Safe System Transitions (SafeST) Research Study

Workstream 1 Information Sheet

We would like to invite you to take part in this research project. Before you decide if you want to take part you need to understand why the research is being done and what it would involve for you. Please take the time to read the following information carefully and talk to others about the study if you wish.

If you have any questions, or need other help to understand the information please contact us. Our contact details are at the end of the information sheet.

What is the purpose of the study?
The overall aims of this study are to develop a better understanding of incident reporting in care homes and co-design a systems-level response to safety issues for patients transitioning between hospital and care home. For the part of the study that you're invited to participate in (Workstream 1), we are aiming to develop a better understanding of how safety incidents are reported within care home settings. This includes understanding the policies that exist, the technology that is used, and the type of data collected on safety incidents.

Why have I been invited to take part in the study?
You have been invited to take part in this study because you are a care home manager or nurse within a care home setting that has some responsibility for risk management.

Do I have to take part?
No, it is completely up to you to decide. We will explain the study to you in this information sheet. If you decide to take part and then change your mind, you can withdraw without giving a reason by contacting someone from the research team. If you decide not to take part, or change your mind at any time there will be no adverse consequences.

What will happen to me if I take part?
We will contact you again once you have had time to consider the information provided, or you can let us know beforehand if you are interested in participating. We will then arrange a short interview which will take place over the telephone at a time convenient to you, lasting around 15 minutes. Before your participation, we will email you a consent form for you to complete and return to the researcher. At the time of the interview, we will explain the study to you and answer any questions you may have. We will record the interview, but the recording will only be used to facilitate recall when entering the anonymised data entered into a spreadsheet. We will not produce a transcript of the interview.

Will taking part cost me anything?
No. At no time will you be asked for any money or your bank details.

How might taking part affect me?
This study will not involve any physical risks, and we will not be discussing any sensitive topics.

Are there any incentives for taking part?

For participating in the interview, all participants will be offered a £30 voucher as a small thank you for taking part. It will be your choice if you choose to accept the voucher. In addition to this, you will be offered a certificate to evidence your participation in the interview. You can choose how the certificate is addressed, such as to you personally, to the care/nursing home, or both. Voucher payments will be provided upon completion of the interview in recognition of your time.

Will my taking part in the project be kept confidential and anonymous?
We will follow ethical and legal practice and all personal information about you will be handled in complete confidence, in accordance with University policy and General Data Protection Regulation (GDPR). The information collected in interviews will not be linked back to you as an individual, but you don't have to answer any of the questions if you do not want to.

The general findings might be reported in a scientific journal or presented at a research conference, however the data will be anonymised and you or the data you have provided will not be personally identifiable. Anonymised data may be shared between members of the wider research team. No personal information will be transferred outside of the research team. We can provide you with a summary of the findings from the study if you email the researcher at the address listed at the end of this information sheet.

Breaking confidentiality
If you tell us something during the study that suggests you, or someone else, are at serious risk, we may then have to break confidentiality. If it has already been reported or is already being managed as part of your organisation's risk management processes, we would not need to break confidentiality. If not, we would tell you that we are going to do this and we would then report it to someone who could help. You would be kept informed throughout this process.

How will my data be stored, how long will it be stored for, and what legal basis is there for processing personal data?
Northumbria University is the sponsor for this study. We will be using information from you in order to undertake this study and will act as the data controller for this study. This means that we are responsible for looking after your information and using it properly. Individuals from Northumbria University and regulatory organisations may look at your research records to check the accuracy of the research study. The only people in Northumbria University who will have access to information that identifies you will be people who need to contact you to arrange an interview or audit the data collection process. The people who analyse the information will not be able to identify you and will not be able to find out your name or contact details.

All paper data, such as consent forms (where applicable), will be kept in locked storage. All electronic data, including the recordings from your interview, will be stored on the University computer system, which is password protected. All data will be stored in accordance with University guidelines and GDPR. Personal, identifiable information such as contact details will be destroyed when the study ends. All written and recorded information, such as anonymised interview transcripts will be destroyed seven years after the study ends.

If you agree to take part in the research study, the information that you give may be provided to researchers running other research studies in this organisation and in other organisations. These organisations may be universities, NHS organisations or companies involved in health and care research in this country or abroad. Data will only be used by organisations and researchers to conduct research in accordance with the UK Policy Framework for Health and Social Care Research. The data will not identify you and will not be combined with other information in a way that could identify you. The information will only be used for the purpose of health and care research, and cannot be used to contact you.
The legal basis for processing the personal data required for the purposes of this study is that the research is being conducted in the public interest (GDPR Article 6(1)(e)). Under GDPR, you have the right to:

- Access a copy of the information comprised in your personal data.
- In certain circumstances, have inaccurate personal data rectified.
- Object to decisions being taken by automated means. It is not anticipated that any automated decisions will be made during the course of this research.

You can find out more about how we use your information by contacting Dr Jason Scott. You also have the right to complain to the Information Commissioner's Office if you are dissatisfied with the University's processing of personal data.

What will happen if I don't want to carry on with the research?
You can stop being involved in the research at any time and do not have to give a reason why. Please contact Jason Scott or the Data Protection Officer (contact details at end of this information sheet) if you wish to have your data deleted from our records. Please note that it will not be possible to delete anonymised data once analysis has started, which will be one month after you take part in the interview.

What if there is a problem?
If you are unhappy with the research, ask to speak to the researchers and we will do our best to resolve your concerns. If you are still unhappy, you can raise a complaint in line with your company's complaints policy via your line manager, or contact your organisation's research department.

Who is organising and funding this study?
Northumbria University in partnership with North Tyneside Clinical Commissioning Group, North Tyneside Community and Health Care Forum, Newcastle University, University of Birmingham, Plymouth Marjon University are organising this study. Dunhill Medical Trust funds the study.

Who has reviewed this study?
This part of the research project, submission reference 13726, has been reviewed and approved in Northumbria University's Ethics Online system. The study also has Health Research Authority approval (IRAS: 286904, REC reference:20/HRA/5272).

What happens now?
Thank you for taking the time to read this information sheet. If you are interested in taking part in the study, please contact us directly via the details below, or alternatively wait for us to contact you again. We will then arrange the short telephone interview. Before the interview begins, you will be asked to complete a consent form.

Contact details
If you have any concerns or would like further information about the study, please feel free to contact Jason Scott.

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