

Partners



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Maraurau o te Pae Api'i



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## PARTICIPANT INFORMATION SHEET (Coordinating Teacher)

31 March 2014

**Project Title:** Pacific Science for Health Literacy Partnership Project  
**Principal Investigator:** Jacquie Bay, Director LENSscience, Liggins Institute, University of Auckland

Dear «Title» «Last\_Name»,

My name is Jacquie Bay. I am the Director of LENSscience, a specialist science education unit at the Liggins Institute, University of Auckland, New Zealand. I am writing to you regarding the evaluation of the Pacific Science for Health Literacy Initiative in which your school is a partner. As was outlined in the project development meetings with the project team in «Country\_Name», now that we have secured funding to develop and implement the intervention we are seeking to engage partners in the process of evaluating the impact of the intervention programme. I have been given your name by your Principal and am writing to invite you to participate as the Coordinating Teacher for the study in your school.

### ***About the Project:***

The Project evolved from a pre-feasibility study conducted by the partners at the request of the NZAid in 2012. It will develop and test school-science-health-community partnership learning programmes designed to support long-term intergenerational non-communicable disease (NCD) risk reduction via improved scientific and health literacies. The design is underpinned by extensive scientific evidence of the impact of early-life environment on later-life NCD risk. Action of this type during adolescence is recommended by the United Nations and has been identified by the Partner Countries as filling a recognised gap in national NCD risk reduction strategies. Evidence of concept effect has been proven in a New Zealand setting.

Six learning modules based on the principles established by the LENSscience Science for Health Literacy pedagogical model and designed to support the national curricula of the Cook Islands and Tonga will be developed and implemented over a period of 3-years. These will be accompanied by a programme of professional learning and development (PLD) targeting separately lead- and practicing-teachers. The project is designed to build local leadership in participating Pacific communities to ensure sustainability and facilitate future Pacific-led regional development.

### ***What are we asking of you as the coordinating teacher?***

You have been nominated by your principal to act as the point of contact between the Project and the school. If you agree to this, your role will involve the following responsibilities:

- within the regular project working group setting, meeting with a lead-researcher to coordinate the evaluation programme in the school
  - providing the Project Administrator for «Country\_Name» with names and email contacts of those teachers, whom principal has given permission for the invitation to participate in the evaluation to be extended
  - hosting a meeting (20-30 minutes) with a member of the research-team in attendance for potential participating teachers to enable the project to be explained to them and for potential participating teachers to have the opportunity to ask questions and have these addressed
  - providing the project coordinator for your country with access, as appropriate, to names and contact details (email, phone, address) of parents and students in order to invite participation in the research and seek parental consent and student consent or assent (as is age appropriate)
  - coordinating times that suit the school and the research team during which to seek parental consent and students assent (under 16-years)
  - if the school elects to use a family meeting to inform parents of the research programme, to coordinate and host this meeting
  - coordinating times that suit the school and the research team during which the student questionnaires can be conducted. These times will be: pre-intervention and 3-months post-intervention
  - confirming a suitable time for sending of student questionnaires to homes at approximately 12- and 24-months post-intervention (ensuring that school examinations/assessments and major cultural/sporting events etc. are avoided)
  - participating in an annual interview or focus group with teachers (choice being that of the individual) regarding the programme
- if it is the desire of the school, hosting a family meeting at key stages of the research to keep parents informed of findings and offer them an opportunity to discuss these with the research team and the school science community

### ***What would participation mean for your colleagues, students, parents and caregivers?***

**For teachers, participation would mean:**

- full participation in a professional development programme
- if the school elects to use a family meeting to inform parents of the research programme, agreement to attend this meeting
- agreement for the research team to access class time at three time points being: pre-intervention (x2) and within 6-12 weeks post-intervention, in order to explain the research to students, and to facilitate the pre- and immediate post-intervention questionnaires, ensuring that an alternative activity is provided for non-participating students
- agreement for a teacher within the research team to observe lessons within the period during which the intervention is being delivered

- agreement to participate in an annual 30 minute interview or focus group meeting (choice of the individual) (phone or in person) with a teacher from the research team at a mutually agreeable time

**For parents, participation would mean:**

- participating in a process of learning about the research project (either by receiving a letter or attending a family meeting) and giving consent if they desire for themselves and/or their child (if under the age of 16) to participate
- completion of a 20 minute questionnaire at four time-points in the research being pre-intervention, 6-12 weeks post-intervention, 12- and 24-months post-intervention
- if they offer to participate, and are selected, participation in a small family group interview at up to three time points being 3-, 12-, and 24-months post-intervention

**For students, participation would mean:**

- participating in a process of learning about the research project from a member of the research team visiting their class, discussing this with their family, and potentially attending a family meeting, and if their parents approve, giving assent (aged under 16 years)
- participation during class time in completion of a 30-40 minute questionnaire pre-intervention and 6-12 weeks post-intervention
- participation in their own-time in the completion of a 30 minute questionnaire 12- and 24-months post-intervention
- if they offer to participate, and are selected, participation in a focus groups interview with their peers and/or family-group at 3-months post-intervention, and potentially with their family-group at 12- and 24-months post-intervention

***Research Procedures***

**Questionnaires**

- All questionnaires will be named so that responses can be matched, but when these results are reported, all identifying information will be removed to ensure the confidentiality of all participants.
- All questionnaires will be made available to be completed on-line or in hard-copy, or via oral facilitation; choice being the preference of the school (for students pre- and 3-month post-questionnaire) or the participants for all other questionnaires.

**Classroom Observations**

- Observations will be conducted by a teacher from within the research group at a time mutually agreeable to the school and the research group.
- Notes may be taken in the observation, a copy of which will be sent to the teacher concerned to confirm shared interpretation of the events occurring in the classroom setting.

**Focus Groups and Interviews**

- All student-focus group meetings will be held in the school at a place nominated by the coordinating teacher, at a time mutually agreeable to the school and the research team. Group size will be 6-8 students.
- All and family-group interviews will be held in the home at a time mutually agreeable to the family and the research team. They will take no longer than 30-60 minutes for family-group meetings and will be conducted in the language of the families' choice
- All focus groups will be recorded with a digital voice recording system and transcribed by a professional transcription service, or a member of the research team. All people conducting transcription and/or translation will sign a confidentiality agreement to ensure all content remains confidential.
- Participants in focus groups will be offered the opportunity to leave the focus group at any stage, or choose not to respond to a particular question.

### **The Potential for Incidental Findings**

It is unlikely but possible that during the course of classroom observations, student focus-groups, or family interviews, the researcher or yourself may become aware of situations that place the wellbeing or safety of an individual or group at risk. Prior to the research starting within the school, we would request a meeting with you and your Principal to confirm appropriate agreed procedures if this were to occur.

### **Potential future studies**

Dependent on the findings of this study, we may wish to contact participants in the future to request voluntary participation in follow-up studies. Participants (students and their parents/caregivers) will be asked to opt in or out of potential for follow-up contact through to 2031, by which time all students would be well into adulthood.

### **Data Storage**

All data will be stored electronically on a secure network drive within the University of Auckland for a period of at least 6 years from the time of the research. Beyond this period, where permission has been granted by the participant for potential follow-up contact, data will be stored for a longer period (up to 2031), notwithstanding that any participant may withdraw permission or data at any point in the study. After 6 years or at 2031, as appropriate, the data will be erased. The confidentiality of participants and their schools is assured in reporting of research findings.

**Participation** in this programme is voluntary and participants (schools, teachers, students, parents or caregivers) may withdraw from participation in the research procedures at any stage up until December 1<sup>st</sup>, 2016. Participants may request that their data be removed and permission for follow-up contact be withdrawn at any point up to December 1<sup>st</sup> 2031. Where publications have occurred prior to this request being made, data can only be removed from future evaluation processes.

We would ask for your assurance that participation or not will not affect relationships (for teachers (where you are their manager), parents or caregivers) and/or assessment grades (for the students).

**Copies of the questionnaires and participant information sheets** for teachers, students, and parents and/or caregivers are enclosed. If you agree to participate in the evaluation of the *Pacific Science for*

*Health Literacy Partnership Project* as the coordinating teacher for «School\_Name» as outlined above, please fill out the attached consent form and return in the stamped addressed envelope provided.

If you have any queries or wish to know more about this research you may contact me directly:

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For queries regarding ethical concerns please contact:

The Chair, University of Auckland Human Participants Ethics Committee, The University of Auckland, Office of the Vice Chancellor, Private Bag 92019, Auckland, Tel. +64 9 3737599 ext. 83711 or the Office of the «Country\_Name» Prime Minister on «Prime\_Minister\_Phone\_Number».

Yours sincerely



Jacquie Bay  
Director, LENSscience  
The Liggins Institute

Partners



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## CONSENT FORM

(Coordinating Teacher)

THIS FORM WILL BE HELD FOR A MINIMUM OF 6 YEARS

**Project Title:** Pacific Science for Health Literacy Partnership Project  
**Principal Investigator:** Jacquie Bay, Director LENScience, Liggins Institute, University of Auckland

I have read the Participant Information Sheet (Coordinating Teacher) and been given the opportunity to ask any questions and have them answered.

I understand that:

- My school has been invited to participate in the evaluation of the Pacific Science for Health Literacy Partnership Project for the period 2014-2017 and I am being invited to become the coordinating teacher for my school in this project
- Learning and teaching resources required will be provided for the school by LENScience
- A *Professional Learning and Development (PLD)* programme will be provided for participating teachers
- As a the coordinating teacher my role will involve coordinating the evaluation programme in the school – this means I will:
  - provide names and email contacts of those teachers whom the principal gives permission for the invitation to participate to be extended, to the Project Administrator for the Project
  - host a meeting (20-30 minutes) with potential participating teachers and the research team to enable the project to be explained and for potential participating teachers to have the opportunity to ask questions and for these to be addressed
  - provide access to the Project Administrator for the Project, as appropriate, to the names and contact details (email, phone, address) of parents and students in order to invite participation in the research
  - if the school elects to use a family meeting to inform parents of the research programme, coordinate and host this meeting

- coordinate times that suit the school and the research team during which the student questionnaires can be conducted at pre-intervention and 3-months post-intervention
- confirm a suitable time for sending student questionnaires to homes at approximately 12- and 24-months post-intervention (ensuring that school examinations/assessments and major cultural/sporting events etc. are avoided)
- complete annually a short questionnaire (15-20 minutes in duration) relating to health-education programmes and initiatives currently active in the school community
- if it is the desire of the school, host a family meeting at key stages of the research to keep parents informed of findings and offer them an opportunity to discuss these with the research team and the school science community
- If I also participate as a teacher, the evaluation will involve:
  - agreement for the research team to access class teaching sessions at three time points being: pre-intervention (x2) and within 6-12 weeks post-intervention, in order to explain the research to students, and to facilitate the pre- and immediate post-intervention questionnaires, ensuring that an alternative activity is provided for non-participating students
  - potentially hosting a teacher from the research team to conduct a classroom observation during the intervention
  - participating in a voluntary post-intervention interview which will be no longer than 30 minutes in duration. The interview will be recorded via a digital voice recording system. I will be able to stop the recording at any stage

I understand that:

- parents or caregivers of participating students from my school will be invited to take part in a voluntary 20-minute questionnaire at four time points over the period 2014 – 2017 being: pre-intervention, and 3-, 12-, and 24- months post-intervention, and that a selection of these parents/caregivers will be invited to participate in voluntary family-group meetings (30 to 60-minutes in duration) at 3-, 12-, and 24-months post-intervention
- participating students from my school will be invited to take part in:
  - voluntary 30-40 minute questionnaires facilitated by a member of the research team during school time at pre-intervention and 6-12 weeks post-intervention
  - voluntary 30 minute questionnaires during their own time at 12- and 24-months post-intervention
- a selection of the participating students (consent/assent as above) will be invited to participate in:
  - voluntary focus group meetings of no more than 60-minutes duration at approximately 3-months post-intervention
  - family-group interviews (where the family also agree) at no more than 60-minutes duration 3-, 12- and 24-months post-intervention

- The responses of students, teachers, parents or caregivers from my school will not be able to be identified individually or as a group in the evaluation report or in any publications that arise from this work.
- Either a third party or a LENSscience research team member, who has signed a confidentiality agreement, will transcribe interview recordings
- Participants (the school, teachers, students, parents or caregivers) have the right to withdraw from this research at any stage up to December 1st 2016.
- Participants (students, parents or caregivers) will be asked to opt in or out of potential follow-up contact through to 2031. Participants have the right to withdraw this permission at any stage up to December 1st 2031.
- Data will be stored electronically on a secure network drive within the University of Auckland for a period of at least 6 years before being destroyed.
- Where participants have opted into the potential for contact to be made regarding follow-up studies, their data will be stored until December 1st 2031, before being destroyed
- Assurance has been obtained from the Principal of «School\_Name» that my decision to participate or not participate will not affect my employment relationship

I give my assurance that participation or not will not affect my relationships with: teachers [if I am their manager]; parents or caregivers of students; students at the school and/or the awarding of assessment grades to students.

**Please complete each section:**

	<b>Yes (Agree)</b>	<b>No (Do not agree)</b>
I agree to participating in the study and act as the co-ordinator for my school.		
I agree to participating in the study as a teacher with participating classes		
I agree to allow the research team access to students in my classes that are participating in the programme to explain the research and conduct the pre- and 6-12 weeks post-intervention questionnaires		
I agree to a member of the research team observing one of my classes that are using a LENSscience module as part of the programme		
I agree to taking part in an interview on completion of the programme		
I give my assurance that participation or not will not affect my relationships with: teachers (if I am their manager); parents or caregivers of students at the school and/or the awarding of assessment grades to students		

After all the data has been collected and analysed, we will be publishing the results and findings of the study. Please tick the box below (yes or no) to indicate whether or not you wish to receive a copy of the results and findings from our study.

**I would like to receive a copy of the results and findings**

Yes  No

If you wish to receive a copy of the results and findings, please provide an **email address** below at which we would be able to contact you:

**Email for contact to send results updates:** \_\_\_\_\_

I therefore give my informed consent to participate as outlined above to be part of the evaluation of the Pacific Science for Health Literacy Partnership Project from 2014–2017.

Name			
School			
Position			
School email address			
Contact phone number			
Signature		Date:	