

APPENDIX I A letter to participants

Dear Colleague

I need your help, kindly complete the attached questionnaire. This forms part of a study for my M Com degree (MBA) on the topic of employee's perceptions of affirmative action in this faculty. The proposal for this survey has been approved by Wits ethics committee, ethics number M060351. It should take only about 30 minutes to complete.

Confidentiality will be guaranteed. Once you have completed the questionnaire please print and send it by internal mail before the 11 September 2006. Alternatively electronic response is also welcomed and confidentiality is equally guaranteed. As such, please feel free to answer the questionnaire as openly and honestly as possible.

If you have any questions please feel free to contact me. My telephone number at work is (011) 488 3630 and my cell phone number is 082 748 6153

Your Cooperation will be highly appreciated.

Yours faithfully

Nomathibane (Thibane) Mangisa
Molecular Hepatology Research Unit
Department of Internal Medicine
University of the Witwatersrand

APPENDIX II Information sheet

Dear College

Who I am?

I am a M Com Business Management (MBA) student at the university of Johannesburg currently working at University of Witwatersrand as a Research officer. I am investigating the Perceptions of affirmative action in the faculty of health science

Why are we doing this?

South Africa organisations has since 1994 felt the great impact of government policies and programmes. Employment Equity Act (55 of 1998) is one of the laws that have big impact on the management of employee within companies. The Act not only endorses the notion of equal treatment of employees, it also stipulates that legal action can be implemented against organisation that fails to comply with its provision (Herhold: 1999). This legal coercion has far reaching impact on the affirmative action strategies adopted by the organisation.

Despite these laws some organisations are failing to implement the affirmative action effectively. The medical science industry is no exception. Black medical scientists are still underrepresented. This research project is aimed at determining the success of affirmative action in the medical science industry. This will be done to determine the perceptions of these employees

What do we expect from participants in the study?

We think that if the perceptions of employees on affirmative action can be studied that will help organization to implement affirmative action effectively That will benefit both the employees and the organizations success.

We will make use the short question to get the demographics of the different racial groups in the faculty. That will highlight the representation of different racial groups in the faculty.

In addition we will use open open-ended questionnaires we will be able to gain insight on the individual's perception's. It is crucial to gauge the understanding of those who are impacted by the policy if they do not have insight and an appreciation of the desired outcomes of the legislation. .

If you have any queries, more information may be obtained from Nomathibane Mangisa (Miss) 011 488 3630 or 082 748 6153

Yours Sincerely
Nomathibane Mangisa (Miss)



APPENDIX III Questionnaire as amended from Nkosi 1992

Section A: Respondent's profile					
1. What position do you hold?					
1 Head of depart	2 Professor	3 Lecturer	4 Research office	5 Technologist	6 Other
2. What is your educational background (highest level attained)					
1 Professorship	2 PHD	3 Masters degree	4 B Degree	5 Diploma	6 Lower than diploma
3 How many years have you been employed at this faculty ?					
1 31 and more	2 21-30	3 11-20	4 6-10	5 0-5	
4. What is your age					
1. 61 and over	2. 51-60	3. 41-50	4 31-40	5 18-30	
5. To which population grouping do you belong.					
1 African	2 Asian	3. Coloured	4 Indian	6 White	
Are you a male or female					
1. Female			2. Male		

SECTION B: Staffing and standards		
1. In your opinion do you think that when jobs become vacant they are often filled by people from within		
1 Disagree	2 Indifferent	3 Agree
2. In your opinion, is it not what you know that gets you a promotion in most instances?		
1 Disagree	2 Indifferent	3 Agree
3 In your experience, does the best person for the job get appointed in most instances		
1 Disagree	2 Indifferent	3 Agree
4. In your opinion, does the selection procedures generally ensure that the best person for the job is appointed		
1 Disagree	2 Indifferent	3 Agree
5. In your opinion, does reason other than qualification give some people a better chance of promotion.		
1 Disagree	2 Indifferent	3 Agree
6. As far as you know does this faculty have an Affirmative Action plan ?		
1 Disagree	2 Indifferent	3 Agree
7. In your opinion is the Affirmative Action plan effective?		
1 Disagree	2 Indifferent	3 Agree
8. To what extend do you support Affirmative Action programmes?		
1 Disagree	2 Indifferent	3 Agree
9. Do you feel that an Affirmative Action programme negatively influence your job security?		
1 Disagree	2 Indifferent	3 Agree
10. How would you compare your viewpoints on affirmative Action to top management approach regarding Affirmative Action strategies		
1 Disagree	2 Indifferent	3 Agree
11. If you are aware that your work place has an affirmative action plan how did you know about it		

1 Hear say	2 Informed by my supervisor	3. Get it from management	4 Newsletter	5 Seen and read an affirmative action document
11.1 Which of the following do you believe has resulted because of the implementation of affirmative programme				
1 Reverse discrimination	2 Preference to blacks and women	3 Difficult to tell	4 Competent, white lost their job	5 A more representative and competent workforce
11.2 Which of the following do you believe has resulted because of the implementation of affirmative programme				
1 Hardships	2 Limited opportunities	3 New challenges and opportunities	4 Equal opportunities	5 Advancement of formerly disadvantaged
11.3 Which of the following do you believe has resulted because of the implementation of affirmative programme				
1 Drop in standards	2 Standards has remain the same	3 Difficult to tell	4 Standards has been maintained	5 Standards has improved

Section C: DEVELOPMENT OF PEOPLE AND ORGANISATIONAL CULTURE				
1. Do you believe that you have received the training you need to do your work well?				
1 Definitely not	2 Not to my satisfaction	3 Indifferent	4 Yes, but it could be better	5 Yes certainly
2. Do you believe that you know what must be done to do job well?				
1 Definitely not	2 Not to my satisfaction	3 Indifferent	4 Yes, but it could be better	5 Yes certainly
3. Do you believe that you get praised when you have done a job well?				
1 Definitely not	2 Not to my satisfaction	3 Indifferent	4 Yes, but it could be better	5 Yes certainly
4. Are you told when your work is not satisfactory				
1 Definitely not	2 Not to my satisfaction	3 Indifferent	4 Yes, but it could be better	5 Yes certainly
5. When your work is not satisfactory, does someone else help put it right or show you how to do it better?				
1 Definitely not	2 Not to my satisfaction	3 Indifferent	4 Yes, but it could be better	5 Yes certainly

SECTION D: Employee development as a strategic issue				
1. In your view do you believe that the management style and cultural environment in your work place encourages employees to give their best				
1 Definitely not	2 Not as it should	3 Indifferent	4 Yes, but it could be better	5 Yes certainly
2. Do you believe that management in your work place see staff development as one of the major objectives?				
1 Definitely not	2 Not as it should	3 Indifferent	4 Yes, but it could be better	5 Yes certainly
3. Do you get the impression that management is genuinely committed to race and gender equity?				
1 Definitely not	2 Not as it should	3 Indifferent	4 Yes, but it could be better	5 Yes certainly
4. Does your head of department put a lot effort into the development of his staff members?				
1 Definitely not	2 Not as it should	3 Indifferent	4 Yes, but it could be better	5 Yes certainly
5. Does your seniors discuss your career plans with you?				
6. Do you believe that the issue of language preference has been dealt with by management?				
1 Definitely not	2 Not as it should	3 Indifferent	4 Yes, but it could be better	5 Yes certainly
7. Do you believe that management has done enough to assist black entrants to bridge the gap between their background /education and the requirements for success in the profession				
1 Definitely not	2 Not as it should	3 Indifferent	4 Yes, but it could be better	5 Yes certainly
8 Do you believe that management has done enough to assist white people who have been in the work place to bridge the gap between their background/education and the requirements for success in the profession				
1 Definitely not	2 Not as it should	3 Indifferent	4 Yes, but it could be better	5 Yes certainly

SECTION E: ATTITUDE		
1. Are you satisfied with the changes that take place?		
1 Unsatisfied	2 Indifferent	3 Satisfied
2. How satisfied are you with the following matters concerning your current job?		
2.1 Pay and fringe benefits		
1 Unsatisfied	2 Indifferent	3 Satisfied
2.2 White subordinates		
1 Unsatisfied	2 Indifferent	3 Satisfied
2.3 White superiors		
1 Unsatisfied	2 Indifferent	3 Satisfied
2.4 Black subordinates		
1 Unsatisfied	2 Indifferent	3 Satisfied
2.5 Black superiors		
1 Unsatisfied	2 Indifferent	3 Satisfied
2.6 Your colleagues in the work place who are of different race than you		
1 Unsatisfied	2 Indifferent	3 Satisfied
2.7 Job security		
1 Unsatisfied	2 Indifferent	3 Satisfied
2.8 Challenge of the job		
1 Unsatisfied	2 Indifferent	3 Satisfied
2.9 Promotion opportunities		
1 Unsatisfied	2 Indifferent	3 Satisfied
3 In your opinion how would you rate the change in the work place with regard to the following		
3.1 Recruitment and training of blacks and women		

1 Unsatisfied	2 Indifferent	3 Satisfied
3.2 Advancement of blacks and women into supervisory and management positions		
SECTION F: Training		
1. Please rate effectiveness of the training courses offered in your work in the relation to		
1.1 The quality of instruction		
1 Unsatisfied	2 Indifferent	3 Satisfied
1.2 Improving job performance		
1 Unsatisfied	2 Indifferent	3 Satisfied
1.3 Advancement of blacks into supervisory and management positions		
1 Unsatisfied	2 Indifferent	3 Satisfied

SECTION G: CULTURE		
1. In view of eleven official language in South Africa and the practical impossibility of using them all as a medium of oral and written communication, for practical purpose, what would be your attitude if your work place was to mainly use the English language as a medium of communication.		
1 Unsatisfied	2 Indifferent	3 Satisfied
2. Do you agree that in view of affirmative action strategy and other changes that are taking place around us, the work place has to go through a cultural adjustment of some kind?		
1 Unsatisfied	2 Indifferent	3 Satisfied

OPEN –ENDED QUESTIONS

1. Give your views on why so many black scientist leave their position in science for work outside science?
2. What do you think of this faculty's Affirmative Action programme policy and programme?
3. How can this faculty Affirmative Active programme be made more effective?
4. Give your views about any barriers in the organisation culture of this faculty which are supportive or not of affirmative action?
5. How have you personally benefited from affirmative action in this organisation?
6. If your position in the faculty is an affirmative position, how does it differ from other positions? .
7. Discuss any fears you may have of possible negative effects affirmative action may on you in the work situation?

JOHANNESBURG



APPENDIX IV



FORM HREC (2005 - MEDICAL)

UNIVERSITY OF THE WITWATERSRAND, JOHANNESBURG

APPLICATION ¹ TO THE HUMAN RESEARCH ETHICS COMMITTEE: (MEDICAL) FOR CLEARANCE OF RESEARCH

THIS APPLICATION MUST BE TYPED OR HANDWRITTEN IN CAPITALS
Please complete ALL Investigators' details involved in the Study as requested below (including Item 6.3):

SECTION 1

1 PRINCIPAL INVESTIGATOR PER SITE

NAME: Miss Nomathibane Mangisa

PROFESSIONAL STATUS Research Officer

UNIVERSITY DEPARTMENT Medicine

DETAILS OF SITE WHERE STUDY WILL BE CONDUCTED / (SYNDICATE NAME:)

-

HOSPITAL/INSTITUTION WHERE EMPLOYED: University of Witwatersrand

FULL-TIME:FT

HPCSA NO:nil

TELEPHONE NO:011 488 3630 FAX NO:011 643 8777

CELL:082 748 6153 EMAIL: npmangisa@yahoo.com

GCP TRAINING: Please list all Investigators GCP Training

Please indicate DATE AND NAME of GCP Course attended (dd/mmm/year)

(Investigators meetings do not qualify as GCP training)

Full Name: _____ None _____

GCP Course Name: _____ n/a _____

Date of GCP course: **day/month/year**: _____ n/a _____

(the date is important for database process– please insert full date)

(It is a requirement that a GCP course be attended every **THREE years)**

SECTION 2

2 PLEASE SUPPLY CONTACT PERSON; ADDRESS AND CONTACT DETAILS TO WHOM

ALL CORRESPONDENCE SHOULD BE ADDRESSED:

NAME:Nomathibane Mangisa

COMPANY:University of Witwatersrand

ADDRESS:7 York Rd Park Town

TELEPHONE NO: 011 488 3630 FAX NO:011 643 8777

CELL:0827486153EMAIL:npmangisa@yahoo.com

SECTION 3

3.TITLE OF RESEARCH PROJECT: ² Perceptions of Affirmative Action in a Medical Science Institution

WHERE WILL THE RESEARCH BE CARRIED OUT?

University of the witwatersrand, faculty of health science

All the following sections must be completed³. Please tick all relevant boxes.

3.1 PURPOSE OF THE RESEARCH:

Postgraduate: degree/diploma)Master of Commerce (Business management

Undergraduate: degree/diploma (state which)

Not for degree purposes

3.2 OBJECTIVES OF THE RESEARCH (please list):

- To determine the perceptions of medical research staff of the opportunities and practices of affirmative action in their placed employment.

3.3 SUMMARY OF THE RESEARCH (give a brief outline of the research plan):

- Compiling questionnaire
- Drawing a suitable sample
- Administering questionnaire
- Analysis of research finding

SECTION 4

4. REQUIREMENTS

4.1 If this project involves studies with drugs at a teaching hospital associated with this University, approval must first be obtained from the Protocol Review Committee.

Has application been made? .Yes No

(If not, this application cannot be considered)

4.2 If radiation or isotopes are to be used, written approval must be obtained from the Nuclear Medicine Department, Diagnostic Radiology Department, Radiation Therapy Department or NUCOR representative.

Is this attached? If not, the application cannot be considered. Yes No

4.3 Participant Information Sheet⁴ is attached. (For written and verbal consent)

Yes No

Informed Consent Form⁵ is attached. (For written consent). Yes No

Please refer to Wits Informed Consent Form Template

Consent will be verbal Yes No

Informed consent is not necessary. State why not. Yes No

4.4 If a questionnaire or interview is to be used in the research, it must be attached.

Is it attached? *If not, the application cannot be considered.* Yes No

SECTION 5

5. PARTICIPANTS FOR STUDY

5.1 If patients are being studied, state where and how the participants are selected:

5.2. Where the participants are not patients,

They will be invited to volunteer they will be selected

State how the participants are selected, or who is invited to volunteer:

Are the participants subordinate to the person doing the recruiting? Yes

No

If yes, justify the selection of subordinate participants:

5.3 Will control participants be used? Yes No

If yes, explain how they will be recruited

5.4 Participants records: state what records will be used and how they will be selected:

5.5 Age range of patients/participants/controls:

If under 18 years, from whom will consent be obtained?

If under 18 years, is a Patient Assent Document included? Yes No

5.6 Sex: Male Female

5.7 Number of patients _____; non-patient participants _____ controls _____

5.8 Benefit to patient or participants: will the research benefit the patient(s) or participant(s) in any direct way. If yes, explain in what way. Yes No

Is the patient being remunerated for participating in the study? Yes No

If yes, please state what the remuneration is for and how much will be paid.

5.9 Disadvantages to patients/participants/controls. Will participation or non-participation disadvantage them in any way? If yes, explain in what way:

Yes

No

SECTION 6

6. PROCEDURES

6.1 Mark research procedure(s) that will be used:

Record review

- Interview form (must be attached)
- Questionnaire (must be attached)
- Examination (state below nature and frequency of examination)
- Drug or other substance administration (state below name(s) of drug(s)/substance(s) and dose(s) and frequency of administration)
- X-rays
- Isotope administration (state below name(s) of isotope(s) and frequency)
- Blood sampling; venous; arterial (state below amount to be taken and the frequency of blood sampling)
- Biopsy
- Other procedures (explain)

Use this space to elaborate procedures marked above:

6.2 Is/are procedure/(s) routine for: diagnosis/management?
 Specific to research?

6.3 Who will carry out the procedure(s)?

(State name/(s) and position/(s) held per research unit.

All sub-investigators must be listed here, Please attach the study specific CV's in the required format.)

GCP TRAINING: Please list all Investigators GCP Training

Please indicate date and name of GCP Course attended

(Investigators meetings do not qualify as GCP training)

Full Name: _____

GCP Course Name: _____

Date of GCP course: day/month/year: _____

(It is a requirement that a GCP course be attended every THREE years)

6.4 When will the research commence, and over what approximate time period will the research be conducted?

START DATE: ____ 2 April 2006 END DATE: ____ 30 April 2006 _____

RECRUITMENT START: _____ END DATE:

- 6.5 Research on studies being conducted outside the Gauteng Academic Hospitals, please list the number of other studies currently being conducted by the Principal Investigator, the number of patients per study and state where they are being performed.
- 6.6 For applications outside the Gauteng Academic Hospitals: Is the investigator involved in clinical -Time / Full-Time capacity (delete whichever is not applicable)

SECTION 7

7. RISKS OF THE PROCEDURE(S) participants/controls will suffer:

- No risk Discomfort
 Pain Possible complications
 Side effects from agents used

If you have checked any of the above except "No risk" provide details here:



SECTION 8

8. GENERAL

8.1. Has permission of relevant authority/ies been obtained?
eg IBC, MCC, DoA, etc

Yes No N/A

State name of authority/ies:

8.2 Has this study been submitted to other Ethics Committees? Yes No N/A

If yes, what is the status of the application?

8.3 Confidentiality: How will confidentiality be maintained so that patients/ participants /controls are not identifiable to persons not involved in the research?

8.4 Results: to whom will result be made available?

8.5 Finances: There will be financial costs to:

Patient/Participants Yes No

Hospital/institution Yes No

Other Yes No

Explain any box marked "Yes":

8.6 How will the research be funded?

Please complete details of Funder / Donor / Sponsor / Pharmaceutical Company - (Full name and address)

8.7 Any other information, which may be of value to the Committee, should be provided here:

Date:

Applicant's Signature:

WHO WILL SUPERVISE THE PROJECT? (WHERE APPLICABLE)

Name Prof Luther Backer

Department: Business management

Telephone No:012 993 3246

Date

Signature:

HEAD / RESEARCH COORDINATOR OF DEPARTMENT / INSTITUTE IN WHICH STUDY WILL BE CONDUCTED (where applicable)

or, if not applicable,

NAME, CONTACT DETAILS AND SIGNATURE OF COMPANY REPRESENTATIVE:

Name: Prof Veriava

Signature:

Date: 07 March 2006

Company: University of Witwatersrand

Tel No:

Fax No: +27 11 643 8777

Email:



PLEASE NOTE:

- 1 If not employed by the University or one of the University's teaching hospitals, please indicate clearly, where correspondence should be sent.
- 2 This requirement holds even if, to assist the Committee, a protocol detailing the background to the research, the design of the investigation and all procedures, is submitted with the application.
- 3 NB. If any doubt exists please contact Wits Ethics Regulatory Office Secretariat to the Human Research Ethics Committee
At 011 274 9278 / 9279 /80 – Fax: 011 274 9281
- 4 Whether written or verbal consent is to be obtained, the HREC requires a Participant Information Sheet written in language understandable to the participant (or guardian) detailing what the participant will be told. This should include the following:
 - (1) Participation is voluntary, and refusal to participate will involve no penalty or loss of benefits to which the participant is otherwise entitled:
 - (2) The participant may discontinue participation at any time without penalty or loss of benefits:
 - (3) A brief description of the research, its duration, procedures and what the participant may expect and/or be expected to do:
 - (4) Any foreseeable risks, discomforts, side effects or benefits, including those for placebo:
 - (5) Disclosure of alternatives available to the participant. If risks are involved:
 - (6) A professional contact name and 24 hour telephone number:
 - (7) Explanation whether medical treatment will be provided in the case of a complication developing:
 - (8) Compensation for trial related injuries will be in accordance with the ABPI guidelines:
 - (9) A separate Patient Information and Informed Consent sheet for blood / tissue samples taken for future testing. The Participant Information Sheet may be incorporated into the consent form, or the consent form may be submitted separately:
 - (10) Please ensure to INVITE the participant to take part in the study:
The HREC requests that the participant be **invited** – (using a friendly tone):
- 5 The Informed Consent Form should include a clear statement that the participant is consenting to involvement in research, and not to treatment, which will necessarily provide personal benefit. Any personal benefit should be mentioned when this is possible. In a trial containing a placebo, the participant must be made aware that, although the potential risks and benefits of all the substances under trial have been explained, none of the active substances may be administered and it will not be possible for the researcher to reveal whether an active substance or placebo is being administered. An important piece of information is that the participant is free to withdraw from the trial at any time without prejudicing any treatment that is required for existing or future medical conditions. If this is not made clear, the researcher risks the accusation that consent was obtained by subtle coercion (that is, the possibility of prejudice against the participant as a current or future patient).

6 STORAGE OF BLOOD AND/OR TISSUES SAMPLES:

The ethical issues surrounding the storage of blood and/or tissue samples internationally and in South Africa

"If, blood specimens are to be stored for future analysis and it is planned that such analysis will be done outside Wits then the blood must be stored at Wits with release of sub-samples only once projects have been approved by the local Research Ethics Committee applicable to where the research will be done as well as by the Wits Human Research Ethics Committee: (Medical)."

