



University  
of Rochester

Warner School of Education  
& Human Development

## INFORMATION SHEET

### **An Interpretive Description Study of Clinical Supervisor Training in the Substance Use Disorder Field**

**Principal Investigator: Julie Achtyl**  
**Faculty Advisor: Dr. Douglas Guiffrida**

This form describes a research study that is being conducted by principal investigator, Julie Achtyl, and faculty advisor, Douglas Guiffrida, PhD from the University of Rochester's Margaret Warner Graduate School of Education and Human Development, Department of Counseling and Human Development.

The purpose of this exploratory study is to examine the experiences, assessments, and interpretations of the Clinical Supervision Foundations (CSF) I & II required training for substance use disorder clinical supervisors in New York State. The study focuses on understanding the experiences and perspectives of the CSF I & II training from clinical supervisors, CSF II trainers, and key stakeholders within the Office of Addiction Services and Supports.

We estimate that approximately twenty subjects will take part in this study at most. If you decide to take part in this study, you will be asked to complete one focus group with other clinical supervisors and a subsequent individual interview. Your participation will last about 3-4 weeks. The focus group will be facilitated by the PI and should take no longer than 90 minutes. The focus group will be recorded, and the recording will be used to generate a written transcript. You will then be asked to participate in a subsequent individual interview through the Zoom platform. The interview will be facilitated by the PI and will take no longer than sixty minutes. The interview will be recorded, and the recording will be used to generate a written transcript.

There are potential risks associated with your participation. There is a small chance that some of the questions may make you feel uncomfortable. You may skip any questions you don't want to answer. In the event that you vocalize psychological distress due to the discussion of experiences within the focus group or interview process, the session will pause, and the PI will provide supportive listening and referral information (e.g., crisis services) if there is significant distress which is highly unlikely. There are no other expected risks related to your participation in the study. There is no expected benefit. However, you will have the opportunity to reflect on your experiences and sharing them may benefit others.

It is possible that, given the multiple roles the PI has within the broader clinical supervisor

workforce and training communities, you may interact with the PI in a different setting and capacity; however, all clinical supervisors who have received the CSF II training with the PI will be declined from participation. This study has no bearing on your employment or social standing. Again, you may also decline to answer any question and/or discontinue participation at any time without penalty.

Because the demographic information form will be sent to you via e-mail, it is important to be aware of the risks involved in e-mail communication.

You will receive \$25 Amazon gift card for your participation in focus group and another \$25 gift card for your participation in the individual interview. There is no cost to you to participate in the study.

The University of Rochester makes every effort to keep the information collected from you private. In order to do so, we will store all data on secure University of Rochester servers and de-identify the data collected. For the interview portion, identifiable information such as email addresses will be stored separately from research data. Only approved study team members will have access to the data.

Sometimes, however, researchers need to share information that may identify you with people that work for the University or federal regulators. If this does happen we will take precautions to protect the information you have provided. Results of the research may be presented at meetings or in publications, but your name will not be used.

**Use of E-mail** Email communications may be sent or received in an unencrypted (unprotected) manner. Therefore, there is a risk that the content of the communication, including your personal information, could be shared beyond you and the study team. Your consent below indicates that you understand this risk. The University of Rochester is not responsible for any interception of messages sent through email.

All information shared through the focus group and interview process remains confidential. In addition, any references to your name, or other identifiable information will be removed from all notes, transcripts, and any applicable documents. The University of Rochester makes every effort to keep the information collected from you private. In order to do so, we will assign you an ID number and a pseudonym. Your name will not be recorded in the audio recording or the transcript. Sometimes, however, researchers need to share information that may identify you with people that work for the University. If this does happen, we will take precautions to protect the information you have provided. Results of the research may be presented at meetings or in publications, but your name will not be used. In addition, all data collected might be distributed or used for future research studies without additional informed consent.

Your participation in this study is completely voluntary. You are free not to participate or to withdraw at any time, for whatever reason. No matter what decision you make, there will be no penalty or loss of benefits to which you are otherwise entitled. In the event that you do withdraw from this study, the information you have already provided will be kept in a confidential manner and may still be retained for analysis unless you specify otherwise to the researchers.

For more information or questions about this research you may call Julie Achtyl at (585) 276-6047 or [Julie\\_Achtyl@urmc.rochester.edu](mailto:Julie_Achtyl@urmc.rochester.edu). Please contact the University of Rochester Research Subjects Review Board at 265 Crittenden Blvd., CU 420628, Rochester, NY 14642, Telephone (585) 276-0005 or (877) 449-4441 for the following reasons:

- You wish to talk to someone other than the research staff about your rights as a research subject;
- To voice concerns about the research;
- To provide input concerning the research process;
- In the event the study staff could not be reached.