

## Participant Information Sheet

<b>Title</b>	Consultation with clinicians for the second edition of The McKellar Guidelines
<b>Project Sponsor</b>	Ms Kate Gillan, Barwon Health
<b>Principal Investigator</b>	Professor Trisha Dunning
<b>Associate Investigator(s)</b>	Ms Georgie Lee
<b>Location</b>	Barwon Health

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### 1. Introduction

You are invited to take part in the questionnaire, 'Consultation with clinicians for the second edition of The McKellar Guidelines' because you are a clinician with experience in and who provides care for/with older people with diabetes, and may have used The McKellar Guidelines for Managing Older People with Diabetes in Residential and Other Care Settings (The Guidelines). The questionnaire aims to identify which specific guidelines are used, how they are used, whether any current guidelines could be removed in the second edition, and what other guidelines could or should be included. It also aims to assess the relevance of The McKellar Way.

The Participant Information Sheet tells you about the project. Knowing what is involved will help you decide whether you want to take part in the research and inform the contents of the second edition of The Guidelines.

Please read this information carefully. Ask questions about anything that you don't understand or want to know more about. Before deciding whether or not to take part, you might want to talk about it with a relative or colleague.

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

If you decide you want to participate, the completion of the anonymous online questionnaire will imply consent.

We encourage you to download an electronic copy of this Participant Information Sheet to keep.

### 2. What is the purpose of this research?

The McKellar Guidelines for Managing Diabetes in Older People with Diabetes in Residential and Other Care Settings were published in 2013, along with The McKellar Way, a guide to using The McKellar Guidelines. These resources are widely used in many practice settings. All guidelines should be reviewed regularly, to ensure they encompass relevant new evidence/information, remain up-to-date and clinically relevant. Clinicians with experience caring for older people with diabetes will be invited to take part in the public consultation, which

involves a short (up to 30 minutes) anonymous online questionnaire. The findings will be used to inform the revision of the second edition of The Guidelines.

The research will be led by Professor Trisha Dunning from The Centre for Quality and Patient Safety Research – Barwon Health Partnership, and is being supported using the Barwon Health Professor of Nursing Specific Purpose Fund.

Clinicians with expertise in and who provide care for/with older people with diabetes, who may have used The Guidelines, have been invited to participate in the public consultation.

### **3. What does participation in this research involve?**

If you agree to participate in the research, you will be invited to complete a brief anonymous online questionnaire. The questionnaire will be available on Qualtrics, an online survey tool, and will take up to 30 minutes to complete. The questionnaire will involve a combination of check box and short answer questions. It will ask about your discipline and the type of workplace you work in, questions about the current Guidelines, proposed additions to The Guidelines and The McKellar Way.

This research was designed ensure those who use The Guideline and The McKellar Way have an opportunity to inform the revision of the resources.

Participants are encouraged to forward the invitation email, including all PDF attachment, to colleagues who also use The Guidelines but may not have received an invitation to participate.

There are no costs associated with participating in this research project, nor will you be paid.

### **4. 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 and later change your mind, you are free to withdraw from the project at any stage.

If you do decide to take part, we encourage you to download an electronic copy of this Participant Information Sheet 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 Barwon Health, Deakin University or Professor Trisha Dunning.

### **5. What are the possible benefits of taking part?**

We cannot guarantee or promise that you will receive any benefits from participating in the research, however the information you provide will help Professor Trisha Dunning and an interdisciplinary expert reference group compile the second edition of The McKellar Guidelines, which will support clinicians working with older people with diabetes in residential and other care settings.

There will be no direct benefit to you from your participation in this research, although you may be able to claim continuing professional development from your organisation. Some people also appreciate the opportunity to use their knowledge and experience to contribute to research. Your participation is valued.

### **6. What are the possible risks and disadvantages of taking part?**

We believe there are minimal risks associated with your participation. The questionnaire is anonymous. Return of the questionnaire will be taken as consent to participate. Professor Dunning and the organisations that distribute to questionnaire will not know the names of anybody who decides to participate. You will not be asked to disclose anything that you do not wish to, and nothing that could identify an individual participant will ever be released. As an extra precaution, all the completed questionnaires will be handled by a research assistant to ensure none of the data can be identified by Professor Dunning.

It is possible that some questions may make some people feel uncomfortable or arouse unpleasant emotions. If they do, or you would like to discuss them, or your feelings you might benefit from contacting your GP or Lifeline.

If you are troubled by topics raised in the survey you could contact:

- Your General Practitioner (GP)
- Lifeline (a free 24-hour counselling service): Telephone: 13 11 14;  
<http://www.lifeline.org.au>

## **7. What if I withdrew from this research project?**

If you do not wish to take part, you do not have to. If you decide to take part and later change your mind, you are free to withdraw from the project at any stage before you submit the online questionnaire. You can stop responding to the online questionnaire any time. Participants are de-identified once all data has been collated and analysed, thus, it will not be possible to remove your individual data.

## **8. What happens when the research project ends?**

We would like to let you know what we have learnt through this project, if you are interested. If you would like to be sent a summary of the results of the project, please provide an email address where a report can be sent to you. Please use using the Summary of Results Request Form. It is expected that the results will be available in the second half of 2020.

## **9. What happens to the information about me?**

By completing the online questionnaire you are telling us that you consent to take part in the study. We do not require your name on the questionnaire. All information collected in this project will be de-identified. Data will be stored in a password-protected file to which only members of the research team will have access. Your information will be used only for the purpose of this research project and it will be disclosed only with your permission, except as required by law. All electronic data will be deleted from computers after seven years.

In addition to informing the revision of The McKellar Guidelines, it is anticipated that the results of this research will be published and/or presented in a variety of forums. In any publication and/or presentation, information will be provided in such a way that you cannot be identified.

## **10. Who is organising and funding the project?**

This research project is being conducted by Professor Trisha Dunning, Chair of Nursing, Centre for Quality and Patient Safety Research – Barwon Health Partnership.

No member of the research team will receive a personal financial benefit from your involvement in this research project (other than their ordinary wages).

## **11. Who has reviewed the research project?**

The ethical aspects of this research project were approved by the Human Research Ethics Committee at Barwon Health and the Human Ethics Advisory Group at Deakin University.

This project will be carried out according to the National Statement on Ethical Conduct in Human Research (2007 and updates). This statement was developed to protect the interests of people who agree to participate in human research studies.

## 12. Further information and who to contact

The person you may need to contact will depend on the nature of your query.

If you want any further information concerning this project, you can contact the Principal Investigator, Professor Trisha Dunning on 0419 444 671 or [trisha.dunning@deakin.edu.au](mailto:trisha.dunning@deakin.edu.au) or any of the following people:

### Research contact person

Name	Professor Trisha Dunning
Position	Chair of Nursing
Telephone	0419 444 671
Email	<a href="mailto:trisha.dunning@deakin.edu.au">trisha.dunning@deakin.edu.au</a>

Name	Ms Georgie Lee
Position	Research Assistant
Telephone	0408 424 548
Email	<a href="mailto:georgie.lee@deakin.edu.au">georgie.lee@deakin.edu.au</a>

If you have any complaints about any aspect of the project, the way it is being conducted or any questions about being a research participant in general, then you may contact the local site complaints person at Barwon Health:

### Complaint contact person

Position	Manager of the Barwon Health Research Ethics, Governance & Integrity (REGI) Unit, Dr Giuliana Fuscaldo, on
Telephone	(03) 4215 3372
Email	<a href="mailto:regi@barwonhealth.org.au">regi@barwonhealth.org.au</a>

You will need to tell the Manager the name of one of the researchers given in section above.