



“Localising” the Participant Information Sheet

Health and Disability Ethics Committees (HDEC) require that Participant Information Sheets clearly set out the local clinical contact the participant should contact if they have any study related queries or concerns. HDEC also require that it is clear which organization is conducting the study.

When preparing Participant Information and Consent forms, please use the current HDEC “Participant Information Sheet and Consent Form Template” which can be found on this page:

<https://ethics.health.govt.nz/guides-templates-and-forms/>

For Participant Information Sheets and Consent Forms which have a contract with the Te Whatu Ora Health New Zealand and/or are carried out on Te Whatu Ora Health New Zealand – Southern premises, please use the logo for Te Whatu Ora - Southern.

For Participant Information Sheets and Consent Forms which have a contract with the University of Otago and/or are carried out on University of Otago premises, please use the University of Otago logo.

If you are unsure which organization your study is being carried out in, please contact Health Research South.

The official name ‘Te Whatu Ora - Health New Zealand’, can be shortened to ‘Te Whatu Ora’ (nothing else).

For Independent Health and Disability advocate:

“If you want to talk to someone who isn’t involved with the study, you can contact an independent health and disability advocate on:

Phone: 0800 555 050

Fax: 0800 2 SUPPORT (0800 2787 7678)

Email: advocacy@advocacy.org.nz

For Cultural Support:

The National Ethics Advisory Committee (NEAC) recommends that Participant Information Sheets include contact details for a suitable cultural support person.

For information sheets that will be read by patients of the Dunedin and/or Southland Hospitals, the following paragraph regarding Māori support should be used, along with the contact details for Kaiāwhina based at Dunedin **and/or** Southland Hospitals.

“To ensure ongoing cultural safety, Te Whatu Ora - Southern encourage those who identify as Māori, and who are participating in health research or clinical trials, to seek cultural support and advice from their own Kaumātua or Kuia in the first instance, or please contact:

Wendi Raumati & Eleanor Russell Kaiāwhina Te Ara Hauora - Māori Health Unit Dunedin Hospital Phone: (03) 474 0999 ext 58649 Email: kaiawhina@southerndhb.govt.nz	Andrea Jerry Kaiāwhina Te Huinga Tahī Māori Health Cultural Support Southland Hospital Phone: (03) 218 1949 ext 48509
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For **University of Otago** studies without Te Whatu Ora – Southern involvement, investigators can seek guidance from their Associate Dean (Māori) or the Office of Māori Development on who best to name on the Participant Information Sheet. It is the principal investigator’s responsibility to ensure this contact person is aware of the research project and has agreed to provide support.