

## iGEM Integrated Human Practices

Aim – understand the most significant (greatest impact, most challenging to solve, most urgent, etc) problems facing healthcare providers today, chart the current healthcare innovation landscape, elicit any loopholes and research gaps, provide a platform for developing and modifying existing ideas

Targets – hospital heads-of-department, healthcare industry leaders, MOH staff, healthcare-based researchers and innovators

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### *Workflow*

1. Email (**part A**) to be sent to targets
2. Depending on response, either conduct an email, or face-to-face (ideally) interview. Do NOT entertain requests for telephone interviews. Skype/equivalent interviews are permitted.
3. If face-to-face interview, recording of interview to be carried out (**with consent, refer to statement of consent below**)
  - a. Sound-check BEFORE commencing interview
  - b. Audio file to be uploaded on iGEM Google Drive
4. Questions and answers to be noted down by a transcriber
  - a. Transcriber to be assigned BEFORE interview date
  - b. Word document file to be uploaded on iGEM Google Drive
5. Get a photo (**with consent**) of the interviewer, for our wiki (follow-up with heads of wiki)
6. Follow-up with generic thank you email
  - a. Invite them to our social media (Facebook/Instagram) and our wiki
7. Follow-up after iGEM competition about our progress through the competition (Alternatively, this can be done after the whole competition)

### *Important Notes*

1. For ease of reference, all emails to be sent out from team email
2. Brief outline of questions and agenda to be prepared by interview party at least 5 days before the confirmed meeting date
  - a. Research on interviewee's profile very important to formulate questions
  - b. Must confirm questions and theme of discussion (to prepare interviewees before the meeting)
3. Bring along at least **1** copy of the statement of informed consent (**part C**) for face-to-face interviews
  - a. Statement of informed consent for email interview must be ratified before interview takes place
4. Limited to **5** people (max) for each interview, minimum is **2** people
5. Transcription should be uploaded at most **3** days after the interview
6. Audio recording should be uploaded at most **1** day after the interview

## Part A – Target Email

Dear {{insert name here}},

I am {{insert your name here}}, the 2018 NUS iGEM Human Practices Director, and I am writing to you on behalf of my team.

iGEM stands for the **I**nternational **G**enetically **E**ngineered **M**achine competition, which encourages groups of students to apply principles and techniques of synthetic biology to solve real-world problems. Past iGEM projects include developing a kit to detect multi-drug resistant organisms (MDROs) in cattle to promote more judicious use of antibiotics, and engineering bacteria to detect circulating tumour cells and tumour markers.

Currently, the NUS iGEM team is in the exploration and investigative phase of our project, and we would appreciate guidance from leaders in the biomedical industry to improve our project, and ensure our approach targets significant problems faced by the biomedical industry.

We understand that you are {{insert their title here}}, and we would be grateful to have the opportunity to meet for a face-to-face interview on {{insert dates here}} to discuss our ideas. If this is not convenient for you, we would be glad to accommodate your timing, or conduct an email interview.

Please do let us know if you would be free to correspond – we can't wait to listen to your thoughts and your ideas about the current biomedical industry!

Thank you very much in advance, we are really grateful for your time!

Yours sincerely,

{{insert name here}}

2018 NUS iGEM Human Practices Director

{{insert wiki and social media links}}

## Part B – Generic Thank You Email

Dear {{insert name here}},

Thank you so much for taking time out from your busy schedule to answer our questions! We better understand now {{insert points from the talk}}.

{{Insert questions, if any}}

We will be sure to credit your advice and guidance to our project on our project website {{insert link, if available}}.

We hope to keep in contact with you for more of such discussions in the future!

Yours sincerely,

{{insert name here}}

2018 NUS iGEM Human Practices Director

{{insert wiki and social media link}}

## Part C - Statement of Informed Consent for face-to-face interviews

You are invited to participate in the NUS iGEM 2018 team's "Human Practices" component. iGEM stands for International Genetically Engineered Machine competition. It is an annual international competition for students to solve real world problems using the principles and techniques of synthetic biology. "Human Practices" allows the team to understand the current biomedical scene in Singapore, so that we can ensure our approach targets significant problems faced by the biomedical industry/society. Your participation constitutes a short interview with several members of the NUS iGEM 2018 team.

This study involves the audio recording of your interview with the students. With your permission, the interview will be audio recorded, and/or video recorded, if applicable. These recordings will be transcribed, where your input will help us set the direction of our project. Only the professors and students in the team will be able to listen to/watch the recordings and read the full transcripts. With your permission, we would also like to take a photograph with you for publicity purposes. The photograph may be uploaded to our iGEM Wiki page, Facebook page, and other social media platforms. Finally, your identity will be made known in written material resulting from the study, e.g. on our Wiki page. Quotes from the interview will also be credited to you accordingly.

Your participation will take approximately 60 minutes. Please understand your participation is voluntary and you have the right to withdraw your consent to any of the points above at any time during the interview. You also have the right to refuse to answer particular questions.

If you have any questions, concerns or complaints about this interview, you may contact, anonymously, if you wish - the 2018 NUS iGEM Human Practices Director, Mr Walter Lam, at 8222 4689. You can also write to [nusigem@gmail.com](mailto:nusigem@gmail.com), or to our supervising professor, A/Prof Poh Chueh Loo, at [poh.chuehloo@nus.edu.sg](mailto:poh.chuehloo@nus.edu.sg).

By signing this form, you understand the above information and freely consent to participate. This consent is effective until 31 December 2018.

Participant's Name and Signature:

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Date: \_\_\_\_\_

## **Part D - Statement of Informed Consent for email interviews**

You are invited to participate in the NUS iGEM 2018 team's "Human Practices" component. iGEM stands for International Genetically Engineered Machine competition. It is an annual international competition for students to solve real world problems using the principles and techniques of synthetic biology. "Human Practices" is for the team to understand the current biomedical scene in Singapore, so that we can ensure our approach targets significant problems faced by the biomedical industry/society. Your input will help us set the direction of our project.

Your participation constitutes an email interview with the team. With your permission, the contents of the following emails will be used in the team's "Human Practices" study, and selected sections may be uploaded to our iGEM Wiki page, or quoted on the team's social media. You will be credited accordingly. Only the professors and students in the team will be able to read and access the full email exchange. The email exchange will end when either party clearly declares the interview to be over. Any emails henceforth, as well as any emails preceding this statement of informed consent will not be considered part of the interview and will therefore remain private. We would also like you to send a photograph of yourself to be used on our iGEM Wiki and/or our social media.

Please understand your participation is voluntary and you have the right to withdraw your consent to any of the points above at any time during the interview. You also have the right to refuse to answer particular questions.

If you have any questions, concerns, or complaints about this interview, you may contact, anonymously, if you wish - the 2018 NUS iGEM Human Practices Director, Mr Walter Lam, at 8222 4689. You can also write to [nusigem@gmail.com](mailto:nusigem@gmail.com), or to our supervising professor, A/Prof Poh Chueh Loo, at [poh.chuehloo@nus.edu.sg](mailto:poh.chuehloo@nus.edu.sg).

By replying "Yes, please proceed", you understand the above information and freely consent to participate. This consent is effective until 31 December 2018.