

Appendix C**LETTER OF INITIAL CONTACT**

Title of Study: Navigating Transition into Canadian Critical Care Settings: Experiences, Needs, and Impact on Migrant Black Nurses

Principal Investigator: Sarah Bolaji-Osagie
PhD Candidate
Faculty of Nursing
University of Alberta
Edmonton, AB, Canada
bolajios@ualberta.ca

Supervisor: Dr. Elisavet Papathanasoglou,
Professor
Faculty of Nursing
University of Alberta
Edmonton, AB
780-492-5674
papathan@ualberta.ca

Supervisory Teams: Bukola Salami
Professor
Department of Community Health Sciences,
University of Calgary, AB
oluwabukola.salami@ucalgary.ca

Gail Low
Associate Professor
Department of Nursing, Foundations and Science,
MacEwan University
Edmonton, AB
lowg4@macewan.ca

Dear Respondent,

I invite you to participate in this research study. I sincerely appreciate your interest. Your experience and insights as a practicing migrant Black nurse in Canada from low- and middle-income countries will significantly contribute to understanding in this research area. Before you take part, a member of the study team is available to explain the project, and you are free to ask any questions about anything you do not understand.

Why am I being asked to take part in this research study?

You are being asked to participate in this study because you identify as a migrant Black nurse from low- and middle-income countries who has migrated to work in critical care settings, such as the intensive care unit or step-down unit, in Canada and are willing to share your experiences. We are interested in your experiences transitioning into the Canadian healthcare system.

What is the reason for doing this study?

The purpose of this study is to understand migrant Black nurses' experiences and needs and how to alleviate any effects on them. This information will inform practice and help create changes to minimize the negative impact on nurses and their work environment, both personally and professionally. The results of this study will contribute to my PhD thesis. At the conclusion of the study, you will be debriefed about specific findings in more detail.

What will I be asked to do?

You are being asked to participate in this research study by sharing your personal and professional experiences as a nurse who has transitioned to Canadian critical care settings. Your participation is voluntary. You are being asked to participate in two audio-virtual interviews, either in person or via Zoom, scheduled at a time (9:00 am to 4:00 pm) and location that are convenient for you, or at a secured space on the University of Alberta campus. The interviews will be audio-recorded. You will be purposely chosen for your transition experiences and work in Canadian critical care settings. If you agree to participate, I will conduct two in-person or online interviews with you via Zoom. The recordings will be downloaded to a locally secured device and not stored on the Zoom cloud (generally deemed not to be secure). Meeting space will be secured using a unique ID number and password. Meetings will be locked to prevent anyone else from joining. You will be asked to turn off your cameras, and each interview will last approximately 60 minutes. The total time you will spend on this study is about 120 minutes. The interview questions will focus on your experiences, needs, and how these have affected you and your work environment, as well as the strategies you believe could be implemented at your workplace to manage negative experiences and unmet needs. I will ask for your permission to audio-record the interview, which I will later transcribe. You will be asked to turn off any recording device. I will ensure all recordings are stored on a password-protected device rather than the Zoom cloud server to improve data security and confidentiality. Any identifying information will be deleted after transcription. This is to assist researchers in obtaining accurate information. If you agree, I will ask you to take 5-7 photos of places, scenes, pathways, or objects to illustrate your experiences and impacts. Please ensure these photos do not reveal anyone's identity, names, or locations. Only 2-3 photos will be shared by participants through direct message or file transfer in Zoom chats, using pseudonyms and an encrypted password. These photos will be used for the purpose of the study. You may ask that the recording be stopped at any time. You may also refuse to answer any questions, stop the interview, and/or withdraw from the study at any time, before analysis of the data. I will reschedule your final

interviews over the next two to three weeks to allow time for transcription and supervisor input. You will be asked to review the written report before publication within 72 hours to ensure accuracy and to provide your feedback. If feedback is not received within this timeframe, I will proceed with the original version of the transcript.

What are the risks and discomforts?

There is no major potential risk associated with this study. However, considering the sensitive nature of the topic, participants may become emotionally upset while recollecting their experiences during the interview, which is a minimal risk. I will make every effort to validate your feelings without judgment, maintain an empathetic demeanour, offer supportive statements. You may take as many breaks as you need, and I will provide information on support resources like counselling, clinical services, or mental health support available at the University of Alberta or local health centres, depending on your preference. Nevertheless, it is not possible to know all of the risks that may happen in a study. The researchers have taken all reasonable safeguards to minimize any known risks to study participants. The study team has made arrangements for participants to contact mental and pastoral care services.

What are the benefits to me?

There are no direct benefits for you at this time, other than the opportunity to share your experiences and contribute to this study, as it may inform practice and policy in nursing. A positive change will be implemented in critical care settings to benefit migrant Black nurses and the profession.

Do I have to take part in the study?

Being part of this study is your choice. If you decide to take part, you can change your mind and stop being in the study at any time during the interview without providing a reason or within two weeks after the interview is complete. However, two weeks after the interview, your data will be anonymized and cannot be withdrawn. To withdraw from the study, please contact me at bolajios@ualberta.ca. Even if you remain in the research, you may choose to withdraw some or all of your responses or refuse to answer questions you do not want to answer.

Will I be paid to be in this research?

You will receive a \$15 incentive for your participation after each interview session, totalling a maximum of \$30 for both interviews. If you choose to withdraw from the study partway through participation, you are entitled to the incentive.

Will my information be kept private?

During this study, we will do everything we can to make sure that all information you provide is kept private. No information relating to this study that includes your name will be released outside of the researcher's office or published by the researchers unless you give us your expressed permission. Sometimes, by law, we may have to release your information with your name, so we cannot guarantee absolute privacy. However, we will make every legal effort to ensure that your information is kept private. Only the primary investigator will have access to your identifying information. Your name and any other identifying details will not be associated with the data. Your name will never be used in publications or presentations. I plan to publish this research in journals and present it at conferences. Direct quotes may be used, but will be

presented in a way that removes identifying information. Any data collected in this study may be reviewed in the future to help answer related research questions. If this happens, ethics approval will be obtained at that time. Please keep a copy of this letter for your record. During research studies, it is important that the data we get is accurate. For this reason, your data, including your name, may be looked at by the people from the Research Ethics Board. After the study is done, we will still need to securely store your data that was collected as part of the study. You will be assigned a pseudonym (fake name) in place of your name. All shared information will stay confidential. Your data will be encrypted and will be securely stored with password protection at a secure University server. At the University of Alberta, we keep data stored for a minimum of 5 years after the end of the study.

What if I have questions?

If you have any questions about the research now or later, please contact me at bolajios@ualberta.ca or Dr. Elisavet Papathanasoglou, papathan@ualberta.ca, 780-492-5674 Dr. Bukola Salami, oluwabukola.salami@ucalgary.ca, 403-220-5171, Dr. Gail Low, lowg4@macewan.ca, 780-497-4380

If you have any questions regarding your rights as a research participant, you may contact the University of Alberta Research Ethics office at ethiics@ualberta.ca, 780-492-2615, and quote Ethics ID Pro00159673. This office is independent of the researchers.

How do I indicate my agreement to be in this study?

You will need to read all the instructions and provide your consent electronically. If attending in person, you will receive your consent letter beforehand.

Yours sincerely,



Sarah Bolaji-Osagie
PhD. Candidate
Faculty of Nursing
University of Alberta