



**MEDICAL AND
HEALTH SCIENCES**

Faculty of Medical and Health Sciences
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PARTICIPANT INFORMATION SHEET

Project title: Staff capacity and opportunity for faculty training to support continued development of online and blended teaching and learning approaches for Medical and Health Sciences taught programmes and degrees.

Names of researchers:

Principal investigator: *Dr Tanisha Jowsey*

Co-Investigators: *Rachelle Singleton, Monica Kam, Amanda Charlton, Daniela Ruiz-Cosignani, Megan Clune*

Researcher introductions/contact details:

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Dr Amanda Charlton, Department of Molecular Medicine and Pathology, FMHS, UoA. Email: acha198@aucklanduni.ac.nz

Dr Monica Kam, School Biological Sciences, Faculty of Science, UoA. email: monica.kam@auckland.ac.nz

Dr Daniela Ruiz-Cosignani, Centre for Medical and Health Sciences Education FMHS, UoA. Email: druie662@aucklanduni.ac.nz

Megan Clune, Curriculum and Pedagogy, EDSW UoA. Email: m.clune@auckland.ac.nz

Project description and invitation

You are invited to participate in this project that explores Faculty of Medical and Health Sciences (FMHS) teaching staff perceptions of staff development opportunities to strengthen their online teaching capability during the first 24 months of the Covid-19 pandemic. Our intention is to identify concerns, strengths, and opportunities to foster online learning development within the Faculty of Medicine and Health Sciences (FMHS) at The University of Auckland (Waipapa Taumata Rau). The continued development of online and blended teaching and learning approaches is essential to ensure that teaching staff can continue to teach students remotely. This aligns with the University's strategic priorities (Taumata Teitei, Vision 2030 and Strategic Plan 2025): to provide accessible and equitable lifelong higher education opportunities that are student-centric (Strategic Initiatives, Education and Student Experience, Priority 1 and 2).

Eligibility

Research team contact: *Dr. Tanisha Jowsey* / Email t.jowsey@auckland.ac.nz / Ph. 09 923 5113

Eligible participants are **academic and professional staff within the FMHS who are currently in a teaching role or contributed to teaching or learning design from March 2020 to December 2021**. “Teaching role” is defined as educators who were responsible for students’ learning within the FMHS. This includes course teaching but also includes support staff who assist students in learning contexts such as learning advisors, librarians, graduate teaching assistants, teaching assistants and professional staff who contribute to teaching administration (e.g., Canvas).

Participation

If you choose to take part in this study, your involvement will be via one **anonymous, online questionnaire**. This questionnaire can take between **5 and 15 minutes** to complete (depending on the experience you have had). Participation is entirely voluntary. You can stop completing the questionnaire at any stage. The online questionnaire will be available until 31 December 2021.

This questionnaire will ask you questions about learning opportunities you have had for developing your capacity to teach effectively in an online learning environment, whether you engaged in them and what you thought of them.

Submission of the questionnaire will indicate consent to participate.

Additionally, you can choose to participate in one **20-30 min. online interview**. If you choose to participate in an interview, you will have the opportunity to add your contact details to a separate form, the link for which is provided in the last part of the online questionnaire or via the email invitation. If you consent to participate in the online interview, but change your mind, you may withdraw your participation at any time (i.e., before the interview takes place, or up to two weeks after the interview has been conducted; See ‘Right to withdraw participation’). Any data collected from an already conducted interview will be immediately removed should you choose to withdraw.

Please be assured that non-participation will not impact on your employment or your relationship with faculty in any way whatsoever.

Ethical Considerations

Anonymity of questionnaire data is assured as this questionnaire is anonymous and no IP addresses or other identifying information will be gathered.

To remove any potential biases or strains on collegial relationships due to the possibility that interview participants may be known to members of the research team, the interviews will be conducted by a third party – Academic Consulting – who will have signed a confidentiality agreement.

The audio recording of the interviews will be transcribed into written text with all names and personal information de-identified during transcription. You may leave your camera off during the interview, but either way, recorded data will be stored on a password protected UoA device as per UoA guidelines. You will have an opportunity to check the accuracy of the transcription of the interview following deidentification and prior to its inclusion in the interview dataset.

Right to withdraw participation

Questionnaire: You may withdraw from the study without giving reason, simply by not submitting the questionnaire. You can stop completing the questionnaire at any time without having to give a reason. However, because the information is anonymous, once your questionnaire responses have been submitted it will not be possible to have your data removed.

Interviews: You may refuse to answer any questions. You may withdraw from the interview (i.e., while the interview takes place) at any time without reason. Once the interview has been conducted you have two weeks from the date of the interview (i.e., when data analysis has started) to withdraw your permission, without giving a reason, for your data to be included in the study. If you decide to withdraw your participation, please contact the interview facilitator or any other member of the research team (See contact details above). All the data files of your participation in your interview will be deleted. However, once the data analysis has begun, it will not be possible to delete your data.

Location and timing of research

This study is being conducted during 2021. Data collection will continue until 31 December 2021.

Questionnaire: The questionnaire can be accessed online, so may be completed at any date, time and location during this period. Participants will require access to an internet-enabled device such as a laptop or tablet, and a reliable internet connection.

Interviews: The interview will be held in an online format, via Zoom, on a date and time agreed by the participant. The interviews are planned to be 20-30 min. long.

Data storage/retention/destruction/further use

All data and metadata will be deidentified. It will then be stored privately in an electronic folder under password protection with UoA until publication, after which point it will be made open access under a Creative Commons license, and citable in its own right. All data will be under embargo until publication of data as a manuscript, or 2 years following data collection, whichever is sooner.

The interviews will be recorded and transcribed by the research team. Once the interview data is checked and de-identified it will be entered into a qualitative data analyses software database. Members of the research team will have access to this database, as will Academic Consulting. We will also make this database available on a University hosted data repository following initial data analysis, in line with University of Auckland Data management.

Academic Consulting is external to the University of Auckland. Their usual process is to complete a standard data confidentiality agreement form for all those involved in the handling of the data.

Risks/benefits of participating

Participants will benefit from the opportunity to share experiences about online learning and faculty development in the FMHS, UoA during the first 18 months of the Covid-19 pandemic, and to contribute to our understanding of what support is needed and effective.

For the interview participants, this is an opportunity to have their perspective heard and for them to contribute to an understanding of this phenomenon that may then contribute to evolution of the staff development resources and opportunities training they are offered in the future.

The only anticipated financial cost of participating is your time. If you find any aspects of completing the questionnaire and or participating in the interview are causing you any distress or concern, you can contact the University staff Counselling Service provider: <https://www.eapservices.co.nz/>. Telephone 0800 327 669. Email nsc@eapservices.co.nz

Contact details and approval

If you have any further questions, please contact: Principal Investigator, **Dr. Tanisha Jowsey**
School of Medicine, The University of
Auckland Private Bag 92019, Auckland 1142
E-mail. t.jowsey@auckland.ac.nz
Ph. 09 923 5113

If you experience any distress or concerns from participating in any component of this study, please to contact:

Staff Counselling Service provider <https://www.eapservices.co.nz>,
Telephone 0800327669,
Email. nsc@eapservices.co.nz

For any queries regarding ethical issues you may contact:

Chair of The University of Auckland Human Participants Ethics Committee
The University of Auckland Research Office,
Private Bag 92019, Auckland 1142.
E-Mail. humanethics@auckland.ac.nz
Ph.: (09) 373 7599 extn. 83711.

Please keep this Information Sheet and a copy of the Consent Form for your future reference. We appreciate the time you have taken to read this invitation.

APPROVED BY THE UNIVERSITY OF AUCKLAND HUMAN PARTICIPANTS ETHICS COMMITTEE ON 25/11/21 FOR THREE YEARS, REFERENCE NUMBER UAHPEC 23149