

Appendix 1: Interview Guide

The purpose of the interview:

Determining the dimensions and components of general competencies of health headquarters from the perspective of experts

Interview planning:

1- Specifying the list and details of the interviewees:

- Identify a list of experts from the Ministry of Health and medical universities (with knowledge and experience in the field of health competencies) for the interview
- Identify experts (experts, officials and researchers) with knowledge and experience in the field of competencies required in the field of health

2- Specify the list of general questions to be considered:

- In your opinion, what are the general competencies required for a manpower working in the headquarters of the Ministry of Health?
- In your opinion, what are the general competencies required for a manpower working in the headquarters of medical universities?
- Given the current competencies and skills of staff human resources, which of these competencies do you think have the highest priority and why?
- If you have another point in this regard, thank you for your suggestion?

3- Determining the time of the interview:

- Contact the interviewee
- Introductory talks about the research and the researcher's goals
- Request for an interview
- Schedule an appointment and provide contact information for the interviewer

Interview:

- Introduction and formal / informal conversation about the purpose of the research for ice breaking
- Permission to record conversations
- Start asking questions in general
- Prepare for additional questions if needed
- Complete questions with questions such as "Is there anything else you would like to add?"
- Using different methods to confirm the interviewee's statements, such as giving him or her feedback
- Complete the interview. Thanks to the interviewee and provide information about sending a draft of their comments for approval.

After the interview

- Write the text of the interviews
- Analysis of the text of the interviews
- Validation of the data extracted from the interview (relates to all stages)
- Prepare data reports and interview receipts