



## **PARTICIPANT INFORMATION SHEET - Questionnaire**

<b>Title</b>	<i>The Wellness Action Through Checking Health Project</i>	
<b>Short title</b>	<i>The WATCH project</i>	
<b>Protocol number</b>	277-20	
<b>Project Sponsor</b>	<i>Department of Defence</i>	
<b>Principal Investigators</b>	<i>Dr Lisa Dell</i>	<i>(03) 9035 5599</i>
	<i>Professor David Forbes</i>	<i>(03) 9035 5599</i>
	<i>Professor Meaghan O'Donnell</i>	<i>(03) 9035 5599</i>
	<i>Professor Alexander McFarlane</i>	<i>(03) 9035 5599</i>
	<i>Dr Kim Jones</i>	<i>(03) 9035 5599</i>
	<i>Dr Ellie Lawrence-Wood</i>	<i>(03) 9035 5599</i>
	<i>Ms Nicole Sadler</i>	<i>(03) 9035 5599</i>
	<i>Ms Helen Benassi</i>	<i>(02) 6266 3470</i>
	<i>Ms Carolina Casetta</i>	<i>(02) 6266 2502</i>

This Participant Information Sheet/Consent Form tells you about the research project. It explains the processes 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. Ask questions about anything that you don't understand or want to know more about.

Participation in this research is entirely voluntary; there is no obligation to take part in the project. If you choose not to participate there will be no detriment to your career or future health care.

There are two components of this research which will be described below; a Questionnaire and an Interview. If you decide you want to take part in the questionnaire, you will be asked to provide electronic consent by ticking the relevant checkbox and proceeding to the questionnaire section. The consent process for the interview component will be separate.

You will be able to download a copy of this Participant Information and Consent Form to keep.

### **Brief description of the project**

The WATCH project is about understanding the actions and activities ADF members undertake to keep their mental fitness at optimal levels.

We are interested in talking to you about what you might do if you started to notice some changes in your general mental wellbeing. These changes might be in your sleeping patterns, changes to your relationships with family, friends and colleagues, or even changes in how you think you are coping with everyday events. We will also be talking to health professionals to get a better understanding of how they pick up and deal with these changes in ADF members they see in their practice.

## Eligibility to Participate in the Questionnaire

You are eligible to participate if you:

- Are a permanent member (SERCAT 6 or 7); and
- Are over age 18

## What does participation involve

If you choose to participate in this project you will be asked to complete a 15 minute questionnaire. During this questionnaire, you will be asked some simple questions about yourself and your employment as an ADF member. You will then be asked to complete three measures which assess symptoms of depression, psychological distress and post-traumatic stress. If your responses indicate severe or high level mental health symptoms, you will not be eligible for this project. In this case, a Clinical Psychologist from Phoenix Australia will be in contact to advise you of your ineligibility within 48 hours and to direct you to relevant resources and services (some resources are available in the [Resources and Contacts](#) section). Your data will also not be used in study analyses and reporting.

If you are deemed eligible following your completion of the questionnaire, we **may** contact you to organise a time for an interview and seek your consent for that component of the study. Not everyone that is deemed eligible will be invited to take part in the interview. If you are invited to take part in the interview and you consent to the interview component of the research, you will be asked at least eight questions, which should take up to 45 minutes of your time. You will be asked questions about things like your sleep, anger and frustration, your available social supports and how you manage your health problems yourself or through the health care system. With your permission, we will record this interview. You are able to request that your interview is not recorded.

Although you may be deemed eligible, we may already have enough participants booked in for interview. In this case, we will also be in contact to advise you that you have been waitlisted. If we no longer need more participants and you have not been called to participate, you will be advised by email. In the case you are not invited to participate in interview, your data will not be used in data analysis and reporting.

## Potential Benefits for You and Wider Community

We cannot guarantee or promise that you will receive any benefits from this research. However, this research has been designed to inform how Defence health processes can be bolstered to better manage ADF members experiencing changes in their mental health. This research has also been designed to inform how Defence can better support ADF members proactively managing their own mental health. Ultimately, better management of these changes in mental health can contribute to a reduction in the impact of disorder and improved functioning in work, home and social life.

## Risks of participating

It is possible that you may experience some distress or discomfort when completing the questionnaire or interview. This is because these activities contain personal questions about some health issues, your available social supports, and how you manage and have managed health problems in the past. If you feel upset or stressed during the questionnaire, please refer to the resources and contacts provided at [Resources and Contacts](#).

## Privacy and confidentiality

The data from this project (including audio-recordings, high-level transcripts collected during interview) will be stored electronically and securely at the University of Melbourne. Only Investigators and researchers from Phoenix Australia working on this project will have access to the data.

All information will be treated in strict confidence as far as allowed by law, except if you talk about someone hurting you or about you hurting yourself or someone else. Then we might need to tell someone to keep you and other people safe.

For the duration of data collection, your data will be identifiable. In this time, your data will be associated with your name, your email address and an electronically generated participant ID.

If you go on to complete an interview, your interview data will be analysed and matched to the outcomes on your questionnaire. Following this step, your personal details, and information used to match your data, will be removed and stored separately from the questionnaire and interview data. Once analyses have occurred we are unable to remove your data from the project and the outcomes. If you do not go on to complete an interview, your data will not be used in data analysis and your personal information will be removed and stored separately from the questionnaire data.

The data obtained from this project will be retained for a minimum of five years following the publication of research findings. We will retain and destroy your data in accordance with Disposal Standard of the Public Record Office Victoria (PROS) 10/13. These guidelines state that data will be destroyed on the computers which were used to store and process the data and also in system backups.

At no point will your personal information be shared with Defence or any other third party, including your Defence health service providers, unless we become concerned that you are at risk of hurting yourself or others. Defence will only be provided with reports and communications which contain aggregated data, and will include some direct quotes from participants (discussed further under dissemination of research findings).

The data you provide may be used to investigate further related research questions and will comply by the same policy in terms of data use and retention that is outlined in this document.

### **Withdrawal from the research**

You may withdraw from the project at any time with no detriment to your career or future health care. You are under no obligation to complete the questionnaire once you have started it and you can exit the questionnaire at any time.

If you commence the questionnaire and decide that you no longer wish to participate, you can exit the questionnaire at any time. If you do not complete the questionnaire, your data will not be used in analysis.

If you have submitted your response to the questionnaire or completed the interview, you can still withdraw from the research and request to have your data be excluded from data analysis by contacting Dr Lisa Dell on (02) 9035 5599. All your questionnaire data, can be excluded from analysis until data is prepared for publication.

### **Other relevant human research ethics considerations**

The ethical aspects of this research project have been approved by the Departments of Defence and Veterans' Affairs Human Research Ethics Committee (DDVAHREC).

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.

### **Guidelines for Volunteers**

You have been provided a link to the DDVA HREC Guidelines for Volunteers, which is also available at [http://www.defence.gov.au/health/hrec/docs/Guidelines\\_for\\_Volunteers.pdf](http://www.defence.gov.au/health/hrec/docs/Guidelines_for_Volunteers.pdf).

### **Dissemination of research findings**

You will be provided a copy of the research findings by the Principal Investigator upon your request.

The results of this research project will be disseminated over a number of Department of Defence platforms (including Service Newspaper articles, Spotlights, factsheets etc), to reach ADF members, as well as Defence personnel involved in health policy, programs and service delivery. This data will also be reported in academic journals, research conferences and on the Phoenix Australia website.

In any of the above communications, publications and/or presentations, information will be provided in such a way that you cannot be identified. Remember, we will only use your data in analyses if you go on to participate in an interview. If you go on to complete an interview, we may use quotes you provide, however, we will not attribute those quotes to you and we will select quotes that will not identify you. We will record and transcribe your interview at a high level, which means that while we may transcribe certain quotes word for word from you, we will usually write rough notes about the key themes you are raising in response to the questions.

### **Concerns or complaints**

Should you have any complaints or concerns about the manner in which this project is conducted, please do not hesitate to contact the researcher Dr Lisa Dell at (03) 9035 5599 or you may prefer to contact the DDVA HREC

Telephone: (02) 6266 3807

Email: [ddva.hrec@defence.gov.au](mailto:ddva.hrec@defence.gov.au)

### **Who is organising and funding the research?**

This research is being conducted by Phoenix Australia – Centre for Posttraumatic Mental Health and will be funded by the Department of Defence.

Phoenix Australia will receive a payment from the Department of Defence for undertaking this research project.

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

## **Resources and contacts**

If you find involvement in the questionnaire distressing in any way you can talk to someone about it.

### **ADF All Hours Support Line**

Call 1800 628 036 for the ADF All-Hours Support Line

This is a 24 hours a day, 7 days a week confidential telephone support service for current ADF members including reservists and families (Outside Australia call +61 2 9425 3878)

### **1800 IMSICK**

Call 1800 467 425

This is a national 24 hour call service providing world class nurse triage and health support for all ADF entitled members within Australia.

### **Defence Family Helpline**

Call 1800 624 608 for 24 hour support for Defence families, and is staffed by qualified human services professionals including social workers and psychologists.

### **Open Arms Veterans and Families Counselling**

Call 1800 011 046, [www.openarms.gov.au](http://www.openarms.gov.au)

Open Arms provides free and confidential counselling, group programs and suicide prevention training to anyone who has served at least one day in the ADF, and their families.

### **Lifeline**

13 11 14 for 24 hour telephone counselling services.

### **ADF Health and Wellbeing Portal 'Fighting Fit'**

[www.defence.gov.au/health/healthportal](http://www.defence.gov.au/health/healthportal)

The ADF Health and Wellbeing Portal provides ADF members and their families with a single point of access to a wide range of information on health, mental health and rehabilitation support and services, both within Defence and from other government and community organisations. This includes the fact sheets and advice referred to directly below.

### **Fact Sheets**

[www.defence.gov.au/health/DMH/factsheets.asp](http://www.defence.gov.au/health/DMH/factsheets.asp)

On the ADF Health and Wellbeing Portal, there are fact sheets on a range of health and wellbeing topics available for your reference, and include information on where to find help and support. This includes fact sheets on sleep, anxiety, depression and posttraumatic stress. For advice specific on fitness and nutrition, please see the following link

[www.defence.gov.au/Health/HealthPortal/FitnessNutrition.asp](http://www.defence.gov.au/Health/HealthPortal/FitnessNutrition.asp)

### **For questions, problems or concerns, please contact the following:**

The Project Team

Phoenix Australia: Centre for Posttraumatic Stress Studies

Call (03) 9035 5599; Email [phoenix-research@unimelb.edu.au](mailto:phoenix-research@unimelb.edu.au)

Principal Investigator: Dr Lisa Dell

University of Melbourne

Call (03) 9035 5599 . Email [lisa.dell@unimelb.edu.au](mailto:lisa.dell@unimelb.edu.au)



**Australian Government**  
**Department of Defence**



## CONSENT FORM

**Title** *The Wellness Action Through Checking Health Project*  
**Short title** *The WATCH project*  
**Protocol number** *277-20*

I, ..... give my consent to participate in the WATCH project Questionnaire on the following basis:

I have had explained to me the aims of this research project, how it will be conducted and my role in it.

I understand:

- the risks involved as described in the Participant Information Sheet
- there is no obligation to take part in this project
- if I choose not to participate there will be no detriment to my career or future health care
- I am free to withdraw at any time with no detriment to my career or future health care (data can only be withdrawn from the project outcomes prior to data being prepared for publication)
- I am deemed to be on duty whilst participating in this research
- I may not be invited to participate in an interview following the completion of this questionnaire, even if I am found to be eligible for the interview.
- If I do not complete the interview component of this research, my questionnaire data will not be used in analyses.

I am cooperating in this project on condition that:

- the information I provide will be kept confidential
- the information will be used only for this project
- the research results will be made available to me at my request and any published reports of this project will preserve my anonymity
- I have been provided a link to the 'Departments of Defence and Veterans' Affairs Human Research Ethics Committee (DDVA HREC) Guidelines for Volunteers'.

**Consent will be given electronically prior to commencing the online questionnaire**

Should you have any complaints or concerns about the manner in which this project is conducted, please do not hesitate to contact the researchers in person, or you may prefer to contact the Executive Officer, DDVA HREC on (02) 6266 3807 or [ddva.hrec@defence.gov.au](mailto:ddva.hrec@defence.gov.au)