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## Participant Information Sheet

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| **Study title:** | **Developing a women’s health advisory group** | |
| **Principal investigator:** | **Name** Parimala Kanagasabai  **Department** Obstetrics, Gynaecology and women’s health, UOW  **Position** Research Fellow | Contact phone number:  04918 5044  Email  parimala.kanagasabai@otago.ac.nz |

**Introduction**

Kia Ora and thank you for showing an interest in this project. Please read this information sheet carefully. Take time to consider and, if you wish, talk with your whānau or friends, before deciding whether or not to participate.

**What is the aim of this research project?**

We aim to develop an advisory group who will work collaboratively with our University department as equal partners in research to improve gynaecological (women’s) health care.

**Who is funding this project?**

This research is funded by Lotteries Health Research.

**Who are we seeking to participate in the project?**

1. Women over 18 years who have lived experience of any gynaecological condition (for example, period problems).

2. Carers or family members/whānau of women with experience of gynaecological conditions.

3. Stakeholders (members of community organisations in women’s health)

**If you participate, what will you be asked to do?**

You will be invited to attend group meetings and guide our research at the department. Meetings will be conducted at least three times per year at the Department of Obstetrics, Gynaecology and Women’s Health, University of Otago Wellington.

As part of the group you will work in collaboration to 1. Share ideas for research. 2. Identify research priorities and contribute to design of a research study. 3. Share ideas for the dissemination of research projects and research results.

You may be required to read certain paperwork before meetings. This might include meeting agenda or short research reports. Meeting agenda will be provided to the group members before the scheduled meetings.

You will be provided a participation voucher of $50/hr for your participation or as mutually agreed upon. The meeting duration will be no longer than 2 hours, or as mutually agreed upon. We will reimburse parking expenses. Refreshments and lunch will provided.

Your participation is voluntary. No aspect of your medical care will be affected by either refusal or agreement to participate.

We aim for this to be an ongoing group. At present we have received funding for developing this women’s advisory group and collaboratively developing (co-designing) an information resource for women with abnormal uterine bleeding. Group members will be invited for collaboration in other research activities in future and will depend on the funding achieved. You may choose to participate in research topics of your interest.

**Is there any risk of discomfort or harm from participation?**

We do not envision any physical harm from participation. We plan to create a safe place for group members by collaboratively developing ground rules for working in group and role of group members.

**What data or information will be collected, and how will they be used?**

Personal information such as age, ethnicity, gynaecological condition (if patient), professional role (if stakeholder) and contact details will be collected. Meetings will be audio-recorded and notes will be taken. The audio recordings will be used for creating meeting notes. We will store meeting notes from the group meetings. Data arising from the group meetings will be stored for a period of 10 years.

For any women interested in future studies, we will store their personal contact details, if they consent to this.

**What about anonymity and confidentiality?**

Only researchers will have access to the personal information. The data will be securely stored in a password protected computer at the Department. Any personal identifying information will remain confidential between participants and the researchers. It will not appear in any spoken or written report of the study.

**If you agree to participate, can you withdraw later?**

You may withdraw from participation in the group anytime.

**Any questions?**

If you have any questions now or in the future, please feel free to contact either:

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| **Name** Parimala Kanagasabai  **Position** Research Fellow  **Department** Obstetrics, Gynaecology and women’s health, UOW | Contact:  04 918 5044  **parimala.kanagasabai@otago.ac.nz** |
| **Name** Sara Filoche  **Position** Senior lecturer  **Department** Obstetrics, Gynaecology and women’s health, UOW | Contact:  **Sara.filoche@otago.ac.nz** |

*This study has been approved by the University of Otago Human Ethics Committee (Health). If you have any concerns about the ethical conduct of the research you may contact the Committee through the Human Ethics Committee Administrator (phone +64 3 479 8256 or email gary.witte@otago.ac.nz). Any issues you raise will be treated in confidence and investigated and you will be informed of the outcome.*