THE UNIVERSITY OF SYDNEY

Health Services and Patient Safety Research Theme

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CONSENT FOR YOUR CONFIDENTIAL RESPONSE TO THE PUBLIC CONSULTATION SURVEY TO BE USED FOR RESEARCH PURPOSES

PARTICIPANT INFORMATION STATEMENT

Interprofessional communication – AIMA guiding principles for letter writing

Thank you for completing the survey and providing your valuable feedback. Your confidential or anonymous response will be used to inform AIMA about the usefulness of the guiding principles and any required amendments.

AIMA is committed to transparency throughout this public consultation process and as such, plans to openly publish the results of the consultation survey. With your consent, your deidentified feedback will be anonymously included in any reports and publications.

This Participant Information Statement tells you how your survey responses will be analysed and how your confidentiality will be protected. Knowing what is involved will help you decide if you consent to your survey feedback to be included in any publications that report results from the public consultation survey.

By saying YES to Question 9 in the survey. *I have read and understood the Participant Information Statement and I consent to the use of my confidential responses being included in any publications or research summarising the results of the consultation survey*, **you are telling us that you:**

- ✓ Understand what you have read.
- ✓ Agree to for your feedback to be used in the research as outlined below.
- ✓ Agree to the use of your personal information should you choose to provide it, as outlined below.

(1) What is this study about?

This project and accompanying letter writing resources titled: 'Interprofessional communication – AIMA guiding principles for letter writing', are endorsed by the Australasian Integrative Medicine Association (AIMA). The resources were developed by the AIMA Interprofessional Communication Working Group (AICWG), a collaborative multidisciplinary team of volunteer healthcare practitioners, academics and educators. The working group formed in response to calls from patients and health care practitioners for practical help to improve interprofessional communication to support the delivery of safe, coordinated,

multidisciplinary care. The purpose of this study is to analyse and publish the feedback from the public consultation process about the document and letter writing templates.

(2) Who is running the study?

The study is being carried out by the following researchers:

- **Dr Joanna Harnett**: The University Sydney School of Pharmacy, Faculty of Medicine and Health, The University of Sydney
- **Associate Professor Dr Jennifer Hunter**: Menzies Centre for Health Policy, Faculty of Medicine and Health, The University of Sydney and NICM Health Research Institute, Western Sydney University
- **Professor Marc Cohen**: School of Health and Biomedical Sciences, RMIT University
- **Dr Paul Orrock**: School of Health and Human Sciences, Southern Cross University
- **Dr Carolyn Ee**: NICM, Health Research Institute, Western Sydney University
- **Amy Forth**: Tonika Health
- **Louise Furne:** To Design and Create Wellness
- **Elysia Humphries:** Vibe Natural Health
- **Amy Tyler:** Oncology Massage Ltd

(3) What will the study involve for me?

Having completed the survey as part of the online consultation process, you are now consenting for your survey responses and feedback to be used in any publications that summarise the results of the public consultation process. The survey is anonymous unless you choose otherwise.

(4) How much of my time will the study take?

No extra time is required of you for your feedback to be included in any publications

(5) Who can take part in the study?

Any person who answers the survey as part of the online consultation process is eligible

(6) Do I have to be in the study? Can I withdraw from the study once I've started?

Participating in this survey is completely voluntary and you do not have to consent for your responses to be included in this study. Your decision whether to participate will not affect your current or future relationship with your professional association.

You can withdraw from the study at any-time. If you consent for your responses to be included in this study and then change your mind later, we will remove any identifiable data from the analysis.

(7) Are there any risks or costs associated with being in the study?

We do not expect that there will be any risks or costs associated with taking part in this study. Your feedback, including any quotes will be carefully edited to ensure that the anonymity of all responses is maintained.

(8) Are there any benefits associated with being in the study?

We cannot guarantee that you will receive any direct benefits from being in the study. However, you are welcome to use the letter templates provided in your clinical practice.

(9) What will happen to data I provide during the study?

The data collected from the online survey will be stored securely and you cannot be identified from your survey responses unless you choose to provide further details. The results will be kept strictly confidential, except as required by law. Study findings may be published, but you will not be individually identifiable in these publications.

Electronic files will be kept in a laptop with a key-in password only the lead researcher knows.

All data will be retained for five years after the study. By then, all the electronic files will be removed from the hard drive and memory card permanently and all the hard copies will be shredded before disposal.

(10) Can I tell other people about the online consultation process and this study?

Yes, you are welcome to tell other people about the online consultation process and this study.

(11) What if I would like further information about the study?

When you have read this information, Dr Joanna Harnett will be available to discuss it with you further and answer any questions you may have. If you would like to know more at any stage during the study, please feel free to contact Joanna Harnett by phone (0612-9351-7009) or email Joanna.harnett@sydney.edu.au

(12) Will I be told the results of the study?

The feedback will be in the form of a one-page lay summary and posted on the AIMA website, along with professional publications and reports. If you choose to provide a forwarding email address, you will receive notification of this feedback after the study is finished.

(13) What if I have a complaint or any concerns about the study?

Research involving humans in Australia is reviewed by an independent group of people called a Human Research Ethics Committee (HREC). The ethical aspects of this study have been approved by the HREC of the University of Sydney [HREC approval number 2018/517]. As part of this process, we have agreed to carry out the study according to the *National Statement on Ethical Conduct in Human Research (2007).* This statement has been developed to protect people who agree to take part in research studies.

If you are concerned about the way this study is being conducted or you wish to make a complaint to someone independent from the study, please contact the university using the details outlined below. Please quote the study title and protocol number.

The Manager, Ethics Administration, University of Sydney:

- **Telephone:** +61 2 8627 8176
- **Email:** ro.humanethics@sydney.edu.au
- **Fax:** +61 2 8627 8177 (Facsimile)

This information sheet is for you to keep