Letter of Information and Consent Form for Part 2 Comparative Case Study Participants

Title of the Study: International Synthesis and Case Study Examination of Caregiver Friendly Workplace Best Practices (INSCAPE)

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Please read this information form carefully. You have been asked to participate in a study called Comparative Case Study to examine Caregiver Friendly Workplace Best Practices. If you would like to participate after reading this Letter of Information, please sign where indicated on the final page of this document. If you are receiving this document electronically, please provide an electronic signature on the final page of this document, or sign the document and email/fax it to the contact information above.

Purpose of the Study:
The purpose of this study is to understand more about the internal and external pressures at play, as well as the mediating factors in the development of caregiver friendly workplace policies (CFWPs) in the workplace, both in Canada and internationally. By taking part in this follow up interview with personnel from our research team, we are hopeful that you will provide us with beneficial information about your workplace/company and the development of CFWPs

Procedure:
If you volunteer to participate, you will be asked a series of questions. Examples of the types of questions we will ask include: “Could you please describe any factors which influenced your
decision to implement caregiver friendly workplace policies (CFWPs) in your workplace?” or, “Have you encountered any difficulties throughout the entire process of implementing your CFWPs? Please describe.” If requested, the interview guide will be made available prior to the scheduled interview.

The interview should take approximately one hour and will be scheduled at your convenience. Your interview may be conducted in person, or by telephone or Skype, as you prefer. We would like to audio-tape the interview and take notes, but will do so only with your permission.

Potential Risks:
The risks associated with participating in the study are minimal. Some of the questions may raise issues that you feel strongly about. You can skip any question you would prefer not to answer and end the interview at any time. You may also have concerns about how others will react to what you say. The steps we are taking to protect your privacy are discussed in the confidentiality section of this letter.

Potential Benefits:
The research will not benefit you directly, although you may feel valued for being able to share your knowledge. The results of the research will be used to create a ‘best practices’ synthesis document, which will provide strategies to employers and HR professionals who wish to implement CFWPs in their own workplace. This research will also fill in the gap with respect to the availability of CFWPs internationally, as well as how these policies are defined, developed, introduced, integrated and sustained in the workplace.

Confidentiality:
Participation in this study is confidential. We will not use your name or any information that would identify you, without your consent. However, we would like to be able to use the name of your organization or workplace. This may make you identifiable, so if you would prefer that the name of your employer not be used, we will respect your wishes. Also, we are often identifiable in the references we make and views we express. If your preference is to participate confidentially, please keep this in mind through the interview.

All of the information collected in the interview for the comparative case studies will be kept secure and confidential on password-secured computers and in locked filing cabinets, and be made available only to members of the research team. Data will be kept for up to 5 years after the end of the research program, as per funding regulations (April 2024).

Rights of Research Participants:
Your participation in this study is voluntary. If there are any questions asked which you would prefer not to answer, you are not obligated to do so. You are also free to end the interview at any time, even after signing the consent form. Data can be withdrawn up to 5 years after the end of the research program, as per funding regulations (April 2024), after which point it will be destroyed. In cases of withdrawal any information you have provided will be destroyed.
Information about Study Results

We expect to begin generating findings starting in July 2015. If you are interested in seeing brief summaries of the findings for this and other studies related to the Gender, Health and Caregiver Friendly Workplaces Chair project, you can check the dedicated website (www.ghw.mcmaster.ca). Alternatively, you can contact us and let us know that you would like to receive a summary of the findings.

If you have any questions or concerns about the research study, please feel free to contact Shruti Ramesh or Dr. Allison Williams at the contact information above.

This study has been reviewed by the McMaster University Research Ethics Board and received ethics clearance. If you have concerns or questions about your rights as a participant or about the way the study is conducted, please contact:

  McMaster Research Ethics Secretariat
  Telephone: (905) 525-9140 ext. 23142
  c/o Research Office for Administrative Development and Support
  E-mail: ethicsoffice@mcmaster.ca