# Appendix 2: Informed consent form

***Participation agreement for a scientific study***

**Title of the study:**

Study of the effectiveness of first aid courses taught by Belgian Red Cross-Flanders

**Name + contact details of the researcher:**

Bert Avau, Researcher Centre for Evidence-Based Practice (CEBaP) of Belgian Red Cross-Flanders

bert.avau@cebap.org

**Aim of the study:**

The aim of this study is to evaluate the effectiveness of first aid courses taught by Belgian Red Cross-Flanders. This analysis is unrelated to the rating of your individual knowledge levels and subsequent certification, which is the responsibility of the tutor.

Before the start of the course, we will estimate, via a short questionnaire, your basic levels of knowledge and self-efficacy related to first aid. In addition, we will question some demographic variables, which may influence your knowledge of first aid, such as gender, age, education, previous first aid courses followed and previous experience with first aid. The results of these questionnaires have no influence on receiving a first aid certificate.

During the exam, we will test your knowledge and skills again via a questionnaire. Your practical skills will be tested via a practical exercise and recorded, to be rated independently afterwards. The only goal of recording and rating the practical exercise is to optimize our courses and has no influence on the rating by the tutor, who is responsible for providing first aid certificates.

Next year, when you will follow a refresher course with Belgian Red Cross-Flanders, we will again test your knowledge and self-efficacy using a short questionnaire. Again, completing this questionnaire has no influence on receiving or extending a first aid certificate.

* I understand what is expected from me during this study.
* I know I will take part in following tests:
* Testing my knowledge and self-efficacy concerning first aid before the start of the course.
* Testing my knowledge, self-efficacy and skills during the exam, at the end of the course.
* Testing my knowledge and self-efficacy before the start of the refresher course, after one year.
* There are no risks associated with participating in this study.
* Me or others can benefit from this study as follows:

The goal of this study is to evaluate the effectiveness of the first aid courses taught by Belgian Red Cross-Flanders, to be able to further improve our courses in the future.

* I understand that my participation is voluntary and free of cost. I have the right to stop participating at any moment. I do not have to give a reason to do so and I know that this will not affect me negatively in any way.

* The results of this study will be used for scientific purposes and can be published in aggregated form. No data will be published from which I can be identified. The confidentiality of the data is guaranteed in any phase of the study.
* I would like to keep in touch about the general results of this study. I can be contacted by the researcher via this e-mail address:

 …………………………………………………………………………

* If I have any questions after my participation, I know I can contact:

Bert Avau: bert.avau@cebap.org

* If I have any complaints or concerns regarding ethical aspects of this study, I can contact the Social and Societal Ethical Committee (SMEC) of the University of Leuven: smec@kuleuven.be

**I have read and understood the information above and have received an answer to all my questions regarding this study.**

**Made up in duplicate,**

Date:

Name and signature participant Name and signature researcher

Your personal data will be processed conform the Data Protection Policy, to be found below.

***Data Protection Policy***

Belgian Red Cross-Flanders and Formation Institute Belgian Red Cross-Flanders (Motstraat 40, Mechelen, together hereafter “we” or “Belgian Red Cross-Flanders”) process, as joint controllers, the personal data you provide us regarding your participation in the study “Study on the effectiveness of first aid courses taught by Belgian Red Cross-Flanders” (hereafter the “Study”).

We will use your personal data to be able to perform the Study, based on the participation agreement which is made in agreement with you. We can provide your personal data to other controllers that provide supportive services (e.g. an external data platform and portal, mailing services or software distributers).

We will keep your data for the duration of the Study. Afterwards, we will anonymise the data. The video imagery will be destroyed.

To the extent allowed by the applicable law, you have the right to access, correction, limitation, transferability and clearing of your personal data.

You can exercise your rights via the official for data protection, by mail (Belgian Red Cross-Flanders, DPO, Motstraat 40, 2800 Mechelen), by e-mail (DPO@rodekruis.be) or via phone: 015-443 322

You can file a complaint with the data protection authority, Drukpersstraat 35, 1000, Brussels, contact@apd-gba.be, tel +32 274 48 00.