Standard Participant Information and Consent Template

Instructions for Creating a Participant Information & Consent Form

This template is a guide only. The template needs to be modified to suit your own research project.

- There are prompts for the content of your Participant Information and Consent Form (in orange) and instructions regarding the format of your document (in blue). **Please ensure that you delete all prompts (orange) and instructions (blue) from the final document.**
- If more than one Participant Information And Consent Form is required for your research project, please label the different forms clearly for the different participant groups.
- There are 14 numbered sections in this template. Please ensure that all relevant sections are included and numbered appropriately in your final document.
- You should delete any headings and sections that are not relevant to your research project and/or modify paragraphs so that they are relevant to your research project.

Text style advice

- **Preferred language** recommendations for use in the Participant Information section are in black text.
- This guide proposes preferred language for some sections of the Participant Information And Consent Form. This preferred language may be the totality of what is required for the section or it may be a series of suggested phrases to be used along with other information in the section, as indicated by the guidelines pertaining to the section.
- Language used should be readily understandable by the participant (Year 8 reading level or below) and include Australian spelling of words.
- If translated Participant Information And Consent Forms are to be used, please submit copies of both the English language version and translated versions with your human research ethics application.

Formatting

- Include the version date of the document in the footer of each page. Do not use the 'automatic' date insertion function.
- Use the '1 of X' pagination option. Ensure that all references to version date or pagination in the text are correct and consistent with the information in the footer.
- Text should be at least font size 11 in an easily readable font style.
- Ensure that all font styles and sizes, bolding, italicisation and underlining are intended and that any variations are consistent throughout the document.

Please ensure that your final document is proofread and remove this page before submission to ethics committee.

Acknowledgement: This template is adapted from a standardised Participant Information and Consent Form produced by the National Health and Medical Research Council and found at this location: Ethical issues and resources | NHMRC

Participant Information And Consent Form
Family carers and supporters

Title	Working with Families: Co-developing training modules
Chief Investigator	Dr Christina David
Associate Investigators	Dr Sharlene Nipperess, Dr Caroline Lambert, Assoc Prof. Robyn Martin, Ellie Tsiamis

What does my participation involve?

1 Introduction

You are invited to take part in this research project, which is called Working with Families: Co-developing training modules. You have been invited to participate in the update and co-design of these training modules due to your lived experience as a family member, carer or supporter of someone who has experienced mental health distress.

This form tells you about the research project and explains what is involved with taking part. Knowing what is involved will help you decide if you want to take part in the research.

Please read this information carefully and ask questions about anything that you don't understand or want to know more about. Before deciding to participate, you might want to talk about it with a relative or friend.

Participation in this research is voluntary. If you don't wish to take part, you don't have to.

If you decide to participate in the research, you will be asked to sign the consent section, which means you:

- Understand what you have read, and
- Consent to take part in the research project

You will be given a copy of this form to keep.

2 What is the purpose of this research?

This project is a collaboration between RMIT and Tandem, the Victorian peak body for family carers and supporters of people living with mental health challenges and distress. Tandem have contracted RMIT to work alongside family carer experts to update Tandem's Working with Families training package, first developed in 2013 and then updated in 2018. The training package is currently for clinical and professional staff engaging with families and supporters in mental health and general health settings across Victoria. RMIT researchers will collaborate with family carer lived experience experts to:

- Update the four existing training modules to reflect legislative and policy changes
- Co-design a new fifth module for families, carers and supporters. This module will outline carer rights, inclusion in service delivery, information sharing processes and definitions, and places for support and advocacy
- Co-design of narrative video vignettes for the five modules featuring family/carer lived experience experts.
- Ensure the modules can be delivered both face-to-face and online.

The research team will be guided by an advisory committee of key stakeholders. In addition to the updated training package, a final report for Tandem and an article documenting the project will be produced.

The project will be guided by the following overarching research questions:
- What do families, carers and supporters need to know about engaging with mental health settings in Victoria? and,
- What do families, carers, and supporters consider that mental health service providers and other services they engage with in Victoria need to know about involving, communicating, responding and including families and carers?

The project is funded by the Department of Health.

3 What does participation in this research involve?

You will be given a consent form to sign if you agree to take part in the research.

If you agree to participate, you will be asked to participate in three co-design workshops of up to three hours each. Your contribution will include:

- Reviewing and redeveloping the existing modules
- Contributing to the development of vignettes
- Creating a new, fifth module for families, carers and supporters.

Your experiences of engaging with the mental health system as a family member, carer or supporter of a person living with mental health issues will ensure a carer inclusive approach informs good practice in mental health services. An agenda for each workshop will be provided prior to the meeting.

The codesign workshops will be conducted in person at a venue to be advised and will be audio recorded. An interpreter will be provided if required.

You will be remunerated for your valuable time and important contribution to the study, including time taken between co-design workshops to review documents. There are no costs associated with participating in this research project

4 Other relevant information about the research project

There will be up to 12 participants in the codesign workshops and all will be family members, carers or supporters who are interested in contributing to the professional development of mental health clinicians and professionals and developing family carers' knowledge and awareness of their rights, supports, and services.

5 Do I have to take part in this research project?

Participation in any research project is voluntary. If you do not wish to take part, you do not have to. If you decide to take part in the co-design workshops and later change your mind, you are free to withdraw from the project up to two weeks after the final workshop.

If you do decide to take part, you will be given this Participant Information and Consent Form to sign and you will be given a copy to keep.

Your decision whether to take part or not to take part, or to take part and then withdraw, will not affect your relationship with Tandem or with RMIT University.

If you take part in a codesign workshops, you are free to stop participating up to two weeks following the final co-design workshop.

6 What are the possible benefits of taking part?

We cannot guarantee or promise that you will receive any immediate benefits from this research. However, you may appreciate contributing your knowledge and expertise in order to improve mental health practices which are carer inclusive. Additionally, your input to the new, fifth module for families, carers and supporters may increase the understanding of other family members, carers and supporters regarding their right to be included and information on services, supports and advocacy. Improved and more carer inclusive practice may also produce benefits for the broader community, mental health consumers and their supporters.

7 What are the risks and disadvantages of taking part?

Participating in the co-design workshops may evoke memories of upsetting or unsettling experiences of engaging with the mental health system as a family member, carer or supporter. There may also be disadvantage in the time commitment involved in the three co-design workshops.

Psychological distress
If you do not wish to participate in any part of the workshop, please feel that you can take time out or leave the workshop. Members of the research team are committed to co-creating a safe environment in the workshops and will be available to discuss appropriate support for you. A Tandem support team member will also be available on site. Contact details for other support services will also be made available.

Co-design discussions and activities
Whilst all care will be taken to maintain privacy and confidentiality, you may experience embarrassment if one of the group members were to repeat things said in a confidential group meeting. It is advisable that you do not reveal anything too personal or that you may regret later.

8 What if I withdraw from this research project?

If you do consent to participate, you may withdraw up to two weeks following the final co-design workshop. If you decide to withdraw from the project, please notify a member of the research team. If you would like your input to be removed from the recording of the workshops every effort will be made to do so as long as the information can be reliably identified and has not been analysed.

9 What happens when the research project ends?

Due to the codesign nature of this research, you will be abreast of the development of the modules. You will also be invited to a presentation of the final training package.

How is the research project being conducted?

10 What will happen to information about me?

By signing the consent form, you consent to the research team collecting and using information from you for the research project. Any information obtained in connection with this research project that can identify you will remain confidential. Any data that contributes to the training

modules and vignettes will be deidentified to remove any information that might identify you or your family.

The data from the workshops and other associated information will be stored on password protected electronic devices and/or locked cabinets at RMIT University and will be accessible only to the researcher team. The information will be stored for five years and deleted from the electronic devices. Hard copies of data and other information will be discarded using RMIT secure disposal systems.

The finalised training modules will be delivered to mental health practitioners and family carers and supporters (i.e the fifth module) across Victoria and will be subject to evaluation. The research team will also provide a report to Tandem outlining key findings and outcomes. It is also anticipated that the results of this research will be published and/or presented in a variety of forums including academic peer reviewed journals. In any publication and/or presentation, information will be provided in such a way that you cannot be identified, except with your express permission.

In accordance with relevant Australian and/or Victorian privacy and other relevant laws, you have the right to request access to the information about you that is collected and stored by the research team. You also have the right to request that any information with which you disagree be corrected. Please inform the research team member named at the end of this document if you would like to access your information.

Any information that you provide can be disclosed only if (1) it is protect you or others from harm, (2) if specifically allowed by law, (3) you provide the researchers with written permission. Any information obtained for the purpose of this research project that can identify you will be treated as confidential and securely stored.

11 Who is organising and funding the research?

This research project is being conducted by RMIT University in partnership with Tandem. The research team includes Dr Christina David, Dr Sharlene Nipperess, Dr Caroline Lambert, Associate Professor Robyn Martin, and Ellie Tsiamis.

12 Who has reviewed the research project?

All research in Australia involving humans is reviewed by an independent group of people called a Human Research Ethics Committee (HREC). This research project has been approved by the RMIT University HREC.
This project will be carried out according to the *National Statement on Ethical Conduct in Human Research* (2007). This statement has been developed to protect the interests of people who agree to participate in human research studies.

13 Further information and who to contact

If you want any further information concerning this project, you can contact Christina David at christina.david@rmit.edu.au or Sharlene Nipperess at Dr Sharlene Nipperess at Sharlene.nipperess@rmit.edu.au

Research contact person

Name	Christina David
Position	Principal investigator / Senior supervisor
Telephone	9925 3137
Email	Christina.david@rmit.edu.au

14 Complaints

Should you have any concerns or questions about this research project, which you do not wish to discuss with the researchers listed in this document, then you may contact:

Reviewing HREC name	RMIT University
HREC Secretary	Vivienne Moyle
Telephone	03 9925 5037
Email	humanethics@rmit.edu.au
Mailing address	Manager, Research Governance and Ethics RMIT University GPO Box 2476 MELBOURNE VIC 3001

Consent Form

Title	Working with families and carers training and development
Principal Investigator/Senior Supervisor	Dr Christina David
Associate Investigator(s)/Associate Supervisors	Dr Sharlene Nipperess, Dr Caroline Lambert, A/Prof Robyn Martin

Acknowledgement by Participant

I have read and understood the Participant Information Sheet.

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 relationship with RMIT.

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

Name of Participant (please print) _____

Signature _____ Date _____

Declaration by Researcher*

I have given a verbal explanation of the research project; its procedures and risks and I believe that the participant has understood that explanation.

Name of Researcher* (please print) _____

Signature _____ Date _____

* An appropriately qualified member of the research team must provide the explanation of, and information concerning, the research project.

Note: All parties signing the consent section must date their own signature.