

## Appendix A– Participant Information and Consent Form



### INFORMATION SHEET

#### **Mental Wellbeing through Enhancing Mental Health Literacy and Improving Work Friendliness in Hong Kong: The WPMHL Project**

You are invited to participate in a joint project between the Tung Wah College (TWC) and Mental Health Association Hong Kong (MHAHK) supervised by Prof. Lawrence T. Lam and conducted by Professors. Lawrence T. Lam and his team.

There are two main aims of the study: 1) To implement and evaluate the Workplace Mental Wellbeing intervention program that responds to the organisation-and-individual Mental Health needs based on a dual approach. The program consists of an organisation environment scan and an evidence-based psychoeducation training in mental health literacy; and 2) To obtain information on the implementation of the program in order to maximise the scalability and transferability of the program to all workplace settings in Hong Kong and beyond. In the study, a workplace environment scan, using a standard protocol, will be conducted by a social worker with expertise in workplace issues. Information will be gathered via a staff survey and some face-to-face interviews to gain a better insight into the local issues of each site. De-identified and aggregated information collected from the assessment will be provided to the management of each participating site with professional interpretation of the findings and possible strategies for resolving the identified issues will be offered. The survey is not a test or an examination and there will not be any time limit for completion. There are also no risks involved in the study.

After the initial scan, you may also be invited to participate in a psychoeducation training program in Workplace Mental Health First Aid with stress and burnout prevention. The program will be conducted in both online and face-to-face modes with participants completing the online module and followed with a few hours of face-to-face contacts with the instructor. On the completion of the program and passing of a simple quiz, you will be recognized as a qualified Mental Health First Aider.

You have every right to withdraw from the study before or during the process without penalty of any kind. All information related to you will remain confidential unless it is summoned by the court. Information provided will be identifiable by codes known only to the researcher.

If you have any complaints about the conduct of this research study, please do not hesitate to contact Ms. Janet Yum, Secretary of the Research Ethics Committee of The Tung Wah College in person or in writing (c/o Research Office, Tung Wah College, 31 Wylie Road, Homantin, Hong Kong).

If you would like to obtain more information about this study, please contact Prof. Lawrence T. Lam at telephone number +852 3468 6805 or Ms Prudence Wong of the Mental Health Association Hong Kong at +852 2528 0196.

Thank you for your interest in participating in this study.

Prof. Lawrence T. Lam

Principal Investigator

**CONSENT TO PARTICIPATE IN RESEARCH**

**Mental Wellbeing through Enhancing Mental Health Literacy and Improving Work Friendliness in Hong Kong: The WPMHL Project**

I consent to participate in the captioned research supervised by Prof. Lawrence T. Lam and conducted by Professors. Lawrence T. Lam and his team.

The procedures as set out in the information sheet have been fully explained. I understand the benefits and risks involved. My participation in the project is voluntary.

I understand that information obtained from this research may be used in future research and may be published. I also understand that my right to privacy and anonymity will be protected, i.e., my personal details will not be revealed to any external parties and the information I provide on my workplace will not be revealed to my company.

I acknowledge that I have the right to question any part of the procedure and can withdraw at any time without penalty of any kind.

_____	_____	_____
Signature of participant	Please PRINT name	Date
_____	_____	_____
Signature of witness	Please PRINT name	Date
_____	_____	_____
Signature of investigator	Please PRINT name	Date



東華學院  
TUNG WAH COLLEGE



香港心理衛生會  
The Mental Health Association of Hong Kong

### WITHDRAWAL OF CONSENT

#### Mental Wellbeing through Enhancing Mental Health Literacy and Improving Work Friendliness in Hong Kong: The WPMHL Project

I hereby wish to WITHDRAW my consent to participate in the study described above and understand that such withdrawal WILL NOT jeopardise my relationship with the \_\_\_\_\_[company name and the branch office].

\_\_\_\_\_  
**Signature of participant**

\_\_\_\_\_  
**Please PRINT name**

\_\_\_\_\_  
**Date**

The section for Revocation of Consent should be forwarded to:  
Professor Lawrence T Lam  
Vice President (Academic)  
Tung Wah College  
31 Wylie Road, Homantin, Kowloon  
Hong King SAR

## Appendix B: Items from the World Health Organization Trial Registration Data Set

Data category	Information
Primary registry and trial identifying number	Australian New Zealand Clinical Trials Registry (ANZCTR): ACTRN12619000464167
Date of registration in primary registry	20/03/2019
Secondary identifying numbers	N/A
Source(s) of monetary or material support	Health Care Promotion Scheme, Health and Medical Research Fund, Food and Health Bureau, Hong Kong Government. (Grant #02181028)
Primary sponsor	Tung Wah College, Hong Kong
Secondary sponsor(s)	Nil
Contact for public queries	ro@twc.edu.hk
Contact for scientific queries	Lawrencelam@twc.edu.hk
Public title	The Workplace Mental Health Intervention program for the enhancement of Mental Health Literacy and the reduction of stress and burnout among workers: The (WPMHL) Project
Scientific title	A phase III wait-listed RCT of a Workplace Mental Health Intervention program for the enhancement of Mental Health Literacy and the reduction of stress and burnout among workers
Countries of recruitment	Hong Kong
Health condition(s) or problem(s) studied	Mental Health, Stress, Burnout, Health-related Quality of Life
Intervention(s)	Environment and Individual-focused program with an environment scan and online psychoeducation training for workers
Key inclusion and exclusion criteria	<p>Ages eligible for study: ≥18 years  Sexes eligible for study: both  Accepts healthy volunteers: yes</p> <p>Inclusion criteria: All staff members working at the selected sites are eligible to participate in the study. Participants must be willing to give written informed consent, and willing to participate to and comply with the study.</p>

Exclusion criteria: Any staff member at any site who have already received a similar psychoeducation training program or involved in any similar intervention program before will be excluded from the current intervention program.

Study type	Wait listed cluster randomised controlled trial  Allocation: Using sites as the primary unit, simple randomisation using a randomisation table created by computer software  Primary purpose: Educational / counselling / training  Phase III
Date of first enrolment	Proposed September 1, 2019
Target sample size	400
Recruitment status	Recruitment not yet commenced
Primary outcome(s)	Mean change in participants' Mental Health Literacy scores.
Key secondary outcomes	Burnout, Stress, and Health-related Quality of Life