

Participant Information Statement and Consent Form

Project Title: The Bouverie Centre Workforce Training: Participant Evaluation

Researcher - Chief Investigator: Associate Professor Sandra Kuntsche, Research Manager, The Bouverie Centre, La Trobe University

Researcher: An Vuong, Research Project Officer at The Bouverie Centre, La Trobe University

Ethics reference number: HEC20237

Funding: This research receives in kind support from La Trobe University

1. Out study: What do we want to find out?

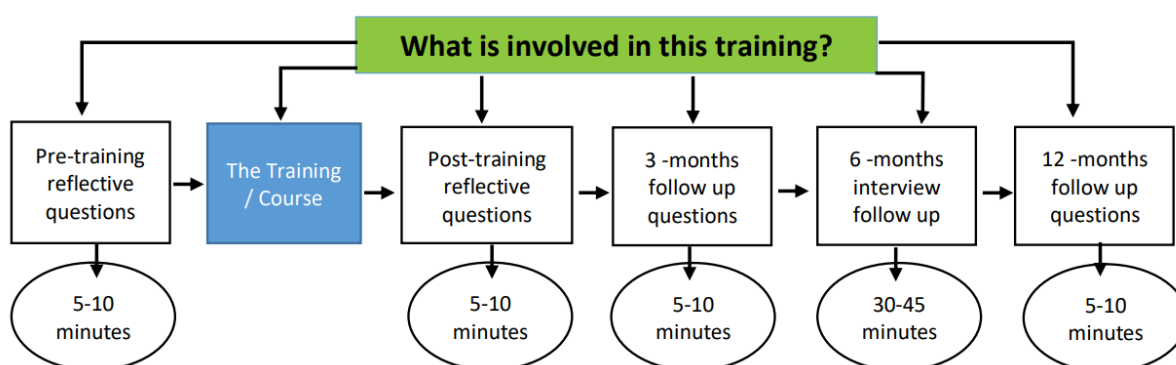
The Bouverie Centre's research vision is to collaborate in knowledge generation, to better equip communities, organisations and workforces to support the wellbeing of individuals and families. In keeping with this vision, all participants in any training or academic program (in-person or online) with The Bouverie Centre are asked to help us study the impacts on skills and professional capacity of our training and academic programs for various workforces. We are interested in how participants' responses change from before to after the training, and at 3 and 12 months follow up, so that we can understand the impact of training on participants.

For the course/training you are about to complete with The Bouverie Centre, you will be asked to complete a series of brief questions before and after the training. These are designed to help you reflect on your ability, knowledge, and perceptions of the approach delivered in the training. All people who take part in the training will be asked to complete these questions, whether or not they consent for their responses to be used in research. For some training events compulsory topic quizzes are also completed to move through the training, and evaluation questions are often asked. For longer courses, including academic training and multi-component courses, you may also be asked to complete these questions at mid-points in the training. For our research purposes, we ask you to contribute your survey, quiz and evaluation responses to a data pool of responses from all trainees at the Centre.

You will also be invited to complete the 3 and 12 months follow up surveys. For some training, you may also be invited to attend an interview 6-months following your training.

2. What are you being asked to do?

You are being invited to give your consent for the Bouverie Centre to gather and store your responses to the brief pre and post training survey, 3 and 12 months follow up evaluation questions, and 6-month interview follow up questions in a grouped data pool, for research purposes. You are also invited to give your consent to be contacted for future studies to follow-up on your responses to training. If you give your consent, we will ask for your contact information so we can get in touch with you about future research. Your contact details will not be used for any other purposes.





3. Do I have to participate?

Participation in the research component is voluntary. Please feel free to contact the researchers to ask us any questions about the study before you decide to participate or not. Contact details are Bouverie.training@latrobe.edu.au or 03 8481 4800. Subject to your consent, your responses will be added to the data pool compiled by The Bouverie Centre. If you do not wish to have responses added to the group data for research purposes, you can indicate this below. Your participation in this research project *will not influence* your learning or ability to take part in the training.

4. Who is being asked to participate?

You have been asked to participate because you are taking part in training offered by The Bouverie Centre.

5. What information about me are you being asked to store?

We would like to store the following types of information:

- Your survey, quiz, and evaluation responses related to the training.
- Your perspectives and opinions if you choose to participate in the 6-month interview follow-up

6. What will happen to information about me?

Participation in this study is voluntary and confidential. While your name and email address was required to register you for this training, and your contact details may be given by you if you consent to be contacted for future research, any research data extracted will be coded and reported as a group. No individual data will be reported. Records, reports, and publications from this study will not identify participants in any way. **You will not be required to divulge any confidential patient information at any time.**

We will **collect** information about you in ways that will reveal who you are. This includes your name and contact details. If you consent to do the follow-up data collections and/or engage in future research, we will contact you using your contact details.

We will **store** information about you in ways that will reveal who you are. This information will be accessible only by the research team at the Bouverie Centre.

We will **publish** information about you in ways that will NOT be identified in any type of publication from this study.

We will **keep** your confidential information indefinitely as the research will accumulate responses over many years.

The storage, transfer and destruction of your data will be undertaken in accordance with the [Research Data Management Policy](https://policies.latrobe.edu.au/document/view.php?id=106/) <https://policies.latrobe.edu.au/document/view.php?id=106/>.

The personal information you provide will be handled in accordance with applicable privacy laws, any health information collected will be handled in accordance with the Health Records Act 2001 (Vic). Subject to any exceptions in relevant laws, you have the right to access and correct your personal information by contacting the research team.



7. What if I change my mind?

You can choose to no longer be part of the study at any time until four weeks following the collection of your data. You can let us know by:

1. Completing the 'Withdrawal of Consent Form' (provided at the end of this document);
2. Calling us;
3. Emailing us

Your decision to withdraw at any point will **not** affect your relationship with La Trobe University or any other organisation listed.

When you withdraw from the databank we will stop asking you for information. Any identifiable information about you will be withdrawn, however we cannot withdraw your data from studies which have used and analysed your information.

8. Who can I contact for questions or more information?

If you would like to speak to us, please use the contact details below:

Name/Organisation	Position	Telephone	Email
Associate Professor Sandra Kuntsche	Research Manager	03 8481 4800	Bouverie.training@latrobe.edu.au

9. What if I have a complaint?

If you have a complaint about any part of this study, please contact:

Ethics Reference Number	Position	Telephone	Email
HEC20237	Senior Research Ethics Officer	+61 3 9479 1443	humanethics@latrobe.edu.au



Consent Form – Declaration by Participant

As an integrated practice-research centre of La Trobe University, the Bouverie Centre evaluates all training activities we offer, and studies its impact on workforce capacity. To assist with this, we ask all participants for consent to store their de-identified survey and evaluation data, for use in these studies.

I (the participant) have read (or, where appropriate, have had read to me) and understood the participant information statement, and any questions have been answered to my satisfaction. I agree to participate in the study, I know I can withdraw at any time until four weeks following the collection of my data. I agree information provided by me or with my permission during the project may be included in a thesis, presentation and published in journals on the condition that I cannot be identified.

Please tick the appropriate box below to indicate your consent to participate or not:

I consent for my de-identified responses to questions related to my training experience with The Bouverie Centre to be added to the Centre's training databank, to be stored for use in future research

☐ Yes, I consent

☐ No, I do not consent

I consent to be contacted about future projects related to evaluation of The Bouverie Centre training activities, and related research

☐ Yes, I consent

☐ No, I do not consent

[If yes selected]

Please provide your best contact details for contact by email and phone

Email: _____

Mobile phone: _____



Withdrawal of Consent

I wish to withdraw my consent to participate in this study. I understand withdrawal will not affect my relationship with La Trobe University or any other organisation or professionals listed in the Participant Information Statement. I understand the researchers cannot withdraw my information once it has been analysed, and/or all identifiers have been removed and results have been aggregated.

I understand my information will be withdrawn as outlined below:

- ✓ Any identifiable information about me will be withdrawn from the study
- ✓ The researchers will withdraw my contact details from the databank so I cannot be contacted by them or any other research group in the future.

Participant Signature

Participant's printed name	
Participant's signature	
Date	

Please forward this form to:

CI Name	Associate Professor Sandra Kuntsche
Email	bouverie.training@latrobe.edu.au
Phone	8481 4800
Postal Address	The Bouverie Centre 8 Gardiner St Brunswick, 3056, VIC