

**Building readiness for voluntary public health department
accreditation through workforce development in IL**
Qualitative Interview Guide

Introduction

Thank you for agreeing to participate in the MidAmerica Center for Public Health Practice's (MCPHP) Workforce Development initiative to build support for accreditation readiness. Your feedback is vital in the success and future for this project, and more importantly, for the readiness of workforce development initiatives in Illinois in general.

The purpose of this interview is to assess what factors contribute to health department readiness toward workforce development for accreditation. Specifically, we would like to ask you questions about the current state of workforce development for public health departments in Illinois, including strengths, gaps, opportunities, and barriers.

Please note that these interviews are not being tape-recorded. We are taking notes on your responses. The information will be used to develop a report on the overall state of health department workforce development readiness for voluntary public health department accreditation. You will have an opportunity to review and comment on the report to ensure it represents key themes raised in the interviews.

No single individual will be named nor will any single department or organization will be named in any of the reports. All your responses are confidential and will be available only to the MCPHP team. We anticipate interviews taking approximately 1 hour. Please let us know if you need a break or if you want to end the interview at any time.

Interview Prompts

1. How do you define workforce development?
 - a. Ask for definition
 - b. Provide definition: Public Health workforce development is a process to improve organizational capacity and health outcomes involving a competency based assessment, a plan to enhance competencies based on the assessment that includes training and measurement of competency improvement (Turnock, 2009; PHF website).
2. What workforce development opportunities do you currently offer within your organization/health department and what are your target audience (s)?
3. What workforce development opportunities do you currently participate in outside of your organization?
4. What are the perceived gaps in workforce development:
 - a. In your organizational/health department?
 - b. In your public health system?
 - c. In Illinois?
5. What are the perceived strengths in workforce development:
 - a. In your organization/health department?
 - b. In your public health system?
 - c. In Illinois?
6. What are possible opportunities in workforce development:
 - a. In your organization/health department?
 - b. In your public health system?
 - c. In Illinois?
7. How do you define a workforce development plan?
 - a. Ask for a definition
 - b. What do you think are key elements of a workforce development plan? What do you think should be in a plan? Why?
8. What is the benefit to such a plan? Disadvantages?
9. How should the workforce development plan address individual level needs?

10. How should the workforce development plan address organizational-level needs?
11. What are the perceived barriers to developing plans based on core competencies?
 - a. Prompt to ask about barriers that are both internal and external to the organization.
12. What are the perceived barriers to assessing workforce development needs within your organization?
 - a. Prompt to ask about barriers that are both internal and external to the organization.
13. What are the perceived barriers to conducting/facilitating training (based on workforce development plan results)?
 - a. Prompt to ask about barriers that are both internal and external to the organization.
14. Do you have other questions/comments?