

Interview guide for ‘Group interview of counselors’

Briefing: The interview will start with the briefing and explaining the purpose of research. Informed consent will be obtained from each participant before the start of interview

Method of Interview – Face-to face

Duration of the interviews –

Date of the Interview –

Interviewer questions (To be asked to respondents)
What according to you are the support factors at the site which help you in service provision? <i>[Probes: Clarifications on the terms if not clear, ask for any example]</i>
Can you please tell me the challenges at the site which act as barriers in service provision? <i>[Probes: Clarifications on the terms if not clear, ask for any example]</i>
Please tell me as how to overcome those challenges according to your view point
Is there anything else, you wish to say?

Debriefing – Mention some of the key points mentioned by the participants to check your understanding and thank the participant for their valuable information

Interview guide for ‘One-to-one interview of employees’

Briefing: The interview will start with the briefing and explaining the purpose of research. Informed consent will be obtained from each participant before the start of interview

Name - Age - Site -

Method of Interview –

Duration of the interviews –

Date of the Interview –

Interviewer questions (To be asked to respondents)
Can you please tell me what factors at your work place supported you in quitting? <i>[Probes: Clarifications on the terms if not clear, ask for any example]</i>
Please give suggestions as how to make workplace more enabling to tobacco free environment? <i>[Probes: Clarifications on the terms if not clear, ask for any example]</i>
Can you please tell me what factors at your work place acted as barriers in quitting? <i>[Probes: Clarifications on the terms if not clear, ask for any example]</i>
Please give suggestions as how to overcome these barriers from your view point? <i>[Probes: Clarifications on the terms if not clear, ask for any example]</i>
Is there anything else, you wish to say?

Debriefing – Mention some of the key points mentioned by the participants to check your understanding and thank the participant for their valuable information

PATIENT INFORMATION SHEET

FOR COUNSELORS OF THE LIFEFIRST PROGRAM

Title of study:

Assessing the outcome and influencing factors of a behavioral tobacco cessation intervention within a workplace setting: A mixed methods study

Principal Investigator name: Ms. Gauri Mandal

Address: Salaam Bombay Foundation, 1st Floor, Nirmal Building, Nariman Point, Mumbai – 400021.

You are being invited to take part in a research study. Please take some time to read the information presented here, which will explain details of this study. Please ask the researcher any questions about any part of this project that you do not fully understand. It is very important that you are fully satisfied that you clearly understand what this research entails and how you could be involved. Your participation is **entirely voluntary** and you are free to decline to participate. If you say no, this will not affect you negatively in any way whatsoever, including your employment now or in the future. You are also free to withdraw from the study at any point, even if you do agree to take part.

This study has been approved by the Union Ethics Approval Group and the Joint Ethics Committee of Narotam Sekhsaria Foundation and Salaam Bombay Foundation and will be conducted according to ethical guidelines and principles of the International Declaration of Helsinki.

What is this research study all about?

The study aims to assess the cessation outcomes of employees who enrolled into workplace tobacco cessation services under the LifeFirst program and to explore ‘for’ and ‘against’ factors associated with cessation from the client and providers point of view in Maharashtra.

Employees who will enrol with the LifeFirst program will be given counselling services for 6 months and their status of tobacco use will be documented at each follow up and at the 6 months their outcome will be assessed. One-to-one interviews will be conducted with the employees to understand facilitators and challenges faced by the employees within the workplace in stopping the tobacco use and to know the suggestions for further improvements.

Why have you been invited to participate?

To understand facilitators and challenges faced by the employees within the workplace in service provision and to know explore the solutions to the challenges faced.

What will your responsibilities be?

You will have to first give an informed consent.

This will be followed by a group interview at Salaam Bombay Foundation's office. The group interview will be about the for and against factors at the five workplace that supported or acted as barrier in service provision. Notes will be taken during the group interview and audio recording will be done with your consent.

At the end of the group interview I will read out the summary of the notes taken by me and take your confirmation for the same. Your name or any other identifier will not appear in the research paper and your confidentiality will be maintained.

The interview will approximately take between 45-60 minutes.

Will you benefit from taking part in this research?

Findings of this study may provide insights about tobacco cessation outcomes in a workplace and will help to strengthen the LifeFirst workplace tobacco cessation program and thus provide help in stopping tobacco use and prevent future adverse health outcomes of other employees of the different workplaces. This may benefit employees who enrol for the LifeFirst program in future.

Will tape recordings made?

Yes

Are there any risks involved in your taking part in this research?

There are no risks involved in taking part in this research.

Who will have access to the results of this study?

Confidentiality will be maintained by keeping data collection forms securely in a lockable cabinet and the electronic data file will be kept in a password protected computer accessible only to the investigators.

Where can participants get results of the study should they wish to have them?

You may contact the principal investigator, Gauri Mandal. Her contact details are given above in this information sheet.

Are there any costs involved and will you be paid to take part in this study?

There are no costs involved for you in this study and there are no direct financial benefits associated with your participation.

Do you have any questions about the research?

If there is anything else that you want to know, if you have any further queries or encounter any problems you can contact Gauri Mandal. Her contact details are given above in this information sheet.

You will receive a copy of this information and consent form for your own records.

CONSENT FORM

Declaration by participant

By signing below, I
agree to take part in a research study entitled “Assessing the outcome and influencing factors of a behavioral tobacco cessation intervention within a workplace setting: A mixed methods study”.

I declare that:

- I have read this information and consent form and understand the contents
- I have had a chance to ask questions and all my questions have been adequately answered
- I understand that taking part in this study is **voluntary** and I have not been pressurised to take part
- I may choose to leave the study at any time and will not be penalised or prejudiced in any way

Signed at (*place*) on (*date*)

..... Signature of participant or mark X if cannotsign
name

Declaration by researcher

I (*name*) declare that:

- I explained the information in this document to
.....
- I encouraged him/her to ask questions and took adequate time to answer them.
- I am satisfied that he/she adequately understands all aspects of the research, as discussed above
- I did not use an interpreter

Signed at (*place*) on (*date*)

.....
Signature of researcher

PATIENT INFORMATION SHEET

FOR EMPLOYEES OF THE WORKPLACE

Title of study:

Assessing the outcome and influencing factors of a behavioral tobacco cessation intervention within a workplace setting: A mixed methods study

Principal Investigator name: Ms. Gauri Mandal

Address: Salaam Bombay Foundation, 1st Floor, Nirmal Building, Nariman Point, Mumbai – 400021.

You are being invited to take part in a research study. The researcher will read out all the details of the study. Please ask the researcher any questions about any part of this project that you do not fully understand. It is very important that you are fully satisfied that you clearly understand what this research entails and how you could be involved. Your participation is **entirely voluntary** and you are free to decline to participate. If you say no, this will not affect you negatively in any way whatsoever, including your employment now or in the future. You are also free to withdraw from the study at any point, even if you do agree to take part.

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Employees who will enrol with the LifeFirst program will be given counselling services for 6 months and their status of tobacco use will be documented at each follow up and at the 6 months their outcome will be assessed. One-to-one interviews will be conducted with the employees to understand facilitators and challenges faced by the employees within the workplace in stopping the tobacco use and to know the suggestions for further improvements.

Why have you been invited to participate?

To understand for and against factors faced by them within the workplace in stopping the tobacco use and to know the suggestions for further improvements

What will your responsibilities be?

You will have to first give an informed consent.

This will be followed by an interview at a convenient time. The interview will be about the facilitators and challenges at your workplace that supported or acted as barriers for quitting. Notes will be taken during the interview and audio recording will be done with your consent.

At the end of the interview I will read out the summary of the notes taken by me and take your confirmation for the same. Your name or any other identifier will not appear in the research paper and your confidentiality will be maintained.

The interview will approximately take between 10-15 minutes.

Will you benefit from taking part in this research?

Findings of this study may provide insights about tobacco cessation outcomes in a workplace and will help to strengthen the LifeFirst workplace tobacco cessation program and thus provide help in stopping tobacco use and prevent future adverse health outcomes of other employees of the different workplaces. This may benefit employees who enrol for the LifeFirst program in future.

Will tape recordings made?

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Are there any risks involved in your taking part in this research?

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Are there any costs involved and will you be paid to take part in this study?

There are no costs involved for you in this study and there are no direct financial benefits associated with your participation.

Do you have any questions about the research?

If there is anything else that you want to know, if you have any further queries or encounter any problems you can contact Gauri Mandal. Her contact details have been shared with you.

CONSENT FORM

Declaration by participant

I agree to take part in a research study entitled “Assessing the outcome and influencing factors of a behavioral tobacco cessation intervention within a workplace setting: A mixed methods study”

I declare that:

- I understand the contents of the consent form
- I have had a chance to ask questions and all my questions have been adequately answered
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- I may choose to leave the study at any time and will not be penalised or prejudiced in any way

Declaration by researcher

I (*name*) declare that:

- I explained the information in this document to
- I encouraged him/her to ask questions and took adequate time to answer them.
- I am satisfied that he/she adequately understands all aspects of the research, as discussed above
- I did not use an interpreter

Signed at (*place*) on (*date*)

.....

Signature of researcher

