[Reference Number: D23/027]
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Research Prioritisation Setting for the Primary Care Research Network
INFORMATION SHEET FOR PARTICIPANTS

Thank you for showing an interest in this project. Please read this information sheet carefully before deciding whether or not to participate. If you decide to participate we thank you. If you decide not to take part there will be no disadvantage to you and we thank you for considering our request.

What is the Aim of the Project?

We are developing a Primary Care Research Network (PCRN) to facilitate the use of routinely collected primary health care data for research promoting health equity. We are seeking stakeholder direction for the PCRN research agenda ensures research undertaken is fit-for-purpose. This current project focuses on primary health care clinician and academic stakeholders; separate work will seek Māori community and patient input.

This project aims to identify the most important research questions in primary care that need addressing to improve health equity.

Research questions will be iteratively reviewed and ranked, then weighted for project feasibility, relevance and for likelihood of improving health equity. This project will generate specific research questions that are feasible, highly relevant to stakeholders, and prioritised by their potential to impact health equity in terms of resource allocation and health outcomes.

What Types of Participants are being sought?

1. **Primary health care clinicians** working in Otago and Southland, including Māori and non-Māori general practitioners, nurses, nurse practitioners, community pharmacists, community physiotherapists, community dentists.

2. **Primary health care academics**, including Māori and non-Māori academic staff working in primary health care/general practice departments in Aotearoa, the Schools of Pharmacy Physiotherapy, and Dentistry, and Nursing, plus the PCRN international collaborators.

Participants will be recruited by email and social media. Contact details will be obtained from regional and academic contact lists. We seek to enrol at least 10 participants from each group. This research is funded by a small Health Research South Joint Clinical Start-Up Award. Results arising from this research will be used for non-commercial research using routinely collected health data in Otago and Southland. Participants will not receive any reimbursement for participating beyond travel expenses (if required).

What will Participants be asked to do?

Part one of the project is a Delphi process to elicit the most important questions in primary health care that need addressing to improve health equity. Serial Delphi rounds will take place via email with links to Qualtrics software until consensus is achieved. In Round 1, participants will be asked to contribute research ideas. In Round 2 and subsequent rounds, participants will vote on the research questions to identify the most important research areas. Each round may take 10-20 minutes to complete and can be undertaken at a time that suits the participant.

Part two of the project will be a meeting (either face-to-face or online depending on participant preference) to undertake a final prioritisation exercise that will objectively apply weightings and feasibility parameters to the questions identified in the Delphi exercise and rank prioritisation. This process may take 1-2 hours. Travel expenses will be reimbursed if required.

It is not anticipated that this research will generate any health and safety concerns, nor present any adverse physical or psychological risks. However, if you have any concerns of this nature, please speak to the principal investigator Dr Sharon Leitch.

Please be aware that you may decide not to take part in the project at any stage without any disadvantage to yourself.

What Data or Information will be collected and what use will be made of it?

The information submitted for the Delphi process via the Qualtrics forms will be retained and analysed. Research questions and voting responses will be anonymised and researchers will not be able to identify individual participant responses.

The meeting will have one of the research team present as a note-keeper to record salient points of the discussion, but these points will not be allocated to any one individual. The notes will serve as an aide-memoire to recall how the weightings were derived and prioritised by the group. Final voting responses at the end of the meeting will occur via Qualtrics and will be anonymous.

The immediate research team is the only group who will have access to the raw data, including participant contact details. There will be no commercial use of any data collected as part of this project.

The data collected will be securely stored in such a way that only those mentioned below will be able to gain access to it. Data obtained as a result of the research will be retained for **at least 5 years** in secure storage. Any personal information held on the participants such as contact details will be destroyed at the completion of the research even though the data derived from the research will, in most cases, be kept for much longer or possibly indefinitely.

Results of this research will be published. The data from this project will be publicly archived so that it may be used by other researchers. No material that could personally identify you will be used in any reports on this study. Every attempt will be made to preserve your anonymity.

Participants will be provided with the results of the study on request.

Can Participants change their mind and withdraw from the project?

You may withdraw from the project, before its completion and without any disadvantage to yourself. Any research questions you submit will remain part of the project whether or not you withdraw from the project.

What if Participants have any Questions?

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

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This study has been approved by the Department stated above. However, if you have any concerns about the ethical conduct of the research you may contact the University of Otago Human Ethics Committee through the Human Ethics Committee Administrator (ph +643 479 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.