

4: Participant Information sheet version 1: EDI survey – 21st January 2019

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Information Sheet**Exploration of nurses, care workers, and manager's views and opinions about the use of decision support tools/ checklists for early detection of infection in UK nursing homes**

Dear Sir/Madam,

We would like to invite you to take part in a study. Your participation in the project is entirely voluntary. Before you decide you need to understand why the work is being done and what it will involve for you. Please take the time to read the following information carefully. Talk to others about the project if you wish.

This study is being undertaken by a team of researchers from the University of Surrey.

What is the purpose of the study?

There is a need to improve the early detection of infection in nursing home residents at high risk of rapid deterioration and unplanned hospital admission, clinical complications and general deterioration, from which they do not always fully recover. Decision support tools/check lists provide an opportunity to improve the early detection of infection and ensure a consistent approach to infection detection, prompt action and treatment, thus avoiding emergency hospital admissions. However the potential benefits, or indeed how easily they could be used within UK nursing homes has not been explored. The aim of the study, which focuses on views and opinions regarding the use of decision support tools/check lists for the early detection of infection in UK nursing homes, is the first stage of a schedule of work that would seek to establish such benefits.

Why have I been invited to take part in the study?

You have been chosen to take part because you are involved in caring for nursing home residents. The information we gain from you will help us understand views and opinions about the use of decision support tools/ checklists for the early detection of infection and used to inform their future use in UK nursing homes.

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No, you do not have to participate. If you do participate, you are free to withdraw at any time without giving a reason. Once submitted, you will be able to withdraw from the study, if you provide your contact details and inform us within two weeks of completing the survey. All withdrawn data will be destroyed.

There will be no impact on your employment status if you decide not to participate.

What will happen to me if I take part?

If you decide to take part you will be asked for voluntary consent to complete either an online or paper based questionnaire. At the start of the questionnaire you will be asked to indicate that you consent to participate. The questionnaire takes about 15 minutes to complete. At the end of the questionnaire you will be asked if you would like to receive a summary of the results and/ or to be entered into a prize draw for £100 'Love 2 Shop Vouchers' and if so to provide your contact details.

Will my taking part in this study be confidential?

All information collected during the course of the study will be kept strictly confidential by the researcher and personal data will be managed in line with current Data Protection Regulations. Your name and where you work will not be linked or identified within the findings of the research. Identification codes will be assigned to the data collected to maintain your anonymity. All project data related to the administration of the project (e.g. consent form), will be held for at least 6 years and all research data for at least 10 years in accordance with University of Surrey policy who are custodians of the data.

What are the advantages and disadvantages of my taking part?

There are no disadvantages other than the time it takes you to complete the questionnaire. With your consent your name will be entered into a prize-draw for £100 'Love 2 Shop Vouchers'. The findings will also be used to inform the future use of decision support tools/ checklists for early detection of infection in UK nursing homes.

What will happen to the results of the study?

A summary of the survey results will be sent to participants who provide contact details. At the end of the study, findings will be published in a study report, academic journals and presented at appropriate conferences.

4: Participant Information sheet version 1: EDI survey – 21st January 2019**Ethical Review**

This study has been approved using the self-certification process at the University of Surrey.

What if there is a problem?

The University has in force the relevant insurance policies which apply to this study. Any complaint or concern about any aspect of the way you have been dealt with during the course of study will be addressed; please contact either Dr Nicola Carey on the details below; or Professor Emma Ream on Tel 01483-686708 or email e.ream@surrey.ac.uk

Who is Handling My Data?

The University of Surrey, as the sponsor, will act as the 'Data Controller' for this study. We will process your personal data on behalf of the controller and are responsible for looking after your information and using it properly. This information will include your name and contact details, which is regarded as 'personal data'. We will use this information as explained above.

What will happen to my data?

As a publicly-funded organisation, we have to ensure when we use identifiable personal information from people who have agreed to take part in research, this data is processed fairly and lawfully and is done so on the basis of public interest. This means that when you agree to take part in this research study, we will use your data in the ways needed to conduct and analyse the research study.

Your rights to access, change or move your information are limited, as we need to manage your information in specific ways in order for the research to be reliable and accurate. You will be able to withdraw from the study, if you provide your contact details and inform us within two weeks of completing the survey. All withdrawn data will be destroyed. To safeguard your rights, we will use the minimum personally-identifiable information possible.

You can find out more about how we use your information <https://www.surrey.ac.uk/information-management/data-protection> and/or by contacting dataprotection@surrey.ac.uk

What if I want to complain about the way data is handled?

If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer Mr James Newby who will investigate the matter. If you are not satisfied with our response or believe we are processing your personal data

4: Participant Information sheet version 1: EDI survey – 21st January 2019

in a way that is not lawful you can complain to the Information Commissioner's Office (ICO) (<https://ico.org.uk/>)

For contact details of the University of Surrey's Data Protection Officer please visit: <https://www.surrey.ac.uk/information-management/data-protection>

Contact for further information

If you have any questions regarding this study please contact me using the details below.

Thank you for taking the time to read this information.

Yours Sincerely

**Nicola Carey**

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