

migrant-friendly hospitals

Suggested procedure for organisation of distribution/collection of Pre and Post Questionnaires for Subproject C evaluation

Pre Questionnaire (CCCTQ-PRE)

1. The Pre Questionnaire should be filled in by all participants of the training before the first session. We suggest to distribute the questionnaires about one week before the training starts. Participants then should bring it along and hand it over to the trainer in a closed envelope at the first training session.

A list of all participants to record if they have received and returned the Pre Questionnaire is suggested.

2. To safeguard confidentiality / anonymity: the closed envelopes should be collected and mailed directly to LBI Vienna - participants must be sure that nobody in their hospital will see the original questionnaire, because it will be easy to identify persons and some of the questions refer to prejudice, competence etc.
3. LBI will guarantee that no information in a form where persons can be identified will come back to the hospitals.
4. Open questions where participants have space to leave their comments will be collected by LBI and forwarded to the project focal persons for translation.

LBI will provide first results on the Pre Questionnaire data within two weeks after receiving the questionnaires.

Post Questionnaire (CCCTEQ-POST)

1. Post Questionnaires should be distributed in the last training session at the end of the training. Two possible ways for collection:
 - Either before the participants leave the training. In that case the trainer can use the completion of the questionnaire also as a time of reflection on the training and for discussion/feedback after the collection
 - Or a collection deadline and collection place can be set up.

Those participants who do not attend all training parts (modules) should still get the chance to fill in the questionnaire, please try to also reach those persons. A list of all participants to record if they have received and returned the Post Questionnaire is again suggested.

2. For anonymity protection please carry out the same procedure as with the Pre Questionnaire: closed envelope sent to LBI.
3. LBI will contact you and will request your help in translating open questions



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