



## Participant Information Sheet for the SMART Family & Friends Study

Version 4 (29.01.2021)

### Who is doing the study?

The SMART Family & Friends Study is being led by researchers at the University of Wollongong (Peter Kelly, Briony Larance, Frank Deane, Alison Beck, Camilla Townsend) in partnership with SMART Recovery Australia (Angela Argent), and other academic institutions in Australia: University of Newcastle (Amanda Baker), Monash University (Victoria Manning), University of Queensland (Leanne Hides), University of NSW (Anthony Shakeshaft); and overseas: Northwestern University (Brian Hitsman), University of Bath (Richard Velleman) and Bath Spa University (Gill Velleman).

Peter Kelly is part of the SMART Recovery Australia Research Advisory Committee (RAC). The RAC helps to provide SMART Recovery with advice regarding research. The study is being funded by the National Centre for Clinical Research on Emerging Drugs (NCCRED).

### What is the purpose of the study?

SMART Family & Friends is an evidence-based group program that aims to assist people who are affected by the addictive behaviours of someone close to them. The purpose of the study is to evaluate how suitable and helpful the SMART Family & Friends program is for family members & friends. It will be conducted as a pilot study.

### What will you be asked to do?

1. *Express interest:* If you are interested in participating, you are invited to make contact with the research team via online enquiry form <https://smartrecoveryaustralia.com.au/smart-family-friends-participants-invited-to-take-part-in-research/>, email [cweeks@uow.edu.au](mailto:cweeks@uow.edu.au) or phone 0408 379 700. From here, researchers will make contact with you to discuss the study further.
2. *Give permission:* Before we can collect any information, we firstly need to obtain your permission to be involved in the study. It is important that you carefully read this 'information sheet' and 'consent form' to ensure that you understand what is involved in the research.
3. *Initial assessment:* We will ask you to complete a telephone questionnaire prior to attending SMART Family & Friends. It will involve questions about your wellbeing and your experience of having a family member / friend who experiences problems with substance use. With your permission we would like to audio-record the interview. It is anticipated this initial

assessment will take approximately 30 minutes to complete. To compensate you for the time involved in completing this assessment we will provide you with a \$30 Coles/Woolworths shopping voucher.

4. *Participate in SMART Family & Friends 8 week online program:* The online program will involve 8 x 2 hours weekly video meetings delivered by a trained facilitator (12pm – 2pm, Tuesdays). You will work through a series of modules that look at: positive lifestyle changes, self-care, developing helpful coping strategies, assertive communication, problem solving, keeping safe and goal setting. At the conclusion of the program there will be a brief program evaluation.
5. *Follow-up assessments:* We would like to contact you 1 week and 1 month after the SMART Family & Friends program concludes. We will ask you similar questions to those asked in the first assessment you completed, as well as questions about your experience of participating in SMART Family & Friends. With your permission we would like to audio-record the interview. These follow-up assessments will be done over the telephone and are expected to take around 30 minutes. To compensate you for the time involved in completing each follow-up assessment we will provide you with a \$30 Coles/Woolworths shopping voucher per assessment.

#### **Do I have to participate?**

Involvement in this study is voluntary. **This means that you can say no if you do not want to participate.** Whether or not you take part in the project, your relationship with the University of Wollongong or SMART Recovery Australia will not be affected. If you decide to take part in this project, you can withdraw from the study at any time without giving a reason.

If you decide to withdraw from the project, you also have the option of withdrawing all data relating to you. An exception to this is in the case of an adverse event, or a serious adverse event, where the data needs to be retained for regulatory reporting.

#### **Why do this study?**

You will have the opportunity to participate in the SMART Family & Friends program. We are hopeful that the SMART Family & Friends program will help people improve coping skills, engage in self-care, challenge their own thinking and improve communication. However, it is important we cannot and do not promise you will receive any benefits from this project.

#### **Are there any risks?**

People struggling with issues associated with their family member or friend's problems with substance use will likely experience some emotional discomfort or distress when answering the assessment questions or participating in the SMART Family & Friends program. The facilitator and research staff are clinically trained, will monitor you throughout the project, and will be able to provide you with information and resources should you need further support. The contact details for 24 hour / 7 day support lines include:

Lifeline: 13 11 14                      Beyond Blue: 1300 224 636

Alcohol Drug Information Service (ADIS): 1800 250 015

### **Who will have access to my information and how will confidentiality be protected?**

The researchers give their assurance that all information collected which identifies you such as your name and contact details is strictly confidential to the project team and will not be given to anyone else. At the start of the project, you will be assigned a numeric “participant” number. All information you provide for this project will only be identified by this number. The results of the project may be published or discussed but only de-identified data will be used. As we anticipate that we will continue to conduct research around assessment measures and running SMART Family & Friends groups, with your permission we would like to retain your data for ongoing research purposes. Information will be stored securely in a locked filing cabinet or password protected server at the University of Wollongong.

It is important, however, to understand that there are limits to confidentiality that all researchers and health professionals are obligated to maintain. We have a legal and ethical obligation to report any suspected harm to children (e.g. sexual abuse, physical abuse, neglect and exposure to domestic violence). There are also ethical and legal obligations on the reporting of serious crime. When participants are considered to be at serious risk of harming themselves or others then the normal confidentiality may also be waived because of our duty of care. If subpoenaed, we may be required to release information that we collect from you. Please be aware, you are under no obligation to report any information to the researchers. If you do not feel comfortable providing any information simply skip that question.

### **Ethics review and complaints**

If you have any questions at any time A/Prof Peter Kelly (02 4239 2382) will be happy to answer them. This study has been reviewed by the Human Research Ethics Committee of the University of Wollongong (UoW). If you have any concerns or complaints regarding the way this research has been conducted, you can contact the UoW Ethics Officer on (02) 4221 3386 or you can e-mail [rso-ethics@uow.edu.au](mailto:rso-ethics@uow.edu.au).

Please retain this information sheet for your own records. THIS IS FOR YOU TO KEEP.

**Thank you for your interest in this study**



**Consent Form for the SMART Family & Friends Study**

Version 3 (02.02.2021)

1. I \_\_\_\_\_, agree to participate in the SMART Family & Friends project as described in the participation information sheet
2. I understand that this is a study of the feasibility and helpfulness of the SMART Family & Friends program for people who are affected by the addictive behaviour of someone close to them.
3. I understand the research team at the University of Wollongong and SMART Recovery Australia will have access to the information I provide. I understand that all personal information I provide is completely confidential and will not be passed on to any other person, except as required by law.
4. I acknowledge that I have read the participant information sheet, explaining the nature and aims of the project, and it has been explained to my satisfaction.
5. I am aware that some of the assessment interviews will be audio-recorded, but I will be informed when this is going to happen.
6. I am aware I may not necessarily personally benefit from participation in this project.
7. I understand I can withdraw from this project at any time. I do not have to give my reasons for withdrawing and this will not affect my relationship with the University of Wollongong or SMART Recovery Australia.
8. I understand that data gathered during the course of this project may be published providing that names or identifying information is not used.
9. I understand that de-identified data from the study will be retained for ongoing research purposes  
 YES                       NO

10. I give permission for the research team to contact the alternative contact person/s I have nominated should I change my current contact details. I agree that this person can provide current contact information for me so that I can be contacted about completing follow up assessments.

YES  NO

11. I would like a copy of the project's results emailed to me when available.

YES  NO

12. I give permission for the research team to contact me via SMS. I understand this would occur only in the instances where I had previously agreed to receive a reminder about a scheduled telephone assessment, or if the research team are having difficulty contacting me directly over the phone.

YES  NO

- I have read and understood all the information provided, have been allowed to ask questions, and received satisfactory answers.
- I confirm that I am happy to be involved in the SMART Family & Friends research project.

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*Participant Signature*

*Date*

I have disclosed the relevant information/possible risks, in terms understood by the person.

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*Investigator Signature*

*Date*