



PARTICIPANT INFORMATION SHEET (PROCEDURE DEVELOPMENT AND DELIVERY GROUP)

Implementing Nutrition Screening in Community Care for Older People (INSCCOPE) – Process evaluation.

You are being invited to take part in a research project relating to nutritional screening and treatment for older people. Before you decide whether or not to take part, it is important for you to understand what this will involve. Please take your time to read the information carefully.

What is the study about?

Southern Health NHS Foundation Trust, in partnership with Wessex Academic Health Sciences Network (AHSN) and Bournemouth University, are currently developing and testing a new model of nutritional care for older people in the community, as part of ongoing service development. This study will explore factors that may affect how well this new procedure can be implemented and sustained in normal service.

Who is being asked to take part?

NHS staff within Integrated Community Teams (ICTs) and Older People's Mental Health (OPMH) teams within Southern Health NHS Foundation Trust. You are being asked to take part because you are a member of the team currently developing and testing the new procedure for screening and treatment of malnutrition (as undernutrition) within Southern Health NHS foundation trust. In this study, we refer to this as the Procedure Development and Delivery Group (PDDG).

Who is conducting the study?

The INSCCOPE project Principal Investigator is Professor Jane Murphy (Professor of Nutrition, Bournemouth University). The project is being undertaken in collaboration with the Wessex Academic Health Sciences Network (AHSN), and the Centre for Implementation Science @ University of Southampton. It is funded by the Burdett Trust for Nursing.

The project is covered by Bournemouth University (the project sponsor) insurance arrangements with respect to: professional indemnity, employer's liability, and public and products liability.

What will happen to me if I agree to take part?

We will ask for your consent to:

- allow the researcher to observe your participation in team meeting discussions relating to development and implementation of the new procedure, which will involve researcher attendance at team meetings, and copy the researcher into team email correspondence relating to the intervention;
- participate in a semi-structured interview by telephone (lasting 20-40 minutes);
- audio record your participation in interviews.

The project will run for 10-12 months, during which we will ask for your participation at three time points, and each time point will involve an interview. The time points consist of: an initial point (Stage 1) prior to delivery of training and implementation of the new procedure; one at two months immediately thereafter (Stage 2); and one 8 months (Stage 3) following completion of implementation and training.

Do I have to take part and can I change my mind?

It is up to you to decide whether or not to take part. If you do decide to take part, you will be given this information sheet to keep, and be asked to sign a **participant agreement form**. You can withdraw at any time, up to the point of anonymization, which is likely to be after 12 months following implementation of the new procedure. Deciding not to take part will have no adverse effect on your professional role.

What are the possible disadvantages and risks of taking part?

The study does not involve any treatment or tests, so there is no physical risk involved.

What are the possible benefits of taking part?

The information that you provide will be used to help us to get a new model of nutritional care into service, by telling us what may make it easier or more difficult to implement and sustain it, as a part of routine care for older people in the community.

Will the information about me be kept confidential?

If you decide to participate in the INSCCOPE project, the following information will be requested from you: your full name; your approximate age; your current role; your current band as specified under NHS Agenda for Change; the ICT to which you belong; your preferred contact details (e.g. telephone number, and/or email address for the purpose of study contact); any non-working weekdays (so that we can avoid contacting you outside of your working hours). **All information that is collected about you during the course of the research will be kept in accordance with the Data Protection Action 1998. Information that you provide may be quoted in reports or publications; however, names, personal details, and other material which may identify you or others directly, will be removed.**

Personal data from completed paper forms will be held within a project file, in a secure cabinet to which only the research team will have access. Digital data, such as: audio recordings of interviews; transcripts of these recordings; and personal information stored in the study database, will be held on

Bournemouth University servers, in directories to which only the research team will have access. In line with Bournemouth University's Research Ethics Code of Practice, the data will be held for five years from the end point of the study, before being destroyed or deleted.

What if there is a problem?

If you have a concern about the project, in the first instance you should contact the principle investigator, Prof. Jane Murphy, at the address below.

Royal London House R611,
Christchurch Road,
Bournemouth,
BH1 3LT
Tel: 01202 962805
Email: jmurphy@bournemouth.ac.uk

If you are still have concerns about an aspect of the project, or wish to speak to another person regarding the project, please contact:

Professor Vanora Hundley (Deputy Dean for Research and Professional Practice, Faculty of Health & Social Sciences)
M402, Melbury House,
460 Christchurch Rd,
Bournemouth,
BH1 4BA.
Email: researchgovernance@bournemouth.ac.uk
Tel: (01202) 961208

Further information

Should you require any further information about the INSCCOPE project, please contact:
Dr. Mike Bracher (Post-doctoral Research Fellow, INSCCOPE project) – email:
mbracher@bournemouth.ac.uk; Tel: 01202 962805