

## Job Demands and Accommodation Planning Tool (JDAPT) Study

The **Job Demands and Accommodation Planning Tool (JDAPT)** is aimed at helping people think about their support needs at work when they are living with a chronic health condition that can cause challenges, either occasionally or all of the time. The JDAPT asks about health-related difficulties with a range of job demands. It then provides the user with a personalized list of potential work supports and accommodation ideas.

If you are currently:

- living with a chronic health condition or disability
- in paid employment for 20 or more hours/week, and are
- interested in learning about and using different types of work supports or accommodations

We invite you to take part in the JDAPT pilot evaluation study to help us understand whether the tool is helpful for people who are looking for support at work to help manage their chronic, episodic health condition.

### What's involved?

If you are eligible and you choose to participate, you will be asked to complete four parts of the study:

#### **Part 1: Background survey – Learning a bit about your work and your health**

This is a 25 to 30-minute online questionnaire. You can complete it all at once or, if you need to, you can stop and come back to it later.

#### **Part 2: Job Demands and Accommodation Planning Tool (JDAPT) – What do you think?**

After completing the questionnaire in Part 1, we'll email you a link to the online JDAPT for you to use and we'll ask you a few questions about your impressions of it. This will take about 30-40 minutes. We ask that you complete Part 2 of the study within two weeks of doing the background survey (Part 1).

#### **Parts 3 & 4: Follow-up in 3 months and 9 months – Did you use the tool and was it helpful?**

There are two final questionnaires that we send to you, the first after three months and the second after nine months. These questionnaires ask you about any changes to your health and employment situation, and whether the JDAPT was helpful in managing your work and health. The follow-up questionnaires will take different amounts of time to complete depending on any changes in your work experiences. They range in length from 20 to 30 minutes.

To thank you for your time, participants will receive \$100 over the course of the study: \$30 after completing the first two parts (background survey and JDAPT Tool), and \$35 for each of the two follow-up questionnaires.

Participation in this research is completely voluntary. Your answers to the questionnaires will be confidential. However, please note that to receive your honorarium, you will need to provide your name and address to the study coordinator.

At any point in the study, if you have any questions, you can contact the ACED project at the Institute for Work & Health: [aced@iwh.on.ca](mailto:aced@iwh.on.ca).

## Consent to Participate in a Research Study

**Your participation in this study is voluntary.** You may skip any questions that you don't wish to answer, and you can stop participating at any time.

**Purpose of the Study:** The purpose of this study is to evaluate the design and usefulness of the ACED Job Demands and Accommodation Planning Tool (JDAPT) for workers with chronic health conditions that causes disability at work occasionally or most of the time.

**Research Sponsors:** Funding has been provided by the Healthy and Productive Work initiative, a joint initiative of the Canadian Institutes of Health Research (CIHR) and the Social Sciences & Humanities Research Council of Canada (SSHRC).

**Time Commitment:** You will be asked to use the ACED Job Demands and Accommodation Planning Tool (JDAPT). The tool will ask you questions about what type of job demands are important to your work and provide you with a summary of those demands paired with a personalized list of suggested work supports and accommodation ideas. Using the tool is estimated to take about 20-30 minutes.

To help us evaluate the tool, you will also be asked to complete three online questionnaires: one before you have used the tool (a background questionnaire), one three-months after using the tool and one nine-months after using the tool. Each questionnaire takes about 30 minutes to complete.

**Risks:** There is minimal risk to participating in this research.

If you feel uncomfortable answering any question, you can skip the question and it will not impact the rest of your survey responses.

**Benefits & Incentive:** Participants will receive a \$100 honorarium for the full study: \$30 honorarium after completing the first two parts (background survey and JDAPT Tool), and \$35 for each of the two follow-up questionnaires. Participants will have the choice of receiving the honoraria through PayPal or mailed in the form of a cheque.

**Privacy & Confidentiality:** Every effort will be made to keep data in this study private. Information that can identify you (like your name or identifying details) will be removed from your responses before they are analysed and will not be included in reports or publications about the study.

All study data will be kept separate from the information that can identify you and will be kept in a secure location at the Institute for Work & Health. In order to receive your honorarium, you will need to provide the study coordinator with your name and an address. This information will be kept separate from your questionnaire responses.

Only research team members will have access to the data.

**Data Collection & Storage:** The background and follow-up questionnaires use Qualtrics™ ([www.qualtrics.com](http://www.qualtrics.com)), an online survey platform which has servers in Toronto, ON, Canada. All study data will be transferred securely and stored on password protected computers at the Institute for Work & Health for ten years. At this time, all data will be destroyed.

**Withdrawing from the study:** If you wish to withdraw from the study after you submit a questionnaire, you may do so by sending an email within one month to the ACED project at the Institute for Work & Health: [aced@iwh.on.ca](mailto:aced@iwh.on.ca).

**Questions about the Study:** If you have any questions about the ethical oversight of this study, please contact the Research Oversight and Compliance Office - Human Research Ethics Program (University of Toronto) at [ethics.review@utoronto.ca](mailto:ethics.review@utoronto.ca) or 416-946-3273.

If you have questions or need more information about the study itself, please contact the ACED project at the Institute for Work & Health: [aced@iwh.on.ca](mailto:aced@iwh.on.ca).