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HREC Approval No: HC13333

THE UNIVERSITY OF NEW SOUTH WALES AND DEMENTIA COLLABORATIVE RESEARCH CENTRE

PARTICIPANT INFORMATION STATEMENT AND CONSENT FORM

The Dementia SPEAKE (Service Providers' Evaluation and Knowledge Exchange) program
Dr Megan Heffernan

Introduction

You are invited to take part in this research project, which is called the Dementia SPEAKE (Service Providers' Evaluation and Knowledge Exchange) program.

This Participant Information Sheet/Consent Form tells you about the research project. It explains the processes involved with taking part. Knowing what is involved will help you decide if you want to take part in the research.

What is the purpose of this research?

Dementia SPEAKE is a program that aims to improve the evaluation knowledge and skills of care workers providing services to older people living in the community. We will be evaluating the effectiveness of this program in improving research skills amongst care workers with little or no research training.

Why have I been invited to participate in this research?

You have been invited because you work for an organisation that provides services to older people living in the community. We welcome all workers of community-based aged care organisations in Australia who are (i) not currently enrolled in a research degree (e.g., Masters level or PhD), and (ii) willing to attend a workshop at the University of New South Wales, Randwick, NSW or to complete an online course to participate in this research.

Description of study procedures and risks

If you decide to participate, we will ask you to either attend a one-day workshop or complete a self-paced online course on practical evaluation/research skills. The workshop will be held at the University of New South Wales (Randwick, NSW). On-going support (via phone or email) will be available for 3 months after the workshop/online course to assist with using evaluation/research skills addressed in the workshop/online course.

The effectiveness of this program will be assessed over a 3-month period. If you agree to participate, you will be asked to complete an online survey about your evaluation experience, and the current attitude to, and use of evaluation, in your workplace before you attend the workshop/begin the online course. This survey will be completed online. The survey will take between 15-30 minutes to complete.

To find out what impact the Dementia SPEAKE program had on your confidence for using evaluation skills, you will be asked to complete two follow-up surveys. The first will be sent approximately 1 week after you attend the workshop/complete the online course, and the second will be sent approximately 3 months after you attend the workshop/complete the online course. Both of these surveys will be completed online and will each take approximately 10-20 minutes to complete.



What are the possible benefits of taking part?

The Dementia SPEAKE program aims to provide staff working in the community aged care sector with practical evaluation skills, and the confidence to identify how these practices can be applied within their workplace. However, we cannot and do not guarantee or promise that you will receive any benefits from this study.

Confidentiality and disclosure of information

To understand the impact of the Dementia SPEAKE program over time, your responses to the surveys will be linked with each other via a unique identification number. However, only researchers directly involved with the project will have access to this information. Any information that is obtained in connection with this study and that can be identified with you will remain confidential and will be disclosed only with your permission, except as required by law. If you give us your permission by signing this document, we plan to discuss the results at academic/professional conferences and publish the results in an academic journal. In any publication, information will be provided in such a way that you cannot be identified.

Recompense to participants

The Dementia SPEAKE program will provide to participants a one-day workshop to be held at the University of New South Wales, Randwick, NSW for participants opting for the workshop. The workshop (including lunch and coffee breaks) will be free to participants. However, there will be no reimbursement of travel costs or to backfill staff who attend the workshop. Similarly, the online course is free to participants, but no reward or reimbursement will be provided.

Complaints

Complaints may be directed to the Ethics Secretariat, The University of New South Wales, SYDNEY 2052 AUSTRALIA (phone (02) 9385 4234, fax (02) 9385 6222, email humanethics@unsw.edu.au). Any complaint you make will be investigated promptly and you will be informed of the outcome.

Feedback to participants

The results of this study will be provided to participants via a newsletter summarising the outcomes and implications in lay language. All results will be reported in such a way that will not identify you or the organisation you work for.

Your consent

Participation in this research is voluntary. Your decision whether or not to participate will not prejudice your future relations with the University of New South Wales and the Dementia Collaborative Research Centre. If you decide to participate, you are free to withdraw your consent and to discontinue participation at any time without prejudice.

If you have any questions, please feel free to ask us. If you have any additional questions later, you can contact the project team (RCBproject@unsw.edu.au) or Dr Megan Heffernan (meganh@unsw.edu.au; 02 9385 3098) who will be happy to answer them.

**Thank you for taking the time to consider this study.
If you wish to take part in it, please sign and return the attached consent form.
You will be given a copy of this form to keep.**



THE UNIVERSITY OF NEW SOUTH WALES AND DEMENTIA COLLABORATIVE RESEARCH CENTRE

PARTICIPANT INFORMATION STATEMENT AND CONSENT FORM (continued)

The Dementia SPEAKE (Service Providers' Evaluation and Knowledge Exchange) program
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Declaration by Participant

I have read the Participant Information Sheet or someone has read it to me in a language that I understand.

I understand the purposes, procedures and risks of the research described in the project.

I have had an opportunity to ask questions and I am satisfied with the answers I have received.

I freely agree to participate in this research project as described and understand that I am free to withdraw at any time during the project without affecting my future care.

I understand that I will be given a signed copy of this document to keep.

.....
Signature of Research Participant

.....
Signature of Witness

.....
(Please PRINT name)

.....
(Please PRINT name)

.....
Date

.....
Nature of Witness



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REVOCATION OF CONSENT

The Dementia SPEAKE (Service Providers' Evaluation and Knowledge Exchange) program
Dr Megan Heffernan

I hereby wish to **WITHDRAW** my consent to participate in the research proposal described above and understand that such withdrawal **WILL NOT** jeopardise any treatment or my relationship with The University of New South Wales or Dementia Collaborative Research Centre.

.....
Signature

.....
Date

.....
Please PRINT Name

The section for Revocation of Consent should be forwarded to:
Dr Megan Heffernan
Dementia Collaborative Research Centre
AGSM Building
UNSW SYDNEY NSW 2052
Email: meganh@unsw.edu.au