

26 February 2020

Mrs. Carla Strubbia
23 Mein Street
PO Box 7343
Newtown 6242

Dear Mrs. Strubbia

Re:	Ethics ref:	20/NTB/40
	Study title:	Experiences of the use of an iPad application (ADOC-E) for shared decision making around goal setting in rehabilitation: a qualitative descriptive study

This letter is to confirm receipt of this application for HDEC review, which was submitted on 18 February 2020.

Arrangements for HDEC review

Your application has been assigned for HDEC review by the HDEC-Full Review pathway.

HDEC:	Northern B Health and Disability Ethics Committee
Time:	3.35-4.00pm
Meeting date:	03 March 2020
Meeting venue:	Ministry of Health, Level 3, Rangitoto Room, Unisys Building, 650 Great South Road, Penrose, Auckland
Teleconferencing:	Dial 0800 633 866 (New Zealand callers) then the conference code pin 625054. If you are calling from Australia, please dial 1800 633 281 then the conference code pin. If you are calling from any other countries, please email the HDEC secretariat at hdec@moh.govt.nz for a calling code specific to your country.

We encourage you to attend this meeting in person or by teleconference, or to have a co-investigator attend in your place. Your attendance may facilitate the HDEC review process by allowing some issues to be discussed and resolved at the meeting itself, rather than in correspondence after it.

This meeting will be audio-recorded for minute taking purposes. Once the meeting minutes are finalised, the audio recording will be deleted. If you do not wish the meeting to be recorded please advise the secretariat.

Please contact us (the secretariat) by no later than the Friday before the meeting date to confirm whether you or a co-investigator can attend. Email us at hdec@health.govt.nz. ([Refer to Appendix C for public parking options around the Ministry of Health-Auckland site](#)).

Timeline for giving a final opinion

The 35-day clock for giving a final opinion on this application starts on 20 February 2020. This clock may stop once only, where the HDEC requires further information from you in order to make a final decision. You would then have up to 90 days to provide this further information, at which point the review clock would be re-activated.

No amendments to be made before HDEC approval

No amendments can be made to your application before it is approved, except where requested by the HDEC as a condition of approval. If you think you may need to amend your application during this time, we advise you to withdraw and re-submit it at a later date.

Please don't hesitate to contact the HDEC secretariat for further information.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Awhina Rangiwai', with a horizontal line underneath.

Awhina Rangiwai
Administrator
Health and Disability Ethics Committees
hdec@mh.govt.nz

Encl: appendix A: documents submitted
appendix B: statement of compliance and list of members
appendix C: map

Appendix A
Documents submitted

<i>Document</i>	<i>Version</i>	<i>Date</i>
CV for CI: CV of Carla Strubbia, principal investigator of the study.	pdf	10 February 2020
Evidence of scientific review: Scientific peer review: A/P William Taylor	1	10 February 2020
Serious adverse events form	1	10 February 2020
Protocol: ADOC-E Study Protocol	1	17 February 2020
Patient Consent form	1	17 February 2020
Patient Information sheet	1	17 February 2020
Patient Interview schedule	1	17 February 2020
Therapist consent form	1	17 February 2020
Therapist Information sheet	1	17 February 2020
Therapist Interview schedule	1	17 February 2020
Cultural consultation n1	1	17 February 2020
Cultural consultation n2	1	17 February 2020
Application		18 February 2020

Appendix B Statement of compliance and list of members

Statement of compliance

The Northern B Health and Disability Ethics Committee:

- is constituted in accordance with its Terms of Reference
- operates in accordance with the *Standard Operating Procedures for Health and Disability Ethics Committees*, and with the principles of international good clinical practice (GCP)
- is approved by the Health Research Council of New Zealand's Ethics Committee for the purposes of section 25(1)(c) of the Health Research Council Act 1990
- is registered (number 00008715) with the US Department of Health and Human Services' Office for Human Research Protection (OHRP).

List of members

<i>Name</i>	<i>Category</i>	<i>Appointed</i>	<i>Term Expires</i>
Mr John Hancock	Lay (the law)	14/12/2015	14/12/2018
Dr Nora Lynch	Non-lay (health/disability service provision)	24/07/2015	24/07/2022
Miss Tangihaere Macfarlane	Lay (consumer/community perspectives)	20/05/2017	20/05/2020
Mrs Kate O'Connor	Lay (ethical/moral reasoning)	14/12/2015	14/12/2018
Mrs Stephanie Pollard	Non-lay (intervention studies)	01/07/2015	01/07/2018
Mrs Leesa Russell	Non-lay (intervention studies), Non-lay (observational studies)	14/12/2015	14/12/2018
Ms Susan Sherrard	Lay (consumer/community perspectives)	19/03/2019	19/03/2022
Mrs Jane Wylie	Non-lay (intervention studies)	20/05/2017	20/05/2020

<http://www.ethics.health.govt.nz>

Appendix C

