

Participant Information Sheet

Before you take part in this mental health and wellbeing survey which is accessed through the STAGE-28 International portal, we want you to understand why it is being undertaken and what it requires of you. If anything is not clear, please ask.

The survey is a collaboration between St Vincent's Hospital Melbourne (SVHM) & STAGE-28 International. STAGE-28 International is a company specialising in emergency services training and research. The STAGE-28 survey contributes to a model of shared responsibility for mental health and wellbeing risk between employees and their employer. [Click here](#) for more info on STAGE-28 International.

Part 1 What does my participation involve?

1. Introduction

SVHM Health, Safety and Wellbeing invites you to participate in a short assessment of your own wellbeing so we may establish the status of our employees in the current climate and ensure how best to target supports in the event of critical and major incidents including that of COVID-19.

As healthcare workers we know you have been impacted on so many levels in meeting the mental, physical, professional and social demands of this unprecedented time. We are therefore keen to establish how you are managing with the potential personal fallout related to meeting a sustained and continued response to significant major events.

The wellbeing self-assessment will be facilitated through STAGE-28 International, which is a mental health and psychological wellbeing survey, that is, a short (8-10 minute) self-assessment survey, specifically designed for first responders working in hospitals and community health.

STAGE-28 International projects are designed to meet the demands of health and safety legislation where mental health has parity with physical health. Whilst threats to physical health can be seen, acted on and checked for improvement, threats to mental health (e.g. anxiety, depression, burnout and fatigue) are less easy to identify.

2. What is the purpose of the STAGE-28 survey?

The purpose of the STAGE-28 survey, and any that build on it, is to protect the mental health of staff at SVHM. To that end, we wish to capture the impact of critical and major incidents

like the COVID-19 outbreaks since 2020 using a standardised survey of mental health and psychological well-being called STAGE-28 in a brief, secure and confidential manner.

Analysis of the data generated should indicate people, departments and roles that place healthcare workers at SVHM at high-risk for a mental health problem. SVHM managers, however, will not be made aware of individuals involved as the data is de-personalised.

3. What does participation in the STAGE-28 survey involve?

If you wish to participate, you will provide consent electronically prior to starting the survey. You will then be invited to participate in a short survey. Upon completing the survey, a summary will be e-mailed to your preferred email address immediately indicating a risk-level (Red/Amber/Green) with guidance on possible next steps and contact information.

4. What do I have to do?

The only requirement for you to participate in this survey is to grant consent to be involved in a 8 to 10-minute survey. No other commitment is required.

5. Other relevant information about the STAGE-28 survey

The project team consists of the STAGE- 28 Director as the lead Investigator in collaboration with the SVHM Workplace Wellbeing/Peer Support Manager.

The survey is open to a maximum of 500 health care workers at SVHM across various disciplines and areas.

6. Do I have to take part in the STAGE-28 survey?

Participation is voluntary. If you do not wish to take part, you do not have to, nor will it affect your employment with SVHM.

7. What are the possible benefits of completing the STAGE-28 survey?

We cannot guarantee or promise that you will receive any benefits from completing the survey. However, possible benefits may include an insightful assessment of your wellbeing and links to resources which can support you at that time. You can choose what to do with the survey results and the information you receive via an e-mail, with risk levels, from STAGE-28 International. What it will generate is a set of scores that will indicate a level or risk for a mental health condition. It will not be a diagnosis but it might raise concern, for which reason contact details of support options from SVHM are provided in the lower part of the e-mail. You are welcome to use these options even if you do not receive 'high-risk' notification.

8. What are the possible risks and disadvantages of completing the STAGE-28 survey?

There are no foreseeable harms to complete the survey and it is hoped that some benefit might come from increased awareness of mental health issues that participation brings, and confidence in the way that SVHM supports and helps staff.

However, should answering this survey cause an unusually strong emotional response please contact Support Team Action Response (STAR) which is a Peer Team of SVHM staff, from many disciplines and occupations, trained and familiar with strategies in managing workplace stress and/or the demands of one's personal life.

STAR peer support members are available 24 hours a day via switchboard (03) 9231 2211 to:

- Listen to and support staff on a one-to-one basis
- Provide staff with information about critical incident stress management and other services
- Facilitate confidential group interventions.

STAR members are not trained to provide ongoing counselling or therapy. However, they can refer staff to professional counsellors in consultation with the person seeking help. As per usual STAR Peer Support process - confidentiality is strictly maintained except if both the STAR member and the person seeking help agree there is a clear and imminent risk of harm.

Please note that further assistance is available by contacting

- Access Employee Assistance Program on 1800 818 728 (24 hours a day)
- SVHM Staff Medical Centre – 9953 3762
- People and Organisational Development consultant
- Your family doctor or community health centre
- Private counsellor/psychologist
- Victorian Doctors Health Program – 9280 8712
- Nurse and Midwife Support - 1800 667 877
- Beyond Blue - 1300 22 4636
- Sane Australia - 1800 18 7263
- Crisis Intervention Management Australasia – (CIMA) www.cima.org.au
- Phoenix Australia – 9035-5599
- Lifeline – 13 11 14
- Grief line – 1300 845745
- 1800RESPECT – Counselling for support in domestic violence situations

9. What if I withdraw from completing the STAGE-28 survey?

If you consent to participate, you may withdraw at any time. Withdrawing from the survey will not affect your relationship with the associated organisations involved in this project in any way. In case you decide to withdraw, the unused data given will be traced, extracted and deleted.

10. What happens when the STAGE-28 survey ends?

During the survey you will be asked to complete standardised, clinically-relevant questionnaires.

The results will be used in the following ways:

1. To show the proportion of staff at high, medium and low levels of risk for mental health concerns in the current phase of the COVID-19 pandemic amongst SVHM staff;
2. To develop a network of support options for those in need;
3. To measure the impact of supportive interventions between two time points;
4. To determine the effectiveness of the interventions;
5. To report findings of the cohort to SVHM managers with recommendations for strategic action.

With your agreement to the points on the consent you give prior to completing the survey, your de-identified data will be used to help paint an overall picture of employee mental-health following their work and continued involvement in the COVID-19 outbreaks at SVHM. This analysis will form the basis of a report for SVHM Wellbeing Program Management.

Part 2 How is the STAGE-28 survey being conducted?

11. What will happen to information about me?

Your participation in this survey is conducted in accordance with accepted codes of conduct for research, and so requires your informed consent. By providing consent, you are giving permission to participate with the assurance that all your personal information will remain confidential and that you will not be identified.

Participants' concerns are a priority as is their confidentiality, anonymity and the security of data. Your responses will be uploaded to the SVHM Database server and will be securely stored on a password-protected Share Point site within the SVHM database for which SVHM holds legal responsibility. The data will only be accessible by the STAGE- 28 Director as the in collaboration with the SVHM Workplace Wellbeing/Peer Support Manager. Dr John Durkin, Director of STAGE-28 International holds an honorary appointment within SVHM to be allowed access to the data (as per the data transfer agreement with SVHM) and will de-identify it upon extraction from the SVHM database. In other words, if any potentially identifiable information is retained (e.g., e-mail address) it will have been removed prior to data extraction, early analyses and reporting.

Should your email response indicate a high-risk score you are encouraged to utilise usual avenues of workplace support and contact Workplace Wellbeing Manager as required. (See Point 9 in Part 1 for all the contact details).

Where mental health areas of concern and trends become evident from the collection of data, a report will be prepared for SVHM to take action.

An electronic copy of the de-identified data will be retained on SVHM servers for a minimum of 5 years.

12. Complaints and compensation

If you suffer any injuries or complications as a result of this survey, you should contact the SVHM Workplace Wellbeing/Peer Support Manager (see section 14) as soon as possible and you will be assisted with arranging appropriate treatment via SVHM Workplace Support Programs and WorkCover.

13. Who is organising and funding the STAGE-28 survey?

This survey is conducted by SVHM in collaboration with STAGE-28 International. The survey is being funded by the Worker Wellbeing Grant.

You will not benefit financially from your involvement in this survey. In addition, if knowledge acquired through this survey leads to discoveries that are of commercial value to the SVHM, the research staff or STAGE-28 International, there will be no financial benefit to you from these discoveries.

Other than remuneration to STAGE-28 International to manage the surveys and host the data via an Honorary access to SVHM secured data management systems, no one will receive a personal financial benefit from your involvement in this project (other than their ordinary wages).

14. Further information and who to contact

The person you may need to contact will depend on the nature of your query.

If you want any further information concerning this survey or if you have any problems, concerns or complaints which may be related to your involvement in the survey, you can contact SVHM Workplace Wellbeing/Peer Support Manager, Ms Jacqueline Bloink

T: 03 9231 1865 | **M** 0418 536 322

E: jacqueline.bloink@svha.org.au.