

Participant letter of information/consent
Decision-makers' experiences with rapid evidence summaries to address COVID-19 pandemic questions: A mixed methods study

Principal investigator:
Ahmad Firas Khalid
Health Policy
1280 Main St. West, CRL-209
Hamilton, ON, L8S 4K1
Tel: +1 905 525 9140 x22521
Email: kkhalida@mcmaster.ca

Co-investigators:
Rana Charide
Beirut, Lebanon
Tel: +961 70744761
Email: rana.charide@gmail.com

Co-investigators:
Abigail Miloud
McMaster University – Faculty of
Health Sciences
Tel: +1 905 525 9140 x22521
Email: milouda@mcmaster.ca

Co-investigators:
Nandana Parakh
McMaster University – Faculty of Health Sciences
Tel: +1 905 525 9140 x22521
Email: parakhn@mcmaster.ca

Co-investigators:
Sultana Al Sabahi
Oman Ministry of Health
Muscat, Oman
Email: al-sabahis@hotmail.com

Funding Source: None

You are being invited to participate in a research study that examines decision-makers' experiences with rapid evidence summaries to address COVID-19 pandemic questions. Your involvement would mean participating in a survey and a 30 minute Skype interview to be scheduled at your convenience. During the interview, we will ask you preliminary questions about your profession, what sources of research evidence you use, and your knowledge (if any) of rapid evidence summaries to address COVID-19 pandemic questions. In order to decide whether or not you want to be a part of this research study, you should understand what is involved and the potential risks and benefits. This form gives detailed information about the research study, which will be discussed with you. Once you understand the study, you will be asked to sign or audio-consent to this form if you wish to participate. Please take your time to make your decision.

Purpose of the Study

Our study examines decision-makers' experiences with rapid evidence summaries to address COVID-19 pandemic questions. I am interested in speaking to you about your knowledge needs, your experience and perceptions of using rapid evidence summaries to address COVID-19 pandemic questions, and areas where you would like to see some improvement to assist your ability to use research evidence to inform decision-making in a crisis situation.

Procedures involved in the research

Your involvement would mean participating in a short survey and a 30 minute Skype interview to be scheduled at your convenience. The language of the interview will be English. The interview will be audio recorded with your permission. Audio recordings will be transcribed verbatim (by the student investigator or a hired research assistant) and the written transcriptions will be used for data analysis. Detailed notes will be taken during the interview. Interview transcripts will be uploaded into NVivo for Mac, a qualitative software program.

During the interview, we will ask you some general questions about your knowledge needs and the kind of evidence you use to address your knowledge needs. This will be followed by an opportunity to provide your views and experiences of using COVID-19 evidence summaries. Finally, we will ask you questions related to your overall experience. For example, we will ask you questions about your preferred format for evidence summaries?

At the end of the interview, we will ask you if you know one or two others who would be well suited to participate in a similar interview.

Potential harms, risks or discomforts:

The only risk to you is that your personal views become publicly known, but as noted below we will be taking many precautions to guard against this possibility.

Potential benefits

The research will not be of direct benefit to you. However, we hope to advance understanding about how to better provide research evidence to decision-makers' in crisis situations, which may indirectly benefit your organization or clients.

Confidentiality

Every effort will be made to protect your confidentiality and privacy. Your interview and any information provided in the form of documents that are not in the public domain will be treated as confidential. Interviews will be audio-recorded and transcribed and a personal identifier number will be assigned to each digital file and transcript by the lead researcher. Potentially identifying information (e.g., name) will be removed at the time of transcription. The primary student investigator will ensure that the transcript and any confidential documents are kept in a locked cabinet, the digital files containing the audio-recording and transcript are

Decision-maker experiences with COVID-19 evidence summaries stored on a security protected computer, and the digital files, transcript and confidential documents are destroyed 10 years after the last publication of our findings.

Your anonymity as a research study participant will be safeguarded. We will ensure that the list of study participants and their participant numbers will be stored in a different locked cabinet or security protected computer from those where the digital files, transcripts and confidential documents are stored. Confidential information will not be reported in a way that could identify either individual respondents or individual departments or organizations.

Participation and withdrawal

Your participation in this research study is voluntary. If you do not want to answer any of the questions you do not have to, but you can still be in the study. You may decide not to continue to participate, refuse to answer any particular questions, or withdraw from the study at any time without consequence (in which case the data you have provided will be destroyed if you so wish). You are allowed to co-enroll in another study if you wish so.

Information about the study results

We will be analyzing the information you and others have given us. We expect to have this study completed by approximately May 2021. We will be sharing the results of my study with you sometime after this date.

Questions about the study

If you have questions or need more information about the study itself, please contact me at:

Ahmad Firas Khalid

1280 Main St. West, CRL-209

Hamilton, ON, L8S 4K1

Tel: +1 905 525 9140 x22521

Email: kkhalida@mcmaster.ca

This study has been reviewed by the Hamilton Integrated Research Ethics Board (HiREB). The HiREB is responsible for ensuring that participants are informed of the risks associated with the research, and that participants are free to decide if participation is right for them. If you have any questions about your rights as a research participant, please call the Office of the Chair, HiREB, at 905.521.2100 x 42013.



Consent

Decision-makers’ experiences with rapid evidence summaries to address COVID-19 pandemic questions: A mixed methods study

I have read the information presented in the information letter about a study being conducted by Dr. Ahmad Firas Khalid of McMaster University.

I have had the opportunity to ask questions about my involvement in this study and to receive additional details I requested.

I understand that if I participate in this study, I may withdraw from the study at any time. I will be provided with a copy of this form.

I agree to participate in the study.

Name & Title

Signature

Date

Consent form administrated and explained by:

Name & Title

Signature

Date

I would like to receive a summary of the study’s results.

Please send them to this email address:

Or to this mailing address:
