

Form Approved

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Harm Reduction toolkits for Non-Prescription Syringe Sales in  
Community Pharmacies

**Attachment 3**

**Pharmacy staff orientation protocol**

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**Overview:** Orientation meetings will be led by project staff, Regina Firpo-Triplett and Lane Edwards, to orient pharmacy staff participants to the study requirements and provide them the materials to enroll in the study at a later date. The 30-45 minute live, remote Orientations will be held twice for each pharmacy's staff and will be recorded and made available to participating staff that are unable to attend a live training.

The purpose of the Orientation is to:

1. Assure participants understand the activities they are being asked to complete if they choose to enroll in the study, and that they are provided high level information about the purpose and contents of the safe injection kits, and an overview of the PWID website and resource locator.
2. Assure participants understand how to access and use the SkillFlix training videos.
3. Overview and answer questions about study participation while assuring that participation is completely voluntary, has no bearing on their employment, and can be stopped at any time.

### **Protocol for Leading the Orientation Meetings**

#### **Introduction**

- Facilitators introduce themselves and invite participants to introduce themselves and share how long they have worked in the pharmacy
- Facilitators provide a high-level purpose of the harm reduction study and purpose of the Orientation. Facilitators inform the participants that the study is funded by the Centers of Disease Control and Prevention (CDC # 75D30120C09651). Facilitators thank the participants for agreeing to learn more about the project.
- Facilitators remind participants that their participation in the Orientation is voluntary and they can stop participating at any time. They will also be reminded that their participation or lack of participation will have no impact on their employment.

#### **About the Study**

- Provide an overview of the study protocol to participants:
  - o Facilitators will review the steps of the study protocol, inviting and answering questions as they go along. They will include information about:
    - The time commitment that participating in the study requires

- The amount of the gift card/codes disbursement for study participants who complete the activities, as well as how and when disbursement will take place
- How participation is completely voluntary and can be stopped at any time with no penalty
- How participation in the study has no bearing on their employment and they are free to participate or not participate as they see fit.
- Present the Materials for the Non-Prescription Syringe Customers:
  - o Facilitators introduce the Safe Injection Kit and share a PowerPoint presentation of the different contents of the kit and educate the group on the importance of each item. Facilitators invite and answer questions before moving on.
  - o Facilitators share the website resources with special emphasis on how to access local resources using the Resource Locator. Facilitators invite and answer questions before moving on.
- Orient Pharmacy Staff to their Training Materials:
  - o Facilitators show the SkillFlix website on their screen, model how to login to the site and model the basic navigation of the site. Facilitators explain that the URL and access to the site will be provided by email once they complete enroll and complete the first survey. Facilitators invite and answer questions before moving on.

### **Consent procedures**

- Facilitators will describe the consent process: After the orientation, the pharmacy staff will be emailed an invitation to participate which includes a link to a consent form. Facilitators will explain how to complete and submit the consent document. Participants will have more than a week to consider participation and to consent to participation. No one will be allowed to consent during the orientation meeting. Facilitators invite and answer questions about the consent process.

### **Timeline and Next Steps**

- Facilitators discuss the specific timing of the study at the pharmacy. Facilitators ask if there is anything participants need in order to participate in the study.
- Facilitators thank the participants again and let them know that the meeting was recorded and let them know how to access it again if they desire.
- Facilitators share their contact information with participants and let them know they are in the pacific time zone and are available by email between 8 am – 6 pm pacific time.

- After the Orientation each participant will receive an email with a link that will lead them through the processing of enrolling for the study.