Human research ethics approval for pilot study

University of New England

Human Research Ethics Committee

Memorandum to: Dr R Hussain/Ms M Ditton
School of Health

This is to advise that the Human Research Ethics Committee has approved the following:

Project Title: In-depth interviewing about health status

Commencement Date:25/2/02

Committee Approval no.:HEO2/028

Approval Valid to:30/4/02

Person responsible for the research
Dr Rafat Hussain
Senior Lecturer
School of Health
Ext 3678
Email: rhussain@metz.une.edu.au

Consent Form

Research Topic: Focus groups for employees about health issues

I (the participant) have read the information contained in the Information Sheet for Participants and any questions I have asked have been answered to my satisfaction. I agree to participate in this activity which will be tape recorded an analysed, realising that I may withdraw at any time. I agree that research data gathered for the study may be published, provided my name and any other identifying information is not used.

.....

Participant or Authorised Representative Date

.....

Investigator Date

Information Sheet for Participants

Research topic: Individual interviews for employees about health issues

I want to interview for about an hour because I would like your opinions about health issues in the workplace. The aim of the interview is to discuss health issues, particularly health issues that define a workplace in terms of employee health. This research is part of my Doctor of Health Services management thesis which will be completed in 2004. The aim of the thesis will be to develop a model of organisational health promotion. This thesis will be available from Dixson library in the normal process.

The interview would take about an hour would be arranged for a time that was convenient to you. The interview will be tape recorded and transcribed for qualitative analysis. This data will be managed confidentially and Dr Rafat of the School of Health (telephone extension 3678; email rhussain@metz.une.edu.au)and I will have access to the data. Any questions concerning the research topic can be directed to the person responsible for the research, Dr Rafat Hussain. The researcher is Mary Ditton (telephone extension 3433). Your name and any identifying information will not be used for the purpose of data analysis.

All the data from the research will be stored securely for five years and then destroyed.

You are free to discontinue the interview at any time and withdraw your consent to participate. You can withdraw your consent until the completion of the thesis in December 2003.

This project has been approved by the Human Research Ethics Committee of the University of New England (Approval No. ....., Valid to ../../....)

Should you have any complaints concerning the manner in which this research is conducted, please contact the Research Ethics Officer at the following address:

Research Services
University of New England
Armidale, NSW 2351.
Telephone: (02) 6773 3449 Facsimile (02) 6773 3543
Email: Ethics@metz.une.edu.au

Person responsible for the research
Dr Rafat Hussain
Senior Lecturer
School of Health
Ext 3678
Email: rhussain@metz.une.edu.au

Consent Form

Research Topic: Individual interviews of employees about health issues

I (the participant) have read the information contained in the Information Sheet for Participants and any questions I have asked have been answered to my satisfaction. I agree to participate in this activity which will be tape recorded an analysed, realising that I may withdraw at any time. I agree that research data gathered for the study may be published, provided my name and any other identifying information is not used.

Participant or Authorised Representative Date

.....

Investigator Date

I agree to the interview being tape recorded. The tapes will be maintained in a locked cupboard and destroyed together with all the other data five years after the study.

.....

Participant or Authorised Representative Date

.....

Investigator Date

Information Sheet for Participants

Research topic: Individual interviews for employees about health issues

I want to interview for about an hour because I would like your opinions about health issues in the workplace. The aim of the interview is to discuss health issues, particularly health issues that define a workplace in terms of employee health. This research is part of my Doctor of Health Services management thesis which will be completed in 2004. The aim of the thesis will be to develop a model of organisational health promotion. This thesis will be available from Dixson library in the normal process.

The interview would take about an hour would be arranged for a time that was convenient to you. The interview will be tape recorded and transcribed for qualitative analysis. This data will be managed confidentially and Dr Rafat of the School of Health (telephone extension 3678; email rhussain@metz.une.edu.au)and I will have access to the data. Any questions concerning the research topic can be directed to the person responsible for the research, Dr Rafat Hussain. The researcher is Mary Ditton (telephone extension 3433). Your name and any identifying information will not be used for the purpose of data analysis.

All the data from the research will be stored securely for five years and then destroyed.

You are free to discontinue the interview at any time and withdraw your consent to participate. You can withdraw your consent until the completion of the thesis in December 2003.

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Human research ethics approval for the research project

University of New England

Human Research Ethics Committee

Memorandum to: Dr R Hussain/Ms M Ditton
School of Health

This is to advise that the Human Research Ethics Committee has approved the following:

Project Title: Employee Health Status Assessment

Commencement Date:25/2/04

Committee Approval no.:HEO2/04

Approval Valid to:25/2/04

Information Sheet for Participants

General Health Survey

This general health survey is part of my research for the Doctor of Health Services Management thesis at the University of New England. The aim of the thesis will be to develop a model of organisational health promotion. Your response will assist in establishing a baseline assessment of health and well-being of employees at UNE. This thesis will be completed in 2004 and available from Dixson library in the normal process.

The survey will take about 15–20 minutes of your time, and can be returned to me via the internal mail. Dr Rafat Hussain and I will have access to the information in the surveys. The data will be retained in a secure place for five years and then destroyed.

Each survey is numbered against against a master code which I will retain in case a reminder letters being needed. I would be grateful if you would spend time to fill out the survey and send it back to me by the interval mail. Even after completion of the survey you are free to withdraw your consent till the end of 2004. All you are required to do would be to write to my supervisor , Dr Hussain, who will take the necessary action.

All questions concerning the General Health Survey can be directed to Dr Rafat Hussain of the School of Health (telephone extension 3678; email rhussain@metz.une.edu.au) who is the person responsible for the research. The researcher is Mary Ditton (telephone extension 3433).

I do not envisage that the survey will distress you, however, if that should happen, you can seek assistance from the UNE counseling service or the Armidale community health service.

This project has been approved by the Human Research Ethics Committee of the University of New England (Approval No. ....., Valid to ../../....)

Should you have any complaints concerning the manner in which this research is conducted, please contact the Research Ethics Officer at the following address:

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Armidale, NSW 2351.
Telephone: (02) 6773 3449 Facsimile (02) 6773 3543
Email: Ethics@metz.une.edu.au

Information Sheet for Participants

Research topic: Role holder interviewing regarding health issues in the workplace

I want to interview for about an hour because I would like your opinions about health issues in the workplace. These opinions /would contribute to my research on the health status of employees. I am using my research on the health status of employees at UNE to develop a model of organisational health promotion. This research is part of my Doctor of Health Services management thesis which will be completed in2003. This thesis will be available from Dixson library in the normal process.

Your contribution would be most helpful for two reasons:
Your position of responsibility and influence at UNE gives you a particular perspective on employee health
Your role at UNE may influence your own wellbeing

The interview will be tape recorded and transcribed for qualitative analysis. This data will be managed confidentially and Dr Rafat of the School of Health (telephone extension 3678; email rhussain@metz.une.edu.au) is the person responsible for the research. The researcher is Mary Ditton (telephone extension 3433). AS a person of influence in the organisation, your opinions may be traceable in the data analysis to your role and hence to yourself.

All the data from the research will be stored securely for five years and then destroyed.

You are free to discontinue the interview at any time and withdraw your consent to participate. Even after the interview you can withdraw your consent until December 2003.

This project has been approved by the Human Research Ethics Committee of the University of New England (Approval No. ....., Valid to ../../....)

Should you have any complaints concerning the manner in which this research is conducted, please contact the Research Ethics Officer at the following address:

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University of New England
Armidale, NSW 2351.
Telephone: (02) 6773 3449 Facsimile (02) 6773 3543
Email: Ethics@metz.une.edu.au

The participants should retain a copy of the Information Sheet for Participants.

Person responsible for the research
Dr Rafat Hussain
Senior Lecturer
School of Health
Ext 3678
Email: rhussain@metz.une.edu.au

Consent Form

Research Topic: Individual interviews of employees about health issues

I (the participant) have read the information contained in the Information Sheet for Participants and any questions I have asked have been answered to my satisfaction. I agree to participate in this activity which will be tape recorded an analysed, realising that I may withdraw at any time. I agree that research data gathered for the study may be published, provided my name and any other identifying information is not used.

Participant or Authorised Representative Date

.....

Investigator Date

I agree to the interview being tape recorded. The tapes will be maintained in a locked cupboard and destroyed together with all the other data five years after the study.

.....

Participant or Authorised Representative Date

.....

Investigator Date

Information Sheet for Participants

Research topic: Individual interviews for employees about health issues

I want to interview for about an hour because I would like your opinions about health issues in the workplace. The aim of the interview is to discuss health issues, particularly health issues that define a workplace in terms of employee health. This research is part of my Doctor of Health Services management thesis which will be completed in 2004. The aim of the thesis will be to develop a model of organisational health promotion. This thesis will be available from Dixson library in the normal process.

The interview would take about an hour would be arranged for a time that was convenient to you. The interview will be tape recorded and transcribed for qualitative analysis. This data will be managed confidentially and Dr Rafat of the School of Health (telephone extension 3678; email rhussain@metz.une.edu.au)and I will have access to the data. Any questions concerning the research topic can be directed to the person responsible for the research, Dr Rafat Hussain. The researcher is Mary Ditton (telephone extension 3433). Your name and any identifying information will not be used for the purpose of data analysis.

All the data from the research will be stored securely for five years and then destroyed.

You are free to discontinue the interview at any time and withdraw your consent to participate. You can withdraw your consent until the completion of the thesis in December 2003.

This project has been approved by the Human Research Ethics Committee of the University of New England (Approval No. ....., Valid to ../../....)

Should you have any complaints concerning the manner in which this research is conducted, please contact the Research Ethics Officer at the following address:

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Australian authorised version of the SF–36

SF-36 HEALTH SURVEY

INSTRUCTIONS: This questionnaire asks for your views about your health, how you feel and how well you are able to do your usual activities.

Answer every question by marking the answer as indicated. If you are unsure about how to answer a question, please give the best answer you can.

1. In general, would you say your health is:

(circle one)

Excellent 1

Very good 2

Good 3

Fair 4

Poor 5

2. Compared to one year ago, how would you rate your health in general now?

(circle one)

Much better now than one year ago 1

Somewhat better now than one year ago 2

About the same as one year ago 3

Somewhat worse now than one year ago 4

Much worse now than one year ago 5

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(IQOLA SF-36 Standard Australia/New Zealand Version 1.0 - 7/94)

3. The following questions are about activities you might do during a typical day. Does your health now limit you in these activities? If so, how much?

(circle one number on each line)

ACTIVITIES	Yes, Limited A Lot	Yes, Limited A Little	No, Not Limited At All
a. **Vigorous activities**, such as running, lifting heavy objects, participating in strenuous sports	1	2	3
b. **Moderate activities**, such as moving a table, pushing a vacuum cleaner, bowling, or playing golf	1	2	3
c. Lifting or carrying groceries	1	2	3
d. Climbing **several** flights of stairs	1	2	3
e. Climbing **one** flight of stairs	1	2	3
f. Bending, kneeling or stooping	1	2	3
g. Walking **more than one kilometre**	1	2	3
h. Walking **half a kilometre**	1	2	3
i. Walking **100 metres**	1	2	3
j. Bathing or dressing yourself	1	2	3

4. During the past 4 weeks, have you had any of the following problems with your work or other regular daily activities as a result of your physical health?

(circle one number on each line)

	YES	NO
a. Cut down on the **amount of time** you spent on work or other activities	1	2
b. **Accomplished less** than you would like	1	2
c. Were limited in the **kind** of work or other activities	1	2
d. Had **difficulty** performing the work or other activities (for example, it took extra effort)	1	2

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5. During the past 4 weeks, have you had any of the following problems with your work or other regular daily activities as a result of any emotional problems (such as feeling depressed or anxious)?

(circle one number on each line)

	YES	NO
a. Cut down on the **amount of time** you spent on work or other activities	1	2
b. **Accomplished less** than you would like	1	2
c. Didn't do work or other activities as **carefully** as usual	1	2

6. During the past 4 weeks, to what extent has your physical health or emotional problems interfered with your normal social activities with family, friends, neighbours, or groups?

(circle one)

Not at all 1

Slightly 2

Moderately 3

Quite a bit 4

Extremely 5

7. How much bodily pain have you had during the past 4 weeks?

(circle one)

No bodily pain 1

Very mild 2

Mild 3

Moderate 4

Severe 5

Very severe 6

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8. During the past 4 weeks, how much did pain interfere with your normal work (including both work outside the home and housework)?

(circle one)

Not at all 1

A little bit 2

Moderately 3

Quite a bit 4

Extremely 5

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9. These questions are about how you feel and how things have been with you during the past 4 weeks. For each question, please give the one answer that comes closest to the way you have been feeling. How much of the time during the past 4 weeks -

(circle one number on each line)

	All of the Time	Most of the Time	A Good Bit of the Time	Some of the Time	A Little of the Time	None of the Time
a. Did you feel full of life?	1	2	3	4	5	6
b. Have you been a very nervous person?	1	2	3	4	5	6
c. Have you felt so down in the dumps that nothing could cheer you up?	1	2	3	4	5	6
d. Have you felt calm and peaceful?	1	2	3	4	5	6
e. Did you have a lot of energy?	1	2	3	4	5	6
f. Have you felt down?	1	2	3	4	5	6
g. Did you feel worn out?	1	2	3	4	5	6
h. Have you been a happy person?	1	2	3	4	5	6
i. Did you feel tired?	1	2	3	4	5	6

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10. During the past 4 weeks, how much of the time has your physical health or emotional problems interfered with your social activities (like visiting with friends, relatives, etc.)?

(circle one)

All of the time 1

Most of the time 2

Some of the time 3

A little of the time 4

None of the time 5

11. How TRUE or FALSE is each of the following statements for you?

(circle one number on each line)

	Definitely True	Mostly True	Don't Know	Mostly False	Definitely False
a. I seem to get sick a little easier than other people	1	2	3	4	5
b. I am as healthy as anybody I know	1	2	3	4	5
c. I expect my health to get worse	1	2	3	4	5
d. My health is excellent	1	2	3	4	5

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ENGLISH (AUSTRALIA/NEW ZEALAND)

SF-36

7/94

IQOLA SF-36 English (Australia/New Zealand)
Version 1.0

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(IQOLA SF-36 Standard Australia/New Zealand Version 1.0 - 7/94)

General Health Survey - 2002

The purpose of this questionnaire is to provide demographic information that will assist in the analysis of your health status. This analysis will help develop a model of health promotion. Your answers will be kept confidential and reports will not identify you. Thanks for your cooperation

Please fill in marks like this: *

PERSONAL INFORMATION

Gender Male Female

Current marital status: Presently living in a partnership

Does your partner reside with you: Yes No

Place of birth:

Please specify_

What country or place did you live in before coming to UNE?

Australia 0 0 Overseas

Australia 0

0 Overseas

Please specify country or Australian Postcode

Do you pay for private health insurance additional to the medicare levy?

Yes , 0 0 No

If you do have private health insurance, does this insurance cover:
basic hospital cover or ancillary services

Age Years

Not living in a partnership

Yes No

Grade of employment:		Academic		General
VC and DVC	0	HE010	0	
Level E	0	HEO 8 & 9	0	
Level D	0	HEO 7	0	
Level C	0	HEO 6 & 5	0	
Level B	0	HEO 4 & 3	0	
Level A	0	HEO 2 & 1	0	

Please turn over

How many years have you worked at UNE?

Less than 1 year	1-3	4-10	11-15	16-20	More than 20
0	0	0	0	0	0

Have you been an in patient in hospital in the last year: Yes 0 0 No

Have you consulted a doctor in the last year:

Yes 0 0 No

If you have answered yes to the last question, how any times would you have consulted the doctor in the last year? Approximate numbe'r

Have you consulted an alternative therapist in the last year: Yes 0 0 No

An alternative therapist can be a counsellor, chiropractor, physiotherapist, herbal therapist, osteopath etc.

If you have answered yes to the last question, how any times would you have consufted an alternative therapist in the last year? Approximate number

For thefollowing questions please highlight one circle in each row that most accurately describes your smoking and drinking behaviour

Smoking:

I don't smoke & never have	I don't smoke: I have stopped smoking	I don't smoke & in the process of stopping	I currently I am thinking of stopping	I currently smoke but can't stop	I currently smoke &
0	0	0	0	0	

Drinking Alcohol:

I don't drink at all	I have one drink occasionally	I have one drink once ormost twice a week	I have one drink days of the week	I have one drink every day	I drink more than one drink

0 0 0 0 0

Please return all of the General Health Survey in the addressed envelop by University internal mail please.

. If you have any questions please contact: mditton@metz.une.edu.au

Description of the meaning of scores of the SF–36 health status scales

Appendix 5: Description of the meaning of scores of the SF–36 Health Status Scales

Concepts	No. of Items	No. of Levels	Meaning of Scores Low	High
Physical Functioning (PF)	10	21	Limited a lot in performing all physical activities including bathing or dressing due to health	Performs all types of physical activities including the most vigorous without limitations due to health
Role–Physical (RP)	2	5	Problems with work or with daily activities as a result of physical health	No problems with work or other daily activities as a result of physical health
Bodily Pain (BP)	2	11	Very severe and extremely limiting pain	No pain or limitation due to health
General Health (GH)	5	21	Evaluates personal health as poor and believes it is likely to get worse	Evaluates personal health as excellent
Vitality (VT)	4	21	Feels tired and worn out all of the time	Feels full of pep and energy all of the time
Social Functioning (SF)	2	9	Extreme and frequent interference with normal social activities due to physical or emotional problems	No problems with work or other daily activities as a result of physical or emotional problems
Role–Emotional (RE)	3	4	Problems with work or other daily activities as a result of emotional problems	No problems with work or other daily activities as a result of emotional problems
Mental Health (MH)	5	26	Feelings of nervousness and depression all of the time	Feels peaceful happy and calm all of the time
Reported Health Transition	1	5	Believes general health is much better now than one year ago	Believes general health is much worse now than one year ago

(Ware, 1993, 2000:3:5)

Data collection sequence for the research project

Data collection sequence for the research project

The chronological sequence of events in the data collection of the research project was:

1. pilot study (August 2001–March 2002)
2. role holders' interviews (all except senior management interviews) (April 2002–May 2002)
3. SF–36 and socio-demographic survey (June 2002–July 2002
4. individual employee interviews (July 2002–December 2002)
5. senior management interviews (completed February 2003).

Abstract accepted for oral presentation in a workshop session at WorkCongress6–the 6th International Congress on Work Injuries, Prevention, Rehabilitation and Compensation

Rome

Tuesday 30 November–Friday 3 December, 2004

Presenteeism

M. Ditton

University of New England
New South Wales,
Australia

Presenteeism is an important concept, particularly for the healthcare, teaching and other service industries because it is a contributing factor to errors made in industry and it can be avoided. Presenteeism occurs when employees come to work but contribute little to the work effort because they are distressed by their jobs or some aspect of the work environment (Schabracq, Winnubst & Cooper 2003:xv). In contrast, absenteeism refers to situation where employees stay away from work for sickness or non sickness related reasons.

The importance of presenteeism from the point of view of employee health and loss of productivity has been established by many researchers in the field, for example, Aronsson, Gustafsson and Dallner (2000), Goetzel (2003), and Pelletier and Koopman (2003). However, the genesis of presenteeism is less well established.

Because of the level of detail and in-depth analysis that was possible in the mixed method case study into employee health that was conducted as part of a doctoral thesis, several insights were gained about the genesis of one type of presenteeism. This presentation will discuss these insights. The importance of tracing the origins of presenteeism is that it demonstrates opportunities for preventative action to promote employee health and wellbeing and thus avoid productivity losses that are involved.