the **dissemination** of the online module?

- Are your data anonymized and **available for secondary research**?