

Questionnaires WPG

- The latest approved version of the questionnaires should be used at all times.
- Ensure the patient identification number, the correct visit number and date of visit are entered on each page.
- The questionnaires are intended for self-completion on the day of visit.
- If the respondent is unable to complete the questionnaire by themselves, it may help for the researcher to read aloud the questionnaire. It is acceptable for a third party to record the respondent's replies but care should be taken to avoid prompting.
- If the respondent finds statements too limiting - the researcher should repeat the questionnaire instruction 'to indicate which statements best describe your own health state today' and that there are no right or wrong answers. *NB it is the respondent's own evaluation that is required, and no prompts should be given.*
- If a participant has completed the questionnaire themselves or with the help of a relative/friend the researcher should check the questionnaire for completeness and go through any missing questions or ambiguous answers e.g. 2 answers ticked instead of one, go through the questionnaire with the participant.
- If a respondent has ticked 2 statements on a dimension, unless it is possible to clarify, these answers should be treated as missing data.

