



THE UNIVERSITY  
OF BRITISH COLUMBIA



Rural Coordination  
Centre of BC



## Information Letter/Consent Form Rural Site Visits Project

We invite you to participate in the Rural Coordination Centre of British Columbia Rural Site Visits Project.

**Purpose:** The Rural Site Visits Project is a research project tasked to the Rural Coordination Centre of BC (RCCbc) by the Joint Standing Committee (JSC). The purpose is to engage with rural communities to gain better insight into the context of rural practice in BC. The project hopes to provide the JSC with the information needed to better support rural communities and their physicians.

**Study Procedures:** Our normal process is to schedule an in-person interview. In light of Covid-19, however, we will schedule a virtual interview either by Zoom or telephone (your choice). If you choose to meet with us via Zoom, a virtual waiting room will be set up where the clinical lead will allow you to enter the virtual meeting room when they are ready. You are encouraged to log in using only a nickname or a made-up name (or initials). You can also choose to turn your video off during the interview. During the interview, the clinical lead will ask you a number of open-ended questions regarding healthcare practices in your community. Interview questions can be viewed prior to meeting at: <https://ruralsitevisits.rccbc.ca/project-documentation/>. Your responses will be audio-recorded during the interview. The recordings will then be transcribed into field notes written by the researcher or transcriber. The written transcription notes will be anonymized and analyzed to identify major themes affecting healthcare delivery in rural communities in BC.

**Potential Risks:** Some of the questions asked during the interviews may bring up emotional responses. Should you experience any discomfort relating to questions posed, please feel free to decline to respond to these questions. All responses will be kept strictly confidential, so there is no risk of any answers provided compromising yourself or other community members.

**Potential Benefits:** The study results will be used to support the development of policy, as well as understanding, related to rural practice in British Columbia. It will assist in terms of developing networks between rural practices, in the area of recruitment and retention, and help guide rural practice support programs.

**How will results of this project be shared?** The results of this project will be used in publications such as JSC reports, community reports, specialized reports, and may be presented to various audiences through presentations and conferences. Also, it will be used in academic publications (e.g. journal articles). In some cases, journals require Open Access (OA) which refers to freely available, online information to academic articles. The data that will be included will remove any identifiers and be placed online alongside the article. Once the data is made available in OA, you will not be able to withdraw your data.

**Confidentiality:** Your identity will be kept strictly confidential. All data collected will be anonymized and aggregated so neither yourself nor your community will be identifiable. The transcriptionist will be required to sign a confidentiality agreement prior to receiving any audio recordings. The audio recording, if applicable, will be destroyed after five years. The transcription notes will be sent to you for your approval before it is entered into our system. You may choose to edit, add, or omit any comments from the notes. If you are participating in group interview, we encourage all participants to refrain from disclosing the contents of the discussion outside of the meeting group; however, we cannot control what other participants do with the information discussed.

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Written data will be stored securely, and password protected on an encrypted hard drive and backup device that will be kept securely locked in a filing cabinet in an office that is part of the Faculty of Medicine at UBC. There will be an additional copy kept on an encrypted hard drive and backup device that will be kept securely locked in a filing cabinet of the RCCbc office. All documents will be identified only by code number and electronic files will be password protected and encrypted, and accessible only to research team members. All files will be retained for a minimum of five years.

**Contact for information about the study:** If you have any questions or desire further information with respect to this study, you may contact Dr. C. Stuart Johnston, Associate Director, RCCbc at 250-689-0199 or [csj@mail.ubc.ca](mailto:csj@mail.ubc.ca).

**Participant Support Lines:** In the event that you become upset or distressed prior to, during, or following this project, the following support lines are available to you:

- Provincial Mental Health Support Line: 310-6789 (no area code required) for emotional support, information, and resources specific to mental health. Available 24 hours a day, 7 days a week.
- Suicide/Distress Support Line: 1-800-784-2433 if you are experiencing feelings of distress or despair, including thoughts of suicide. Available 24 hours a day, 7 days a week.
- KUU-US Crisis Response Service: 1-800-588-8717 for culturally aware crisis support for Indigenous peoples in BC.

**Contact for concerns about the rights of research participants:** If you have any concerns or complaints about your rights as a research participant and/or your experiences while participating in this study, you can contact the Research Participant Complaint Line in the UBC Office of Research Ethics at 604-822-8598, UNBC Research Ethics Board at 250-960-6735 or if long distance e-mail [RSIL@ors.ubc.ca](mailto:RSIL@ors.ubc.ca) or call toll free 1-877-822-8598.

I, by signing below, agree to participate in the Rural Site Visits interviews led by the Rural Coordination Centre of BC. The purpose of this document is to specify the terms of my participation in the interview. By signing below:

1. I understand that my participation in this interview is completely voluntary.
2. I may withdraw from the project at any time, or refuse to participate.
3. I have been given sufficient information about this project. The purpose of my participation as an interviewee in this project has been explained to me and is clearly outlined above.
4. I understand that if the de-identified results are published in Open Access, I am not able to withdraw my data once it has been published.
5. I give my consent to be recorded, by audio if necessary, and my words be transcribed by an external party.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Email

*\*If you'd like to receive project updates and future  
Community Feedback Reports*