**Interview Consent Form**

**Primary Health Care Teams Policy Project**

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*We will list the local research assistant with their contact informations. Alberta has not hired, Quebec is not doing the interviews and Ontario needs to hire again.*

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**What is the purpose of this study?**

This study will be carried out in four provinces in Canada including British Columbia (BC), Alberta (AB), Ontario (ON), and Quebec (QC). The goal of the research is to study provincial and regional

policy[[1]](#footnote-1) documents that support integration[[2]](#footnote-2) in health services through teams, where two or more providers work together in the community to care for the health and well-being of patients living with two or more chronic health conditions. These teams are called primary health care teams. We will also study if and how patients and caregivers are involved in building and applying policies related to these teams. The results will provide us with important data on primary health care teams to improve integrated health services.

**Who can take part?**

You can take part in the interview if you:

* Are a patient living in BC, AB, ON or QC
* Are 19 years and over
* Have two or more chronic health conditions
* See two or more health care providers in the community that work together in a team
* Are a caregiver (significant other, family member, friend) that lives in BC, AB, ON, or QC and provides care for a patient as described above living in these provinces

Note: You must be fluent in English or French; that is, you must be able to understand and communicate (speak and/or write) in English or French and understand this consent form. If you do not understand or speak English or French, you can have a caregiver translate for you at the interview. Your caregiver will need to review and sign this consent form as well.

**What does taking part involve?**

You are invited to take part in an interview with a research assistant or project coordinator. The interview will take place in a location convenient for you (e.g., your home, room at a community facility) or be completed by phone. It will take about 45-60 minutes to complete. You will be asked questions about your experience as a patient or caregiver in building and applying policies for primary health care teams. You will also be asked if and how you would like to be involved in these activities. You will also be asked to complete some questions about yourself. With your consent, the interview will be audio-recorded. As well, notes will be taken by the interviewer. No data that could identify you will be used in the transcripts or the notes.

It is your choice to do the interview or not. You can stop participating at any time without giving a reason. If you decide after the interview that you wish to withdraw from the study, you will need to contact the research assistant *<(insert research assistant name to corresponding province and contact information)>* or the co-principal investigator *<(insert co-PI for corresponding province and contact information)>*. However, your data from the interview will only be able to be withdrawn before data analysis has begun. Once the data analysis begins, all data are worked on together and we will not be able to separate out the data from your interview. We will not use quotes from your interview if you withdraw from the study.

**Are there any risks to taking part in this study?**

We do not think there are any risks to participating in this study. The purpose of conducting the interview is to improve health services integration for adults with two or more chronic health conditions. Some of the questions that we ask may seem sensitive. You do not have to answer any question if you do not want to. If you have any concerns, please let the research assistant or the co-principal investigator know. Their names, emails, and phone numbers are listed above.

**What are the benefits of taking part?**

There are no direct benefits to yourself, although we think that the results will help to improve health services delivery for adults with chronic health conditions.

**Will you be paid for taking part?**

You will receive a small honorarium of $25.00 for taking part in the interview. This does not apply to a caregiver that is attending for translation.

**How will your privacy be maintained?**

Your information and the data you share will be kept private. Hard copy consent forms (only collected in BC) will be stored in a separate locked file cabinet located in Dr. Oelke’s office at UBCO. Electronic copies of consent forms will be stored in a password protected folder separate from other files on the participating university’s secure network. Electronic copies of the audio-recordings and other research documents during the study will be stored on a university secure network or encrypted, password-protected research computer. During the study, as needed, a password protected computer belonging to the research assistant may also be used, but data will be stored on a secure network. Only those directly involved in the study will have access to any research files. A trained transcriptionist will transcribe audio recordings of interviews and will sign a confidentiality agreement. Once the transcript has been returned to the research team, we will delete the audio-recording. Once the study is complete, all files will be stored at UBCO. All research files will be stored securely in a UBCO designated research area for 5 years after the results of the study have been published. After this time, files will be securely deleted or shredded.

At the end of the study, the results will be presented to patients, caregivers, providers, policy-makers, decision-makers, and other key groups in each of the participating provinces and national groups interested in the topic. In addition, a final report will include detailed results of the study. We will also publish the results in research journals or conduct presentations at professional conferences. Results will be presented in a combined form; no data that would allow someone to identify you or others will be released in any of these publications or presentations.

**Who can you contact if you have questions about the study?**

If you have any questions or concerns about what we are asking you to do, please contact *<insert research assistant and co-PI according to province>*. You may also contact Nelly Oelke at 250-807-9880 or by email at nelly.oelke@ubc.ca.

**Who can you contact if you have complaints or concerns about this study?**

If you have any concerns about your rights as a research participant and/or your experiences while participating in this study, you may contact the Research Participant Complaint Line in the UBC Office of Research Services at 1-877-822-8598 or the UBC Okanagan Research Services Office at 250-807-8832. *<Specific contact information for Ethics Boards by province will be inserted>.* Please reference the study number (H18-02130) when contacting the Complaint Line so the staff can better assist you.

**Consent:** Taking part in the interview is your choice. You may refuse to take part or withdraw from the study, but your data cannot be withdrawn after data analysis has begun. If you decide to withdraw from the study, it will not result in the loss of any of your benefits or rights as a patient or caregiver.

□ I have received a copy of this consent form for my own records.

□ I agree to having the interview audio-recorded.

□ I will be attending the interview with a caregiver to translate. I am providing my consent for their involvement.

Name:

Participant Signature Date

Printed Name of Participant

□ I would like to receive a summary of the results of the study. Email: \_\_\_\_\_

**Caregiver Consent if applicable:**

As a translator for a patient attending this interview, I have reviewed this consent form and agree to keep all information discussed in the interview confidential.

□ I have received a copy of this consent form for my own records.

□ I agree to having the interview audio-recorded.

Participant Signature Date

Printed Name of Participant

1. Policies are defined as guiding principles or courses of action [↑](#footnote-ref-1)
2. Integration is defined as the degree services (health and health related services) work together to provide care for patients [↑](#footnote-ref-2)