



Explanatory Statement: Practice Nurse Work Survey

This information sheet is for you to keep.

My name is Catherine Joyce and I am a Senior Research Fellow in the Department of General Practice at Monash University. This information has been provided to you at your request, after you responded to an advertisement for the study.

The aim of the research

The aim of this study is to describe the services currently being provided by Practice Nurses in Australian general practice, including the frequency and types of clinical services provided, and the amount of time spent on other, non-clinical activities.

We are seeking qualified Nurses (Registered or Enrolled) who are currently working in a general practice or other primary care setting eligible to receive Medicare rebates to take part in the study. We are advertising the study through a range of relevant organisations and events, including the Australian Practice Nurses Association and Divisions of General Practice.

Practice Nurses are a rapidly growing and evolving workforce and this study will provide important information about what Practice Nurses are doing in their current work. This will help to give a better understanding of the role of Practice Nurses in providing primary care to the Australian community.

While it will take up some of your time to be part of this research, you may also find that it gives you an opportunity to reflect on how you spend your time at work, and gives you new insight into this. You have the option to receive an individual feedback report from the study, providing information about your work profile compared to group averages.

What does the research involve?

The study involves completing a questionnaire and a series of encounter forms. The questionnaire asks about the practice you work in, your background, and the type of work you do as a Practice Nurse. The questionnaire takes approximately 15 minutes to complete.

The encounter forms are to be completed after each clinical contact with a patient, for 50 consecutive patients. These forms ask about characteristics of the patient and their reason for seeing you, and characteristics of your interaction with them, such as the procedures or services you provided, and how long it took.

Encounter forms take approximately 1 minute to complete. Depending on how many patients you see in an average working day, it will take between 1 and 5 working days to complete 50 encounter forms. You are requested to return all encounter forms within 2 weeks of receiving them. Detailed instructions will be provided to assist you with filling in the forms.

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A letter for your employer is provided to explain the study and confirm that you have your employer's agreement to participate.

A Patient Information Notice will be provided to participating Practice Nurses which informs patients about the study and of their right to refuse to allow their unidentified data to be included. Each patient must view this Information Notice prior to inclusion of their consultation with you in the study.

Questionnaires and encounter forms do not include your name or the name of your practice or your patients. Numeric codes are used on questionnaires and encounter forms to ensure confidentiality. Data collected in the study will be stored according to University regulations and kept on University premises in a locked cupboard/filing cabinet for 5 years.

Being in this study is voluntary and you are under no obligation to consent to participation.

We intend to prepare reports of the study for publication, presentation at conferences and so forth, but individual participants will not be identifiable in such reports. A summary report of the findings of the study will be available from the following website:

<http://www.med.monash.edu.au/general-practice/pnws.html>.

If you are willing to take part in this research, please complete the Consent Form and have the letter for employer signed, and return them to Dr Catherine Joyce at the address or fax number below or using the envelope provided to you.

You will then be sent the questionnaire, encounter forms, instructions, and Patient Information Notice, with reply-paid envelopes for you to return them to us.

Thank you for considering taking part in this important study.

<p>If you would like to contact the researchers about any aspect of this study, please contact the Chief Investigator:</p>	<p>If you have a complaint concerning the manner in which this research (Project Reference Number 2006/xxx) is being conducted, please contact:</p>
<p>Dr Catherine Joyce Department of General Practice, Monash University 867 Centre Road East Bentleigh VIC 3165</p> <p>Tel: +61 3 8575 2256 Fax: +61 3 8575 2233 Email: catherine.joyce@med.monash.edu.au</p>	<p>Human Ethics Officer Standing Committee on Ethics in Research Involving Humans (SCERH) Building 3e Room 111 Research Office Monash University VIC 3800</p> <p>Tel: +61 3 9905 2052 Fax: +61 3 9905 1420 Email: scerh@adm.monash.edu.au</p>

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This study is endorsed by the Australian Practice Nurses Association

