

Nominal Group Guide: Pitkin County Public Health
Wednesday, July 18 from 5:30-7:30 p.m. in the Rio Grande Room, Aspen

Facilitators: Mitzi Ledingham, Jordana Pickman

Timekeeper: Liz Stark

Timing and Task by Group

4:45-5:15	Set up: flip chart, easel, worksheets, dots, food
5:15-5:30	Participants start to arrive, sign in.
5:30-5:40	Welcome, Introduction & Purpose of NGT Include the spectrum of issues we are hoping to hear about: can include social determinants of health. <i>Speaker: Liz Stark, Public Health Director</i>
5:40-5:45	<i>Assemble at table</i> - Introduce group activity.
5:45-6:05	Question #1 – What are the key health concerns in Pitkin County? <i>Facilitators lead discussion and take notes</i>
6:05-6:15	Clarify issues: can combine similar ones
6:15-6:20	Dot voting in small groups
6:20-6:30	Representative from each group shares 5 top issues with all participants
<i>5 minute break (facilitators assemble issues at front of room)</i>	
6:35-6:45	Dot voting at front of room: all participants
<i>Break back into small groups</i>	
6:45-7:00	Questions #2 Question #2-What are the biggest barriers or potential solutions to (INSERT COMMUNITY PRIORITY)? <i>Facilitators lead discussion and take notes</i>
7:00-7:10	Clarify issues: can combine similar ones
7:10-7:15	Dot voting in small groups
7:15-7:25	Representative from each group shares 5 top barriers/solutions with all participants
7:25- 7:30	Debrief & Wrap-up

Nominal Group Guide

We will be carrying out nominal groups discussion on 2 questions. Some examples of response for each question are provided if needed.

1. What are the key health concerns in Pitkin County? *Examples:* social determinants of health, risk and behavioral factors, physical environment
2. What are potential solutions or barriers to (INSERT PRIORITY)

INTRO AND GROUND RULES

*Start by introducing yourself and having folks in the group give their name.

This is a process that allows everyone's ideas to be heard related to a specific question and for the group to learn from each other. Together we will get all the ideas out and then have a process to rank these ideas, again where each person has an equal contribution.

- This is a pretty quick process, so please listen to the instructions.
- Remember that we want to hear from everyone, so as the facilitator, I will be direct.
- Please be respectful when others are talking, try not to interrupt, knowing your chance will come to speak.
- There will one 5 minute break throughout the night- please use this time to use the bathroom or get another slice of pizza.

Step 1: Idea Generation-3 Minutes

Please take 3 minutes for each of you to list your ideas on your own worksheets to the question:

- When the time is up, everyone will share their ideas in a round robin fashion.
- Are there any questions? Let's get started.

Step 2: Round Robin Recording- 17 Minutes Question 1-----12 Minutes Question 2

Okay we are going to proceed as quickly and efficiently as possible. I am going to go around and ask each of you to give me one idea from your worksheet.

- Summarize with a few words that captures the idea.
- If one of your ideas has already been noted, say a different one. If yours has an important twist or perspective that is different than include it separately.
- The key here is to be succinct and to get lots of ideas up on the paper. Do not worry about getting the wording just right. Move quickly and have fun with it.
- We will go around until all ideas are out or until the time runs out, so share the ideas you think are most important first.
- NOTE TO FACILITATOR: give each idea a letter (A,B,C, ect.)

Step 3: Serial Discussion and Clarification - 10 minutes (Can also be accomplished as the idea is being put up and combined with step 2)

- The purpose of this discussion is to clarify the meaning of each item on our list. Feel free to express different points of view, we don't all have to agree, but we want to be clear about what each of the ideas mean.
- Does anyone have a question about what any of these items mean or how it affects the health of the community?
- Does it make sense to combine any of these issues before we have to rank them?

Step 4: Dot Process- 15 minutes

Give everyone 5 dots

INSTRUCTIONS:

- Choose the 5 ideas/characteristics that you feel best answer the question being discussed. Please try to spread your dots around, but you can also put more than one dot- but no more than three- next to an item you feel is particularly impactful or important.
- After everyone has voted with their dots, we'll have a spokesperson from the group share the top 5 vote-getters with the entire group. Can I get a volunteer?

If there are ties: use your judgment the top 5.

Bring your top 5 list to the front of the room and have the spokesperson volunteer from each group share the most popular ideas with the entire room.

*****End here for question #2*****

Step 5: Final Dot Voting- 15 minutes (10 min break, 5 min voting)

While the participants are taking a break, facilitators make one final list, eliminating duplicates.

Every participant is given another strip of 5 dots and allowed to vote again.

The topics with the most dots emerge as the most important public health issues.

CHECKLIST

1. Organize food
 - Pizza
 - Drinks
 - Cups
 - Plates
 - napkins
2. Organizing agenda
3. Script for event
4. Materials
 - 2 flip charts
 - 2 easels
 - pens
 - dots
 - worksheets for participants

pens for participants

sign in sheet

5. Timepiece for timekeeper