



UNIVERSITY OF
TORONTO



August 2023

LETTER OF INFORMATION

Study title: Internationally-Trained Healthcare Professionals and the Practice of Traditional and Complementary Medicine in Canada

Dear Naturopathic Doctor:

I am writing to request your participation in a research study. **We would like to learn more about the experiences of, and issues faced by internationally-trained health care professionals who change careers in Canada, to work in the field of traditional and complementary medicine.** Our research team, based at the University of Toronto and Carleton University, has been studying traditional and complementary health care professions for more than 20 years.

What is being requested of you?

As Co-Investigator on this project, I am requesting your formal consent to meet with me (or my Research Assistant) for an interview, at your convenience. The interview will last approximately 1 to 1.5 hours. ***I will be asking you various questions about your experience as an internationally-trained health care professional in Canada, who has changed careers to work in the field of naturopathic medicine.*** With your agreement, I will be making an audio recording of our interview for confidential transcription, which we will use in our study analysis. You will be compensated with a \$100 gift card to recognize your participation in the study.

Is the interview confidential?

Your name will not be associated with any of the study findings, and the identities of interviewees will be strictly protected throughout the research project. Interview recordings will be kept for up to twelve months after our interview, during which time they will be transcribed. Your name (as well as very specific identifying features) will be removed from interview transcripts, and we will use a unique code or pseudonym to identify you. No information will be printed or released that would disclose your personal identity. While it can sometimes be difficult to achieve complete anonymity in a study like this, and it is possible that someone might be able to 'guess' your identity based on what you share with the research team, all steps will be taken to protect your identity in line with your wishes.

What will happen to my interview transcript?

Throughout the study, while we are analysing your interview transcript alongside those from other participants, all interview transcripts will be securely encrypted on a password-protected computer, and in locked filing cabinets and offices; only the primary research team members (listed below) will be able to access them. Any identifiable electronic data that is being kept outside of a secure server environment will be encrypted, consistent with the standards described at: <https://research.utoronto.ca/data-security-standards-personally-identifiable-other-confidential-data-research>

After the study is complete, anonymous interview transcripts will be stored in a case study database for future reference and analysis by the study's research team. If you would prefer not to have your transcript included in this database, you may request (within six months of your interview) that the transcript be destroyed after the end of this study.

Can I withdraw from the study?

Yes. Within six months of our interview, you may request (either in writing or by phone) that your transcript, or portions of it, be deleted. However, even if your transcript (or portions of it) are destroyed at your request, it is important to understand that perspectives from your interview may be confidentially incorporated into the study analysis.

Will the study report be available to read?

You may request that we send you a copy of the final study report when the study is over.

Will there be compensation for participating in this study?

Yes. Following your interview, we will mail you a \$100 Gift Card in recognition of your contribution to the study. We will ask you to provide a preferred mailing address where you may receive this honorarium. We will send you this Gift Card regardless of the duration of the interview, even if you decide part way through the interview that you no longer wish to participate, and/or if you later withdraw your interview from the study.

What are the risks and benefits of participating in this study?

There is minimal risk associated with participating in this study. Your participation is voluntary, and you may withdraw part or all of your interview content within six weeks of our interview. Your name will not be publicly associated with the study findings, and every effort will be made to keep your contribution confidential. However, complete anonymity cannot be guaranteed.

The possible benefits of participating in this study are likely to take place in the longer range. By participating, you contribute your voice to our study dataset, which in turn may enable your perspectives to be amplified in the study findings. In the long range, these findings may be shared with decision makers and organizational leaders working on improving outcomes for internationally trained health professionals in Canada.

What are the rights of interview participants?

If you have any other questions about your rights as an interview participant, or if you have concerns about how you are being treated as a research participant, please contact the Research Oversight and Compliance Office, Human Research Ethics Program, University of Toronto, at ethics.review@utoronto.ca or 416-946-3273, or the Carleton University Research Ethics Board (CUREB) at ethics@carleton.ca. Please note that the Human Research Ethics Units at the University of Toronto and Carleton University may have confidential access to study data to help ensure that participant protection procedures are being followed.

Please keep this information letter and a copy of the informed consent for your records.

Your perspectives are important to the study. We sincerely hope that you will agree to take part. Please contact me by email (Nadine.jjaz@carleton.ca) to let me know if you would, or would not, like to participate. If you let me know that you would not like to participate, I will not contact you again. If I do not hear from you within approximately one week, I will contact you again to inquire about your possible involvement, and to resolve any questions or concerns you may have.

If you agree to participate in this study, a consent form will be sent to you, and we will work together to find an agreeable time and location for an interview. Please do not hesitate to contact me if you have any questions at this point.

Sincerely,

A handwritten signature in black ink, appearing to read 'NADINE IJAZ', with a horizontal line extending to the right from the end of the signature.

Nadine Ijaz PhD (she/her)
Study Co-Investigator
Assistant Professor, Department of Law and Legal Studies
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Informed Consent Form

Study title: Internationally-Trained Healthcare Professionals and the Practice of Traditional and Complementary Medicine in Canada

I acknowledge that I have read the letter of information accompanying this form, have had the study described to me to my satisfaction, and have had an opportunity to have my questions about my involvement in the study answered. I agree to participate in the described study.

I understand that **Dr. Nadine Ijaz, an Assistant Professor at Carleton University or her appointed Research Assistant, Christelle Money Penny**, will be interviewing me.

I understand that my interview is likely to last between 60 and 90 minutes, and that it will be audio-recorded with my consent.

I understand that the information I provide for this study over the course of my interview will be kept confidential, and that I will be identified by a unique, anonymous numerical code accessible only to the study investigators. Audio files will be stored exclusively on password-protected computers for up to twelve months after the interview. Transcripts will be encrypted on password-protected computers and/or in locked filing cabinets and offices accessible only to the research team.

I understand that total anonymity cannot be guaranteed in the current study, although the Research Team will make all efforts to protect participant confidentiality.

I understand that my anonymous interview transcript will be stored in a research archive after the study is complete, and that it may be re-analysed in future research by the research team.

I understand that I have the following rights, and may exercise any or all of them by communicating verbally or in writing with the Research Team:

- a) **Not to be interviewed;**
- b) **To end the interview at any time;**
- c) **To request that the digital recorder not be used, or be turned off at any time during the interview itself;**
- d) **To not have my interview recording transcribed;**
- e) **To withdraw my consent to have my interview used for explicit analysis in this study within six months of the interview (although I recognize the Research Team – who may recall insights gained from our interview – may incorporate perspectives from our interview in the study even if the transcript is destroyed at my request);**
- f) **To request that my interview’s anonymized transcript not be kept in a research archive.**

Date: / / (to be dated by interviewee)
 D M Y

Interviewee signature: _____

Please print name: _____

Please note that if you prefer, you may provide your consent verbally at the time of the interview rather than signing this document. Thank you for your participation in this study.