APPENDIX C: QUESTIONNAIRE INFORMED CONSENT FORM NO. 1

CONSENT TO PARTICIPATE IN A RESEARCH STUDY

TITLE OF THE STUDY: A QUALITATIVE CASE STUDY ON THE PERCEIVED FACTORS THAT INFLUENCE FINANCIAL SUSTAINABILITY FOR A REGIONAL POISON CENTER

PRINCIPAL INVESTIGATOR
Sierra Ranier

Doctoral Student

(206) 851-1467

sranier@wapc.org

PURPOSE OF STUDY

You are being asked to take part in a research study. Before you decide to participate in this study, it is important that you understand why the research is being done and what it will involve. Please read the following information carefully. Please ask the researcher if there is anything that is not clear or if you need more information.

The purpose of this study is to examine and explore the perceived factors that influence financial sustainability for a regional poison center to understand what practices can be strategized to improve financial and operational sustainability.

STUDY PROCEDURES

If you agree to participate, you will be asked a series of questions. The first section of this online questionnaire will contain a prequalification question. The next section will contain questions regarding demographics, such as your affiliation with the Washington Poison Center. The third section will ask a series of yes or no questions regarding your knowledge of the WAPC. The final section will contain a series of subject matter questions based on your perspective and opinion of the study subject.

This online questionnaire should take anywhere between 15 to 20 minutes of your time, depending on the depth of your answers.

RISKS

You may experience some risks from participating in this study, such as:

1. **Loss of Confidentiality**: One of the most significant risks for participants in an online questionnaire study is the potential loss of confidentiality. Participants' responses could be intercepted or accessed without authorization during transmission or storage.
2. **Phishing and Scams**: Online questionnaires could be misused by malicious individuals or groups to gather sensitive personal information.
3. **Misinterpretation of Questions**: Without an interviewer to clarify questions, participants might misinterpret the questions, which could affect the validity of the results.
4. **Emotional Distress**: Some questions may elicit strong emotional reactions regarding financial sustainability, causing distress to participants.

Here are some strategies that will be used to minimize these risks:

1. **Secure Data Transmission and Storage:** The researcher will take care in handling data by using a secured storage database.
2. **Anonymity Assurance:** The researcher designed the questionnaire to avoid collecting unnecessary personal information. If identifiers are required, they will be securely stored separately from the questionnaire data.
3. **Clear and Simple Questions:** The questionnaire is designed to minimize potential misunderstandings. The questions are clear, concise, and written in easy-to-understand language.
4. **Warn Participants of Sensitive Questions:** The questionnaire may contain potentially sensitive or distressing questions. All participants are encouraged to skip these questions or withdraw from the study at any time.
5. **Education on Phishing and Scams:** It is recommended that all participants take the time to educate themselves on the potential risks of phishing scams and how to identify legitimate communications related to the study.

You may decline to answer any or all questions, and you may terminate your involvement at any time if you choose.

BENEFITS

There will be no direct benefit to you for your participation in this study. However, participating in this study may help to improve the financial sustainability and operational sustainability of the Washington Poison Center. Examining perspectives to ideate potential strategies that can be operationalized will benefit the future growth and viability of the WAPC. This study seeks to address the challenges most nonprofits, like the WAPC, face. By ensuring its future and viability, the WAPC will be able to continue its commitment to providing the vital services that the state of Washington greatly depends upon for the health and safety of its residents.

CONFIDENTIALITY

Your responses to this questionnaire will be anonymous. Please do not write any identifying information on your questionnaire. Every effort will be made by the researcher to preserve your confidentiality, including the following:

- Assigning code names/numbers for participants that will be used on all research notes and documents.
- Keeping notes, interview transcriptions, and any other identifying participant information in a locked cabinet for at least three years and in the personal possession of the researcher and then destroyed at the end of this period of time.
- The final report will not include any personal information that will identify the participants.
- The researcher will not use any of the information collected for any purpose other than this research study.

Participant data will be kept confidential except in cases where the researcher is legally obligated to report specific incidents. These incidents include, but may not be limited to, incidents of abuse and suicide risk.

COMPENSATION

Participants will not receive compensation.

CONTACT INFORMATION

If you have questions at any time about this study, or you experience adverse effects as a result of participating in this study, you may contact the researcher whose contact information is provided on the first page. If you have questions regarding your rights as a research participant, or if problems arise that you do not feel you can discuss with the Primary Investigator, please contact the Institutional Review Board at The Institutional Review Board for the Protection of Human Subjects Trident University International,

Address: 2200 East Germann Road Chandler, AZ 85286;
Telephone: (714) 816-0366
Email: irb@trident.edu

VOLUNTARY PARTICIPATION

Your participation in this study is voluntary. It is up to you to decide whether or not to take part in this study. If you decide to take part in this study, you will be asked to sign a consent form. After you sign the consent form, you are still free to withdraw at any time and without giving a reason. Withdrawing from this study will not affect the relationship you have, if any, with the researcher. If you withdraw from the study before data collection is completed, your data will be returned to you or destroyed.

YOUR CONSENT

I have read and understand the provided information and have had the opportunity to ask questions. I understand that my participation is voluntary and that I am free to withdraw at any time without giving a reason and without cost. I understand that I will be given a copy of this consent form. I voluntarily agree to take part in this study.

Participant’s printed name _____

Participant's signature _____ Date _____

Researcher's signature _____ Date _____

END OF INFORMED CONSENT FORM