



ANZCA
FPM



Gender equity survey participant information sheet

Participant information sheet (2 formats)

The following participant information sheet has been provided in two formats, to assist with the ethics application and to be used as a guide. Please chose the most appropriate format depending on local ethics requirements.

Do not include this cover-page.

You will need to modify this template to suit your local health district and ethics application requirements. Please remove all **guidance text (in red and marked with XXX)** prior to submission.

PARTICIPANT INFORMATION SHEET (FORMAT 1)

THE STATE OF GENDER EQUITY IN XXX DEPARTMENT NAME AND HOSPITAL

CO-ORDINATING INVESTIGATORS: **XXX Insert names and title**

You are invited to take part in a survey investigating the current state of gender equity in our workplace. The results of this survey will be used to inform the department about any effect gender has on the careers of our anaesthetic consultants and use this information to identify areas for improvement in gender equity in our department.

Participation is voluntary via an online survey, completion of which will be interpreted as implied consent. The survey consists of **XXX** multi-choice questions, including basic demographics, with an option for free text comments at the end of each section. It should take less than 10 minutes to complete.

This survey includes some potentially sensitive questions on inappropriate workplace behaviours, and impact of career on childbearing and family. We remind you of the resources available through ANZCA and your workplace to support you should these raise any issues for you. The [ANZCA Doctors' Support Program](#) can be contacted on 1300 687 327 in Australia or 0800 666 367 in New Zealand or eap@convergeintl.com.au, or please contact the **XXX Local Health District** Employee Assistance Program. Given the survey is anonymous we are unable to follow up any specific incidents or complaints so please do not name any specific incidents or individuals in the optional free text comments. If you would like to follow up a specific issue or make a complaint about inappropriate workplace behaviour, please contact your head of department or local hospital Human Resources Department.

We encourage you to answer all questions, but no question is compulsory. You may skip any question you find distressing, or if you have any concerns about being identified from your answers to any questions. Primary analysis will be quantitative based on the multiple-choice responses, with a secondary thematic analysis of the free text comments.

The benefits of participating in the project will stem from the knowledge that results will inform policy aimed to minimise structural barriers to gender equity in our workplace. Our local results will be compared to results from a similar ANZCA-wide survey undertaken by ANZCA's Gender Equity Subcommittee in 2022. The results will be presented to the anaesthetic department as aggregate or group data, benchmarked to results from the wider ANZCA survey. Any significant findings will be discussed in more detail with the head of department and executive committee to guide policy change within our department to promote gender equity.

We use the survey platform REDCap (Research Electronic Data Capture). Data will be stored securely. Participation in this study is entirely voluntary. You do not have to take part in it. The information you provide for this study will be anonymous. This means that it cannot be re-identified once you have submitted the survey, and your information cannot be withdrawn from the study after you submit the survey. This survey, or a similar version, maybe repeated in the future and data collected in this version of the survey may be compared with future studies in this area. Non-identifiable aggregate data may also be shared with ANZCA's Gender Equity Subcommittee.

The ethical aspects of this research project have been approved by the **HREC XXX**.

Many thanks in advance for your participation.

Contacts for queries or complaints:

XXX Principal Investigator Name and Contact Details

PARTICIPANT INFORMATION SHEET (FORMAT 2)

THE STATE OF GENDER EQUITY IN THE DEPARTMENT OF ANAESTHESIA XXX HOSPITAL

PARTICIPANT INFORMATION SHEET

Short Title *Gender Equity in Anaesthesia at XXX Hospital*

Principal Investigator XXX

Location XXX

1. Introduction

You are invited to take part in a survey investigating the current state of gender equity in our workplace. The results of this survey will be used to inform the department about any effect gender has on the careers of our anaesthetic consultants and use this information to identify areas for improvement in gender equity in our department.

The study is being conducted within this institution by XXX (Name and Title).

2. Study Procedures

Participation in this research is voluntary. If you agree to participate in this study, you will be asked to complete an online survey, completion of which will be interpreted as implied consent. The survey is anonymous and consists of XXX multi-choice questions divided into eight sections covering: demographics; career; discrimination, harassment, and bullying; leadership, mentors and research; income; relationships; dependents and caregiving; conclusion. There is an opportunity to provide optional free text comments at the end of each section. It should take less than 10 minutes to complete. We encourage you to answer all questions, but no question is compulsory. Primary analysis will be quantitative based on the multiple-choice responses, with a secondary thematic analysis of the free text comments.

3. Risks

This survey includes some potentially sensitive questions on inappropriate workplace behaviours, and impact of career on childbearing and family. We remind you of the resources available through ANZCA and your workplace to support you should these raise any issues for you. The [ANZCA Doctors' Support Program](#) can be contacted on 1300 687 327 in Australia or 0800 666 367 in New Zealand or eap@convergeintl.com.au, or please contact the **XXX Local Health District** Employee Assistance Program.

No question in the survey is compulsory. You may skip any question you find distressing, or if you have any concerns about being identified from your answers to any questions.

Given the survey is anonymous we are unable to follow up any specific incidents or complaints so please do not name any specific incidents or individuals in the optional free text comments. If you would like to follow up a specific issue or make a complaint about inappropriate workplace behaviour, please contact the head of department or local Human Resources Department.

4. Benefits

The benefits of participating in the project will stem from the knowledge that results will inform policy aimed to minimize structural barriers to gender equity in our workplace. Our local results will be compared to results from a similar ANZCA wide survey undertaken by the ANZCA Gender Equity Subcommittee in 2022.

The results will be presented to the anaesthetic department as aggregate or group data, benchmarked to results from the wider ANZCA survey. Any significant findings will be discussed in more detail with the head of department and executive committee to guide policy change within our department to promote gender equity.

5. Costs

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

6. Voluntary participation

Participation in this study is entirely voluntary. You do not have to take part in it. The information you provide for this study will be anonymous. This means that it cannot be re-identified once you have submitted the survey, and your information cannot be withdrawn from the study after you submit the survey.

7. Confidentiality

All the information collected from you for the study will be treated confidentially and will be stored on the **XXX Local Health District** REDCap application and password protected. Only the researchers will have access to the data.

The data will be analysed by the researchers at **XXX Hospital**. All data for use in journal publications and presentations will be de-identified and only aggregate or representative group data will be presented. Survey responses will be retained for five years from the day the study is completed. Once the retention expires the electronic files will be destroyed.

8. Storage of data

The **XXX Local Health District** software licence for REDCap (Research Electronic Data Capture) will be used for to manage the collection and storage of research data. REDCap is a secure, web-based, non-commercial, data management tool designed for research purposes. Data collected by REDCap is stored on servers in the **XXX Local Health District** data centre. Data is secured and regularly backed up to protect privacy and confidentiality.

9. Future use of data

This survey, or a similar version, maybe repeated in the future and data collected in this version of the survey may be compared with future studies in this area. Non-identifiable aggregate data may also be shared with ANZCA's Gender Equity Subcommittee.

10. Further information

If you'd like to know any more information or have any questions, please feel free to contact **XXX Principal investigator name and contact details**

This information sheet is for you to keep.

11. Ethics approval and complaints

This study has been approved by the Ethics Review Committee of the **XXX** Local Health District. Any person with concerns or complaints about the conduct of this study should contact the Executive Officer on **XXX (Insert Ethics Contact Details)**