The effect of continuing professional development from the perspective of nurses and midwives who participated in continuing education programs offered by Global Health Alliance Western Australia: A mixed-method study

Yan Ing (Jenni) Ng

The University of Notre Dame Australia

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Appendices

Appendix A: UNDA Research Proposal Approval Letter

11 December 2014

Jenni Ng
173 Stock Road
Palmyra WA 6157

Dear Jenni,

On behalf of the School of Nursing & Midwifery, I write to advise you of approval of your research proposal and full candidacy in your Masters studies. The Research Office congratulates you on this achievement and wishes you well for your research program. Please do not hesitate to contact the Research Office or your Supervisors if you have any questions about your candidacy.

Yours sincerely,

[Signature]

Professor Peta Sanderson
Pro Vice Chancellor – Research

cc: Dr Karen Clark-Burg, Acting Dean, School of Nursing & Midwifery
    Assoc. Prof Caroline Buhara, Chair, SRC
    Dr Mark Jones, Principal Supervisor
    Prof Selma Alle, Co-Supervisor
    Dr Julia Alessandri, Higher Degree by Research Education Coordinator
Appendix B: UNDA Ethics Approval Letter

11 September 2014

Professor Selma Aliex & Ms Jenni Ng
School of Nursing & Midwifery
The University of Notre Dame Australia
Fremantle Campus

Dear Selma and Jenni,

Reference Number: 014149F

Project Title: “The effectiveness and sustainability of continuing professional development from the perspective of nurses and midwives who participated in continuing education programs offered by Global Health Alliance Western Australia: A mixed method study.”

Your response to the conditions imposed by a sub-committee of the university’s Human Research Ethics Committee, has been reviewed and based on the information provided has been assessed as meeting all the requirements as mentioned in National Statement on Ethical Conduct in Human Research (2007). Therefore, I am pleased to advise that ethical clearance has been granted for this proposed study.

All research projects are approved subject to standard conditions of approval. Please read the attached document for details of these conditions.

On behalf of the Human Research Ethics Committee, I wish you well with your study.

Yours sincerely,

Dr Natalie Giles
Research Ethics Officer
Research Office

cc: Dr Karen Clark-Burg, Acting Dean, School of Nursing & Midwifery;
Dr Caroline Butera, SRC Chair, School of Nursing & Midwifery.
Appendix C: Discussion Paper to WAHNMAC and Email Correspondence from Committee Members Supporting the Study

DISCUSSION PAPER

TO: Members WA Health Nursing and Midwifery Advisory Council (WAHNMAC)
FROM: Jenni Ng, GHAWA Program Manager, Nursing and Midwifery Office
DATE: 12 October 2015
RE: Global Health Alliance WA Program Research

PROPOSAL
To undertake an evaluation of the effectiveness and sustainability of continuing professional development (CPD) from nurses and midwives who participated in education programs offered by Global Health Alliance Western Australia.

BACKGROUND
- In 2010, the Global Health Alliance Western Australia (GHAWA) program was initiated as an outcome of the Deputy Premiere, Minister for Health, Dr. Kim Hames' visit to Tanzania.
- GHAWA is a health capacity building initiative administered under the auspices of the Nursing and Midwifery Office within the Department of Health (DOH) Western Australia (WA).
- The core objective of the program is to assist underserved communities and countries by enhancing the capability and capacity of the nursing and midwifery workforce, in this case Tanzania. This is achieved by professional development education delivered by WA expert volunteers from the nursing and midwifery profession.
- There is a wealth of information to draw from program participants, both in WA and Tanzania, to establish and evaluate the effectiveness and sustainability of the program.
- In 2013, the concept of training the trainer was introduced as part of GHAWA course deliverables.

DISCUSSION
- Embedded in the program is a yearly review of the courses conducted by GHAWA and reported to the Minister of Health and other key stakeholders, including the Department of Foreign Affairs AustraliaAID.
- To facilitate a deeper understanding, Jenni Ng intends to conduct scholarly research as part of a Master of Philosophy with the University of Notre Dame Australia (UNDA).
- The study has several aims. These include:
  - explore the perception and effectiveness of CPD of the GHAWA program,
  - describe the suitability of CPD in Tanzania
identify whether the sharing of knowledge amongst the Tanzanian nurses and midwives occurs beyond attending GHAWA’s program.

- The use of quantitative and qualitative designs informed by a mixed method approach will be utilised for this evaluative study.

- To achieve these aims past participants will be invited to:
  - participate in focus groups (Tanzanian nurses and midwives)
  - participate in focus groups and one-on-one interviews (WA Health nurses and midwives)

- These participants represent the 2013 cohort who experienced or delivered the training the trainer model.

- This evaluative strategy will identify the effectiveness of the programs delivered by GHAWA, and clarify any barriers or enablers.

- Ethics approval has been granted by the UNDA HREC (attached). In addition, approval to conduct research in Tanzania has also been approved by a Tanzanian University and the Tanzania Commission for Science and Technology (the peak body responsible for ethics and review of activities concerning research development in Tanzania and authorisation of research activity by foreign nationals). See attached for ethics approval.

**RECOMMENDATION**

- WAHNMAC members support/endorse the project and give permission for the researcher to invite staff from their respective health services, who previously volunteered during the 2013 program, to receive an invitation to participate in this study.

**Attachments:**

1. **UNDA Research Ethics Approval**
2. **COSTECH Permit to conduct research in Tanzania**
3. **Hubert Kairuki Memorial University - Tanzanian University Ethics Clearance**
Appendix D: COSTECH Research Permit

TANZANIA COMMISSION FOR SCIENCE AND TECHNOLOGY
(COSTECH)

RESEARCH PERMIT

No. 2015-97-NA-2015-36 10th August 2015

1. Name : Jenni Yan Ing Ng

2. Nationality : Australian

3. Title : The Perceived Effectiveness and Sustainability of Continuing Professional Development in Australia and Tanzania Following Nurses and Midwives Participation in Continuing Education Programs Offered by Global Health Alliance Western Australia (GHAWA): a Mixed Method Study

4. Research shall be confined to the following region(s): Dar es Salaam

5. Permit validity from: 10th August 2015 to 09th August 2016

6. Contact/ Collaborator: Dr. Sebalda Leshabari, MUHAS, Dar es Salaam

6. Researcher is required to submit progress report on quarterly basis and submit all Publications made after research.

M. Mushi

for: DIRECTOR GENERAL
TANZANIA COMMISSION FOR SCIENCE AND TECHNOLOGY
(COSTECH)

Director of Immigration Services
Ministry of Home Affairs
P.O. Box 512
DAR ES SALAAM

Dear Sir/Madam,

RESEARCH PERMIT

We wish to introduce Jenni Yan Ing Ng from Australia who has been granted Research Permit No. 2015–97-NA-2015-36 dated 10th August 2015.

The permit allows him/her to do research in the country “The Perceived Effectiveness and Sustainability of Continuing Professional Development in Australia and Tanzania Following Nurses and Midwives Participation in Continuing Education Programs Offered by Global Health Alliance Western Australia (GHAWA): a Mixed Method Study”.

We would like to support the application of the researcher(s) for the appropriate immigration status to enable the scholar(s) begin research as soon as possible.

By copy of this letter, we are requesting regional authorities and other relevant institutions to accord the researcher(s) all the necessary assistance. Similarly the designated local contact is requested to assist the researcher(s).

Yours faithfully,

M. Mushiri

for: DIRECTOR GENERAL

CC:
1. Regional Administrative Secretary: Dar es Salaam
2. Local contact: Dr. Schalda Leshabari, MUHAS, Dar es Salaam
3. Co-Researcher: None
Appendix E: HKMU Ethical Research Committee Clearance Letter

THE HUBERT KAIRUKI MEMORIAL UNIVERSITY (HKMU)
Incorporated in The Mission Mikocheni Health and Education Network (MMHEN)
Tel: 255-22-2700021/4
Fax: 255-22-2775591
E-mail: info@hkmu.ac.tz
or secvc@hkmu.ac.tz
web: www.hkmu.ac.tz

322 Regent Estate,
P. O. Box 65300,
Dar es Salaam.
TANZANIA

REF: HK/ERC/015-416

Date: 22nd July, 2015

RE: ETHICAL CLEARANCE FOR YOUR STUDY TITLED “The Effectiveness and Sustainability of Continuing professional Development from the Perspective of Nurses and Midwives who Participated in Continuing Education Programs Offered by Global Health Alliance Western Australia: A Mixed Method Study”

Principal Investigator:

M/S Yan Ing (Jenni) Ng,

This is to inform you that the Hubert Kairuki Memorial University Ethical Review Committee (ERC) has under the mandate of SOP 06 of its operating procedures reviewed and considered your application for ethical clearance of the above mentioned study and approved the following items:

(1) Study Protocol titled “The Effectiveness and Sustainability of Continuing professional Development from the Perspective of Nurses and Midwives who Participated in Continuing Education Programs Offered by Global Health Alliance Western Australia: A Mixed Method Study” Version: November, 2014
(2) Informed Consent Forms – English and Swahili Versions

Conditions that apply are clearly itemized on the Ethical Clearance Approval Form HK/ERC 04-02, Appendix 4 in our files. Your study is therefore cleared and may proceed until the next review date of this study, which will be 21st July, 2016 when this clearance becomes invalid.

Sincerely,

[Signature]

Prof. Sylvester L.B. Keuna
Chairperson, Ethical Review Committee
Hubert Kairuki Memorial University
Appendix F: MUHAS Letter of Support to Conduct Research

MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES
SCHOOL OF NURSING
OFFICE OF THE DEAN
P. O. BOX 65004 • DAR ES SALAAM • TANZANIA

TELEPHONE: 255-22 2150302-6 Ext. 245
Direct line: + 255-22-2152467
E-mail: seolesh@yahoo.com; steshabari@muhas.ac.tz

Date: 15/06/2015

Tanzania Commission for Science and Technology
Dar es Salaam, Tanzania

Dear Sir/Madam,

I provide this letter in support of Jenni Yan Ing Ng's intention to conduct research in Dar es Salaam, Tanzania, to examine 'The effectiveness and sustainability of continuing professional development from the perspective of nurses and midwives who participated in continuing education programs offered by Global Health Alliance Western Australia: A Mixed Method Study'.

The aim of the research is to consider the effectiveness of professional development programs, through provision of education and training, offered by the Global Health Alliance Western Australia Program (GHAWA) to nurses and midwives in Tanzania. This study will assist with evaluating the benefits of continuing education and determine the sustainable impact on the nurses and midwives in Tanzania as a result of participating in the program education. This important piece of work will further help inform the significance of continuing professional development, its impact on nurses and midwives in Tanzania and the sustainable development.

Please do not hesitate to contact me with questions if need be: seolesh@yahoo.com

Yours Sincerely,

Dr. Sebaldo Leshabari
Dean, School of Nursing
Appendix G: Information Sheet for Phase Two/Stage One

Information Sheet for WA nurses and midwives

Project Title

The effectiveness and sustainability of continuing professional development from the perspective of nurses and midwives who participated in continuing education programs offered by Global Health Alliance Western Australia: A Mixed Method Study.

Project Aim

The aim of this study is to examine the effectiveness of professional development programs offered by GHAWA to nurses and midwives in Tanzania. Through the provision of education and training, GHAWA supports health professionals to improve health care outcomes in developing countries, such as Tanzania. This study will assist with evaluating the benefits of continuing education and determine the sustainable impact on the nurses and midwives in Tanzania as a result of participating in the education.

We would like to get your perception of how you think by taking part in the GHAWA course has impacted on the nurses and midwives in Tanzania.

Approval

This project has been approved by the Human Research Ethics Committee at University of Notre Dame Australia (approval number 014149F). The project is also supported by its collaborative university partner HKMU and MUHAS, with ethics approval being sought from the Tanzania Commission for Science and Technology (COSTECH).

If you have any concerns about the project, have any complaint regarding the manner in which a research project is conducted or wish to verify the approval, please contact the Executive Officer of the Human Research Ethics Committee, Research Office, The University of Notre Dame Australia, PO Box 1225 Fremantle WA 6959, phone (08) 9433 0943, research@nd.edu.au.

Any complaint or concern will be treated in confidence and investigated. You will be informed of the outcome.

Procedures

This project is being conducted by Jenni Ng (Registered Nurse) under the supervision of Adjunct Prof. Mark Jones and Prof. Selma Alliez. It will form the basis for the degree of Master of Philosophy at The University of Notre Dame Australia. The researcher successfully gained an academic research grant from the Nursing and Midwifery Office, Department of Health Western Australia to conduct this project.

Information for this research will be collected in 2 phases during 2015.

The first phase will involve a review of GHAWA program. This is to look at what was delivered, where, when and how many people attending the program in 2013. Educators and participants involved in the program including mentoring and training the trainer concept education are invited to take part in this study. Facilitated focus group discussions (phase 2) will be conducted in Perth, Western Australia and advance notice will be provided.
With your permission to be a part of this research, focus group interviews seeks to identify your perception of continuing education, its relevance to you, your colleagues and patients in Tanzania, and how CPD may have impacted on the Tanzanian nurses and midwives’ work role. The option for one-on-one interview is available if you wish to be interviewed individually or is not able to attend the focus group interview session.

Your information and opinions expressed will be used in a research report, relevant journal publications and conference presentations. You will not be identified in anyway. An overview of the results will be presented following research completion.

Should you agree to participate in these activities, you will be required to complete a written consent form.

**Risks, Discomforts and Benefits**

Your participation is entirely voluntary and you may withdraw at any time. There are no risks involved with your participation. There will be no disadvantage to yourself if you refuse to participate.

**Confidentiality**

Information gathered about you will be held in strict confidence. This confidence will only be broken in instances of legal requirements such as court subpoenas, freedom of information requests, or mandated reporting by some professionals.

Identifying markers will be removed prior to data analysis occurring. All data will be kept on a password protected computer and backed up on a password protected external hard drive. Should the research lead to publication participants would unable to be identified due to the de-identification of participant’s answers early in the process. Data following the conclusion of the study will be stored securely in the School of Nursing & Midwifery at The University of Notre Dame Australia for a period of five years and then will be destroyed as per the University of Notre Dame’s policy.

**Further Information**

If you have any questions regarding the project you can contact Jenni Ng via email at Jenni.ng@health.wa.gov.au

**To Participate**

Please reply to this email and return the signed consent form. Thank you.

Yours Sincerely,

Jenni Ng
Appendix H: Phase Two/Stage One—Focus Group Interview Questions

Interview / Focus Group: WA Nurses and Midwives Questions

- Welcome and thank you for your participation
- Short brief regarding confidentiality, reminder re audio tape, and gather all consent form prior to starting
- Purpose of the study is to evaluate the effectiveness of continuing education and determine the sustainable impact on the nurses and midwives in Tanzania as a result of participating in PD short courses delivered by GHAVA

Questions

1. Aim: To ascertain your opinion as to how Tanzanian nurses and midwives altered their practice as a result of engaging with GHAWA delivered education programs.

You all delivered education programs in Tanzania, do you think the nurses and midwives who came along got anything out of it?

Prompts: Do you think attending the program resulted in any practice changes?

1.1 If yes, what do you think improved their professional practice and role in their workplace?

1.2 If no, what do you think would improve their professional practice and role in their workplace?

Prompts: Improve practice and patient care delivery, enhance the role of the nurse/midwife, self/staff motivation, work promotion

2. What do you identified as the factors/elements of the education program that impacted on their professional development?

3. From your experience/observation during your placement period: what do you think influenced their ability to provide professional nursing care?

Prompt for Q2 and 3: confidence, personality, self-determination, managerial support, peer support

If I can give you a few prompts... how do you think their confidence influenced their ability to provide professional nursing care? ... How do you think confidence impacted on their ability to improve their professional practice?

Why do you think that is? Can you tell me more.
4. What do they need to provide and implement PD education/sessions in their workplace?

Prompt: Did they mention anything? What do you think enables them to continue providing CPD education sessions in their own workplace?

5. What do you think prevents/stop them from being able to continue providing PD education in their own workplace?

Prompt Q5 and 6: lack of resources, lack of confidence, lack of support from management, lack of confidence, funding issues, continual CPD support from GHAWA or other NGO is necessary

6. After participating in PD sessions what changes did you observed in their workplace, their functions, roles or practices?

7. In your view, what has been the outcome of the GHAWA program for the Tz N/M i.e. participating the education sessions which you delivered as part of the GHAWA program?

Prompt: Do you think the education program has been effective or ineffective?

8. What do you consider to be a sustainable program?

Prompt: What indicators/signs? How can the GHAWA program be sustained? Do you think the GHAWA program is providing a sustainable impact on Tanzanian NM? How so?

END of Interview/Focus group

- Prior to conclusion - Seek if there is anything additional the participant would like to add.

- Question if the participant is happy with how the interview progressed and what was asked/covered.

- Note what will occur with findings –Analyses the interview, de-identified (no names or hospitals). Only use quotes and the themes.

- Thank them for their time.
Appendix I: Information Sheet for Stage Two/Phase Two

Information Sheet for Tanzanian nurses and midwives

Project Title

The effectiveness and sustainability of continuing professional development from the perspective of nurses and midwives who participated in continuing education programs offered by Global Health Alliance Western Australia: A Mixed Method Study.

Project Aim

The aim of this study is to examine the effectiveness of professional development programs offered by GHAWA to nurses and midwives in Tanzania. Through the provision of education and training, GHAWA supports health professionals to improve health care outcomes in developing countries, such as Tanzania. This study will assist with evaluating the benefits of continuing education and determine the sustainable impact on the nurses and midwives in Tanzania as a result of participating in the education.

We would like to get your perception of how you think by taking part in the GHAWA course has impacted you as the nurse and midwife in Tanzania.

Approval

This project has been approved by the Human Research Ethics Committee at University of Notre Dame Australia (approval number 014149F), and the Tanzania Commission for Science and Technology (COSTECH permit number 2015-97-NA-2015-56). The project is also supported by its collaborative university partner HKMU and MUHAS.

If you have any concerns about the project, have any complaint regarding the manner in which a research project is conducted or wish to verify the approval, please contact the Executive Officer of the Human Research Ethics Committee, Research Office, The University of Notre Dame Australia, PO Box 1225 Fremantle WA 6959, phone (08) 9453 0945, research@nd.edu.au.

Any complaint or concern will be treated in confidence and investigated. You will be informed of the outcome.

Procedures

This project is being conducted by Jenni Ng (Registered Nurse) under the supervision of Adj. Prof. Mark Jones and Prof. Selma Allix. It will form the basis for the degree of Master of Philosophy at The University of Notre Dame Australia. The researcher successfully gained an academic research grant from the Nursing and Midwifery Office, Department of Health Western Australia to conduct this project.

Information will be collected in 2 phases during 2015.

The first phase will involve a review of GHAWA program. This is to look at what was delivered, where, when and how many people attending the program. Educators and participants involved in the program including mentoring and training the trainer concept education are invited to take part in this study. Facilitated focus group interviews (phase 2) will be conducted in Dar es Salaam, Tanzania and advance notice will be provided.
With your permission to be a part of this research, focus group interviews seeks to identify your perception of continuing education, its relevance to you, your colleagues and patients, and how this may have impacted on your work role. The option for one-on-one interview is available if you wish to be interviewed individually or is not able to attend the focus group interview session.

Your information and opinions expressed will be used in a research report, relevant journal publications and conference presentations. You will not be identified in anyway. An overview of the results will be presented following research completion.

Should you agree to participate in these activities, you will be required to complete a written consent form.

Risks, Discomforts and Benefits

Your participation is entirely voluntary and you may withdraw at any time. There are no risks involved with your participation. There will be no disadvantage to yourself if you refuse to participate.

Confidentiality

Information gathered about you will be held in strict confidence. This confidence will only be broken in instances of legal requirements such as court subpoenas, freedom of information requests, or mandated reporting by some professionals.

Identifying markers will be removed prior to data analysis occurring. All data will be kept on a password protected computer and backed up on a password protected external hard drive. Should the research lead to publication participants would be unable to be identified due to the de-identification of participant’s answers early in the process. Data following the conclusion of the study will be stored securely in the School of Nursing & Midwifery at The University of Notre Dame Australia for a period of five years and then will be destroyed as per the University of Notre Dame’s policy.

Further Information

If you have any questions regarding the project you can contact Jenni Ng via email at Jenni.ng@health.wa.gov.au

The researcher will be in Dar es Salaam in December 2015 to introduce the project, and present the objectives and process of study for conducting the focus group interviews.

To Participate

Please return the signed consent form to the researcher on the day of the focus group interview.

Yours Sincerely,

Jenni Ng
Appendix J: Focus Group Interview Questions—Phase Two/Stage Two

Interview / Focus Group: TZ Nurses and Midwives Questions

- Gather the group to seat closer around the table. Shut the door to minimise noise disturbance. Check recorder is working.

- Welcome and thank you for your participation

- Short brief regarding confidentiality, reminder re audio tape, and gather all consent form prior to starting

- Purpose of the study is to evaluate the effectiveness of continuing education and determine the sustainable impact on the Tanzanian nurses and midwives as a result of participating in PD short courses delivered by GHAWA

Questions

1. Aim: To ascertain how you (Tanzanian nurses and midwives) altered your practice as a result of engaging with GHAWA delivered education programs.

You participated in the education programs in Tanzania; can you tell me what did you get out of the program?

Prompts: Do you think attending the program resulted in any practice changes? What were there?

1.1 If yes, what do you think improved your professional practice and role in the work place?

1.2 If no, what do you think would help improve your professional practice and role in the work place?

Prompts: Improve practice and patient care delivery, enhance the role of the nurse/midwife, self/staff motivation, work promotion

2. What do you identified as the factors/elements of the education program that impacted on your professional development?

3. What do you think influenced your ability to provide professional nursing care?

Prompt for Q2 and 3: confidence, personality, self-determination, managerial support, peer support

If I can give you a few prompts... how do you think confidence influenced your ability to provide professional nursing care? ... How do you think confidence impacted on your ability to improve professional practice?
Why do you think that is? Can you tell me more.

4. What do you need to provide and implement PD education/sessions in the workplace?

Prompt: What enables you to continue providing CPD education sessions in your own workplace?

5. What do you think prevents/stop you and your colleagues from being able to continue providing PD education in the own workplace?

Prompt Q5 and 6: lack of resources, lack of confidence, lack of support from management, lack of confidence, funding issues, continual CPD support from GHAWA or other NGO is necessary

6. After participating in PD sessions, did you make any changes in your workplace, functions, roles or practices? What are they?

7. In your view, what has been the outcome of the GHAWA program for you, and your colleagues? I.e. having participated in the GHAWA education sessions?

Prompt: Do you think the education program has been effective or ineffective? How so?

8. What do you consider to be a sustainable program?

Prompt: What indicators/signs? How can the GHAWA program be sustained? Do you think the GHAWA program is providing a sustainable impact on Tanzanian NM? How so?

END of Interview/Focus group

- Prior to conclusion - Seek if there is anything additional the participant would like to add.

- Question if the participant is happy with how the interview progressed and what was asked/covered.

- Note what will occur with findings –Analyses the interview, de-identified (no names or hospitals). Only use quotes and the themes.

- Thank them for their time.
Appendix K: Phase Two/Stage One Consent Form

Project Title
The effectiveness and sustainability of continuing professional development from the perspective of nurses and midwives who participated in continuing education programs offered by Global Health Alliance Western Australia: A Mixed Method Study.

Informed Consent Form
I, (participant's name) ____________________________________________________ acknowledge that I have read and understood the information sheet provided and give my consent to participate in this study.

- I have read and understood the Information Sheet about this project and any questions have been answered to my satisfaction.
- I understand that I will be audio-taped during the focus group and one-on-one interviews.
- I understand that all information gathered by the researcher will be treated as strictly confidential, except in instances of legal requirements such as court subpoenas, freedom of information requests, or mandated reporting by some professionals.
- I understand that I may withdraw from participating in the project at any time without prejudice.
- I understand that the protocol adopted by the University Of Notre Dame Australia Human Research Ethics Committee for the protection of privacy will be adhered to and relevant sections of the Privacy Act are available at http://www.nhmrc.gov.au/
- I agree that any research data gathered for the study may be published provided my name or other identifying information is not disclosed.

If I have questions about the research, I may contact Jenni Ng.

| Participant’s Signature: |
| Date: |
| Researcher’s Signature: |
| Researcher’s Full Name: |
| Date: |

If participants have any complaint regarding the manner in which a research project is conducted, it should be directed to the Executive Officer of the Human Research Ethics Committee, Research Office, The University of Notre Dame Australia, PO Box 1225 Fremantle WA 6959, phone (08) 9433 0943, research@nd.edu.au
Appendix L: Phase Two/Stage Two Consent Form

English version

Project Title
The effectiveness and sustainability of continuing professional development from the perspective of nurses and midwives who participated in continuing education programs offered by Global Health Alliance Western Australia: A Mixed Method Study.

Informed Consent Form

I, (participant’s name) ___________________________, acknowledge that I have read and understood the information sheet provided and give my consent to participate in this study.

- I have read and understood the Information Sheet about this project and any questions have been answered to my satisfaction.
- I understand that I will be audio-taped during the focus group and one-on-one interviews.
- I understand that all information gathered by the researcher will be treated as strictly confidential, except in instances of legal requirements such as court subpoenas, freedom of information requests, or mandated reporting by some professionals.
- I understand that I may withdraw from participating in the project at any time without prejudice.
- I understand that the protocol adopted by the University Of Notre Dame Australia Human Research Ethics Committee for the protection of privacy will be adhered to and relevant sections of the Privacy Act are available at http://www.nhmrc.gov.au/
- I agree that any research data gathered for the study may be published provided my name or other identifying information is not disclosed.

If I have questions about the research, I may contact Jenni Ng.

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<th>Participant’s Signature:</th>
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<th>Researcher’s Signature:</th>
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<td>Researcher’s Full Name:</td>
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If participants have any complaint regarding the manner in which a research project is conducted, it should be directed to the Executive Officer of the Human Research Ethics Committee, Research Office, The University of Notre Dame Australia, PO Box 1225 Fremantle WA 6959, phone (08) 9433 0943, research@nd.edu.au
Kichwa cha habari kuhusu Mradi

Ufanisi na uendelevu wa kuendelea maendeleo ya kitaaluma kutokana na mtazamo wa manesi na wakunga ambayo walishiriki katika kuendelea mipango ya elimu inayotolewa na Global Health Alliance Australia Magharibi: Mixed Method Utafiti.

Maridhiano

Mimi, (jina mshiriki) ____________________________________________ Nakiri kwamba Nimesoma na kuelewa taarifa zilizotolewa na kutoa idhini yangu ya kushiriki katika utafiti huu.

- Nimesoma na kuelewa Karatasi Habari kuhusu mradi huu na maswali yoyote nimekuwa nikijibu kwa kuridhika kwangu
- Naelewa kwamba nitakuwa na mahojiano ya mmoja kwa mmoja na kurekodiwa sauti wakati wa kundi mwelekeo.
- Naelewa kwamba taarifa zote zilizokusanywa na mtafiti zitashughulikiwa kama siri, isipokuwa wakati wa matukio ya mahitaji ya kisheria kama vile subpoenaas, mahakamani, uhuru wa maombi ya taarifa au mamlaka kutoa taarifa kwa baadhi ya watasalamu.
- Naelewa pia naweza kujitaa kushiriki katika mradi wakati wowote bila kuathiri.
- Ninakubali kwamba data zozote utafiti wamekusanyika kwa ajili ya utafiti inaweza kuwa na kuchapishwa zinazotolewa jina langu au nyingine kutambua habari siwazi.

Kama nina maswali kuhusu utafiti, Nitawasiliana na Jenni Ng.

Mshiriki Sahihi:

Tarehe:

Mtafiti Sahihi:

Mtafiti Jina kamili:

Tarehe:

Kama washiriki wana malalamiko yoyote kuhusu namna ambayo mradi wa utafiti huo unaafanyika, wapeleke malalamiko kwa Afisa wa Utafiti Binadamu Kamati ya Maadili, Ofisi ya Utafiti, Chuo Kikuu cha Notre Dame Australia, PO BOX 1225 Fremantle WA 6959, simu (06) 9433 0943, research@nd.edu.au
Appendix M: Introduction Email to WA Cohort—Phase Two/Stage One

Correspondence – Invitation to participate in research

Dear

GHAWA has been delivering short professional development courses for the past few years in Tanzania and since joining the GHAWA team it has been my intention to evaluate the effectiveness of the program.

I am presently undertaking a research study through the University of Notre Dame Australia and its forms the basis for a higher degree Master of Philosophy.

I am writing to seek your support in conducting this important piece of work. The details of my research is as follow, and I wish to invite volunteers of the 2013 group to participate in a focus group interview.

Project Title

The effectiveness and sustainability of continuing professional development from the perspective of nurses and midwives who participated in continuing education programs offered by Global Health Alliance Western Australia: A Mixed Method Study.

Project Aim

The aim of this study is to examine the effectiveness of professional development programs offered by GHAWA to nurses and midwives in Tanzania. Through the provision of education and training, GHAWA supports health professionals to improve health care outcomes in developing countries, such as Tanzania. This study will assist with evaluating the benefits of continuing education and determine the sustainable impact on the nurses and midwives in Tanzania as a result of participating in the education.

The small focus group interview will be held on date and venue. It should take about 1 to 1.5 hr.

I have attached here, the information sheet and consent form for your information and completion, participation is voluntary. Feel free to get in touch if you have any questions. The option for one-on-one interview is available if you wish to be interviewed individually or not able to attend the focus group interview session.

Thank you in advance and I look forward to hear from you.

Regards,

Jenni Ng

Attach <Consent form>

Attach <Information Sheet for nurses and midwives>
Appendix N: Introduction Letters to Tanzanian Health Services for Phase Two/Stage Two

Director/Principal of Nursing Services/Medical Officer in Charge – Name of Hospital/Institution

Dear Sir/Madam,

The Global Health Alliance Western Australia (GHAWA) program has been delivering short professional development education and training courses for the past few years.

To evaluate the program, I am writing to seek your support in conducting an important piece of work; that is to examine the effectiveness and sustainability of continuing professional development from the perspective of nurses and midwives who participated in continuing education programs offered by GHAWA.

I wish to inform that local Tanzanian research permission has been sought and approved (COSTECH permit number 2015-97-NA-2015-36).

Thank you for your invaluable support of encouraging staff within your organisation to participate in GHAWA’s continuing education program, and I would very much appreciate your continued assistance to encourage nurses and midwives who previously attended our program (especially those from 2013 so as to enable a richer understanding of the progress and outcome) to participate in a focus group meeting.

In December 2015, I will be travelling to Tanzania and I wish to arrange a suitable time on site to conduct focus group meeting with nurses and midwives from your hospital. The meeting will take approximately 45 minutes to a maximum of 1.5 hours.

It is my hope that the discussion will assist with evaluating professional development education and determine the impact on the local nurses and midwives as a result of participating in the education. The WHO Nursing and Midwifery Strategic Direction highlights that investment in human resources for health is important in enhancing knowledge, practice and care outcomes. This is in line with GHAWA’s objective to assist the capacity and capability building of Tanzanian nurses and midwives working in Dar es Salaam.

I trust you will agree that the findings will be invaluable and will provide recommendations to help shape the way forward.

Please find enclosed a copy of the information sheet and consent form relating to this study.

A colleague of mine in Tanzania will follow up with you to arrange a suitable time on site for the focus group meeting.

Asante sana.

Yours Sincerely,

Jenni Ng
Appendix O: Confidentiality Agreement—Transcriptionist

Confidentiality Agreement

Transcriptionist

I, ______________________________ transcriptionist, agree to maintain full confidentiality in regards to any and all audiotapes and documentations received from Jenni Ng related to her research study on the researcher study titled: The effectiveness and sustainability of continuing professional development from the perspective of nurses and midwives who participated in continuing education programs offered by Global Health Alliance Western Australia: A Mixed Method Study.

Furthermore, I agree:

1. To hold in strictest confidence the identification of any individual that may be inadvertently revealed during the transcription of audio-taped interviews, or in any associated documents.

2. To not make copies of any audiotapes or computerized titles of the transcribed interviews texts, unless specifically requested to do so by the researcher, Jenni Ng.

3. To store all study-related audiotapes and materials in a safe, secure location as long as they are in my possession.

4. To return all audiotapes and study-related materials to Jenni Ng in a complete and timely manner.

5. To delete all electronic files containing study-related documents from my computer hard drive and any back-up devices.

I am aware that I can be held responsible for any breach of this confidentiality agreement, and for any harm incurred by individuals if I disclose identifiable information contained in the audiotapes and/or files to which I will have access.

Transcriber’s name (printed) _____________________________________________

Transcriber's signature __________________________________________________

Date ___________
Appendix P: Focus Group Interview Schedule in Dar es Salaam, Tanzania

<table>
<thead>
<tr>
<th>No</th>
<th>Date</th>
<th>Start Time</th>
<th>Duration</th>
<th>Location</th>
<th>On Site Venue</th>
<th>FREQUENCY from 2013 data</th>
<th>PARTICIPANTS - Attended FG session 2015</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>31 Mins 32 Sec</td>
<td>Maternity Block</td>
<td>53</td>
<td>6</td>
<td>RNM x6</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td>41 Mins 34 Sec</td>
<td>Conference Room</td>
<td>24</td>
<td>4</td>
<td>EN x2, RNM x2</td>
<td>All attended 2015 ACC</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td>35 Mins 38 Sec</td>
<td>Matron Office</td>
<td>26</td>
<td>6</td>
<td>RNM x6 (1 working at the OPD, all others working at Midwifery ward)</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td>35 Mins 54 Sec</td>
<td>OTI Meeting Room</td>
<td>9/6</td>
<td>9</td>
<td>4 lecturers/5 RNM</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td>28 Mins 15 Sec</td>
<td>Maternity Block</td>
<td>27</td>
<td>3</td>
<td>RNM x3 (1 working at surgical ward)</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td>36 Mins 01 Sec</td>
<td>Meeting Room</td>
<td>2</td>
<td>5</td>
<td>EN 1</td>
<td>Nursing Attendant 1 RNM 3 All 2015 GHWA Midwifery course attendees - delivered by MNH staff</td>
</tr>
</tbody>
</table>

Total 33 participants
## Appendix Q: Description of Organisations in Tanzania

Organisations where CPD was provided by GHAWA in 2013

<table>
<thead>
<tr>
<th>Organisation Code Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organisation One</td>
<td>Public hospital located in the urban area within Dar es Salaam</td>
</tr>
<tr>
<td>Organisation Two</td>
<td>Public teaching hospital where major trauma and complex care are referred. It is located in the urban area of Dar es Salaam</td>
</tr>
<tr>
<td>Organisation Three</td>
<td>Public maternity school, co-located within the grounds of Organisation Two</td>
</tr>
<tr>
<td>Organisation Four</td>
<td>Private health education institution located in the urban area of Dar es Salaam</td>
</tr>
<tr>
<td>Organisation Five</td>
<td>Private teaching hospital located within the urban area of Dar es Salaam, and is co-located together with Organisation Four above</td>
</tr>
<tr>
<td>Organisation Six</td>
<td>Public hospital located in the outer urban area of Dar es Salaam</td>
</tr>
<tr>
<td>Organisation Seven</td>
<td>Public hospital located in the outer urban area of Dar es Salaam</td>
</tr>
<tr>
<td>Organisation Eight</td>
<td>Public hospital located in the rural area of Dar es Salaam</td>
</tr>
</tbody>
</table>