Hi there,

You have received this email as you work as a staff member of an alcohol and other drug (AOD) service in NSW, Australia. You are invited to take part in a research study that will increase understanding of how research happens within AOD services in NSW, Australia.

By participating, you are helping us to establish the baseline capacity of any staff member within an NSW AOD service to conduct research and identify what factors hinder or enhance research in these services. If you would like to learn more or participate in the research, please read and review the attached Participant Information Statement (begins on next page) before proceeding with the survey study.

Your participation in this survey study is voluntary, anonymous and confidential. By completing the survey, you are providing implied consent for the use of your answers for research purposes. The URL link for accessing the survey study can be found at https://redcap.sydney.edu.au/surveys/?s=P9JFPC7KKR, or can be accessed via the Participant Information Sheet. The survey will take approximately 20 minutes to complete.

If you would like more information about the research before proceeding with the study, please contact:

Rosemaree Miller (Coordinating Principal Investigator)
Network of Alcohol and Other Drugs Agencies
E: rosemaree@nada.org.au
P: 0417426722

Thank you for your time and consideration,

Kind regards,

Dr Rosemaree Miller
On behalf of the research team for the project "Research capacity in the NSW alcohol and other drug service sector", SLHD ethics protocol number X20-0389

Rosemaree Miller, PhD
Research and Data Management officer

Pronouns: she / her / hers

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NADA proudly acknowledges the Gadigal people of the Eora Nation as the Traditional Custodians of the land on which our office stands. We extend this acknowledgement to all Aboriginal and Torres Strait Islander people across Australia and pay our respects to Elders past, present and future.

Research capacity in the NSW alcohol and other drug service sector

INFORMATION FOR PARTICIPANTS

Introduction

You are invited to take part in a survey study which will investigate the research capacity of alcohol and other drug (AOD) services in NSW, Australia. The study will focus on what factors enhance or impede research conducted within government and non government AOD services. The findings will be used to inform funding, policy and practice initiatives designed to build research capacity across the NSW AOD service sector.

The survey study is being conducted by researchers from the Network of Alcohol and other Drugs Agencies (NADA), the NSW Drug and Alcohol Clinical Research and Improvement Network (DACRIN) and the Centre for Alcohol and other Drugs, NSW Ministry of Health. The research is part of an NSW-wide collaborative study coordinated by the NADA, DACRIN and Ministry researchers. The project is being overseen by a Steering Committee made up of researchers from the government and non government AOD service sector:

-Dr Rosemaree Miller (NADA; Research and Data management officer)
-Dr Suzie Hudson (NADA; Clinical Director)
-Robert Stirling (NADA; CEO)
-Dr Libby Topp (DACRIN; Statewide Coordinator)
-Dr Joanne Ross (Centre for Alcohol and other Drugs, Ministry of Health; Senior Research and Evaluation Officer)
-Associate Professor Carolyn Day (Specialty of Addiction Medicine, The University of Sydney)
-Dr Robert Graham (WSLHD Drug Health, Staff specialist; Director)
-Kylie Fegan (NUAA; Director of Programs)
-Dr Rachel Deacon (SESLHD; Research Associate)
-Dr Emily Deans (Youth Solution; Research and Design Coordinator)

The survey study is being sponsored by NADA. The Centre for Alcohol and other Drugs, Ministry of Health, is funding this research via a funding agreement with NADA. The site-specific investigator for the research at your Project site is:

NSW NADA member services

- Dr Rosemaree Miller (Research and Data Management officer)

Study Procedures

To be eligible to participate in the study, you must be employed as a staff member of an AOD service, over the age of 18 and able to read and write in English. Please complete the survey study in one sitting. Altogether, the survey study will take approximately 20 minutes to complete.

If you choose to participate, first you will read and review the Invitation Letter and this Information Sheet for the study. Then, you will complete a brief screening questionnaire which will take approximately 5 minutes. Following this, you will complete the Research Capacity and Culture (RCC) tool, which will take approximately 15 minutes.

You may access the survey with this URL link: https://redcap.sydney.edu.au/surveys/?s=P9JFPC7KKR. By pressing the "Submit" button at the bottom of the first survey webpage, you are indicating that you are providing implied and informed consent for the use of your survey data for research purposes.

The brief screening questionnaire will ask you to provide information on your age (years), gender, education level and details about your current occupation. The RCC tool is a questionnaire developed by researchers from Queensland Health and Griffiths University. The questionnaire consists of a series of statements and questions about conducting research, with each of which you are asked to indicate the extent of your agreement, or your current involvement. Combined, the answers to the RCC tool indicate an individual's, a team's, and/or an organisation's capacity to conduct research.

Risks

There may be risks associated with this study that are presently unknown and unforeseeable. However, these risks are likely to be negligible. The foreseen risks of participating in this study, and the ways we are mitigating them, are listed below.

Privacy: The researchers have taken several precautions to ensure your answers remain private.

- All survey responses will be anonymised, and none of the contact details you provide for the results summary or the lucky prize draw will be linked to any data you provide for the survey in any dataset
- Your responses to the questionnaire survey with be stored in REDcap, a secure web application designed specifically for building and managing online surveys and databases (https://projectredcap.org/)
- Your data in REDcap will only be accessible to the research team, the REDcap administrator and Steering Committee member Dr Rachel Deacon and the relevant Investigators from your Project site
- If you provide your personal details, these will only be used to contact you about the results of the study and in the instance you win a prize in the lucky prize draw

Inconvenience: Participating may cause you some inconvenience, as you will need to dedicate time and effort to complete the questionnaire survey.

- Rest assured, you are not obliged to participate in this study, and you will not be penalised in any way if you choose not to participate
- You may withdraw from the study at any time due to inconvenience by closing the survey webpage before completing the full survey
- Please keep in mind that if you withdraw while completing the REDcap survey your responses will be included in the study findings, as participation is completely anonymous and the researchers will not be able to identify your data

If you have any concerns, queries or questions about your participation after submitting your survey responses, please contact the Coordinating Principal Investigator, Dr Rosemaree Miller (NADA, rosemaree@nada.org.au, 0417426722).

Benefits and costs

We intend that the results of this research study will further knowledge about research capacity in government and non-government AOD services in the future. However, the knowledge gained from the study may not be of direct benefit to you.

Participation in this study will not cost you anything, nor will you be paid.

After completing the survey, you will have the option of providing your name and contact details to enter a lucky prize draw to win one of three 10.5-inch iPad Airs. Any personal information you provide to enter the lucky prize draw will not be connected to your survey responses. Funding for the purchase of the prizes was provided by DACRIN.

Voluntary Participation

Participation in this study is entirely voluntary. You do not have to take part in it. If you do take part, you can withdraw at any time without having to give a reason. If you decide to withdraw from the study, please be assured that it will not affect your relationship with your workplace, the researchers, NADA, DACRIN or the Centre for Alcohol and other Drugs, NSW Ministry of Health.

Confidentiality

All the information collected from you for the study will be treated confidentially, and only the researchers named above will have access to it. The data you provide may be used in future studies investigating research capacity and may also be shared with local and international research collaborators. However, ethics approval for the use of the data in this way will be sought prior to any data sharing taking place.

The study results may also be presented at events such as conference, or in a scientific publication. Still, no individual participant will be identifiable in such a presentation or publication. All study data stored in REDcap will be retained for five years from the date whereby the final publication resulting from the study findings is completed.

The data from the survey study will be stored in the University of Sydney REDcap system, with the administrator being Dr Rachel Deacon (Discipline of Addiction Medicine). Back-ups of the de-identified study data will also be stored on a secure NADA SharePoint website created for the “Research capacity in the NSW alcohol and other drug service sector” project. All study data will be retained for five years from the date whereby the final publication resulting from the study findings is complete.

Further Information

If you have any other questions about the research not answered by this Information sheet, you may contact the Coordinating Principal Investigator, Dr Rosemaree Miller. Please feel free to contact Dr Miller on 0417426722, or through email at rosemaree@nada.org.au.

You are able to download and save a copy of this information sheet pdf if you like.

Ethics Approval and Complaints

This study has been approved by the Ethics Review Committee (RPAH Zone) of the Sydney Local Health District. Any person with concerns or complaints about the conduct of this study should contact the Executive Officer on 02 9515 6766 and quote protocol number X20-0389.