

PARTICIPANT INFORMATION SHEET GROUP DISCUSSIONS

Study title: Developing a scale of work-related quality of life for adult social care staff (ASCOT-STAFF): Phase One

We are inviting you to take part in a research study

- The researchers at the University of Kent would like to invite you to take part in a research study.
- Please read this information which will help you to decide whether to take part or not.
- You do not have to take part if you do not want to.
- Please take time to consider the information provided carefully and to discuss it with family or friends if you wish, or to ask the researcher questions.

Why are we doing this research?

- We would like to invite you to take part in a group discussion. In this group discussion we will explore together how working in social care impacts on your life. We would like to learn what aspects of your work help you to feel positively about your life and what aspects of your work have a negative impact on your life. We will be conducting up to six group discussions with people who work in adult social care services. We will also conduct up to 10 individual interviews with policymakers and other key stakeholders working in the sector.

Why have I been approached?

- We have invited you because:
 - ✓ You are a professional who works in adult social care in England. For example, you may work as a care worker or as a manager in the domiciliary and/or care home sectors.

What would taking part involve?

- If you think you might like to take part, please contact Dr Barbora Silarova on b.silarova@kent.ac.uk or on telephone: 01227 816166.

- After you have read the information, and/or spoken to the research team, and have decided to take part in the study, the researcher will then invite you to a group discussion.
- We aim to conduct up to four group discussions with care staff working in adult social care sector and up to two group discussions with managers. We aim to include six people in each group discussion.
- The discussions will cover your views on what aspects of your work affects your quality of life. We are also interested to find out what aspects of your work would help improve your quality of life at work. These questions will give you an opportunity to talk about what is important to you in your own words. The group discussion will be audio recorded with your consent.
- Ahead of group discussion (prior to the group discussion after taking consent) we will ask you to fill in brief background questionnaire asking about some background characteristics such as your age, gender, profession, years of experience and professional setting as applicable.
- The group discussion will last up to an hour.
- The group discussion will take place online using a video conferencing service such as Microsoft Teams or Zoom. You will be sent a link by email to join and full instructions on joining will be provided in advance of the group discussion.

What are the possible benefits of taking part?

- There may be no direct benefits to you by taking part in this study. However, we hope that you may enjoy taking part and sharing your experiences with the researcher.
- You may find the questions interesting.
- You will help us to develop a care work-related quality of life tool that is specific to the adult social care workforce in England.
- You will help us to identify potential 'at work' supporting mechanisms that are likely to improve care staff wellbeing.

What are the possible disadvantages and risks of taking part?

- We do not believe that taking part in this study has any foreseeable risks to participants.
- It will take up your time and you can stop at any point.
- You may find some questions difficult or upsetting to answer. However, as this is a flexible interview, you can choose to discuss some aspects, and not to discuss others, according to your wishes. You can refuse to answer any questions that you feel either unable or unwilling to respond.

- Given the nature of the study, it is highly unlikely that you will suffer harm by taking part but if you have a concern or wish to complain about any aspect of this study please ask to speak with the researcher who will do their best to answer your questions (see contact details below) or with one of the other contacts provided below.

What will happen if I don't want to carry on with the study?

- If you decide to take part you are free to withdraw from the study at any time by contacting **Dr Barbora Silarova** on b.silarova@kent.ac.uk or on telephone: 01227 816166.
- This will not affect your rights in any way. If you withdraw from the study we will continue to use the information that we collected before you decided to withdraw, unless you tell us that you do not want us to do so.
- If you decide to withdraw from the study after taking part in the group discussion, it might not be possible to completely remove your contribution.

What will happen with the information?

- We will use what we have learned from the group discussions to generate the list of items representing aspects of care work-related quality of life.
- We will then send an online survey with the list of items to all participants taking part in group discussions, individual interviews and to other key stakeholders working in this field in England. The aim of the online survey will be to order the items from the most important to least important aspects of care work-related quality of life.
- The results will be shared with others in:
 - ✓ A brief guide for social care practitioners and employers to raise awareness of the importance of care staff wellbeing and potential support mechanism;
 - ✓ A report to the National Institute of Health Research, who are funding this study;
 - ✓ A report summarising the project methods, findings and key policy and practice recommendations to be published on the PSSRU, University of Kent website;
 - ✓ Academic journals;
 - ✓ Conference presentations.
- We will also share a brief summary of results with the participants.
- The researchers will not use your name in any reports of this work. Reports will not contain any personally identifiable information.

How will my information be stored?

- All the group discussions will be audio-recorded. Audio recordings will be made on encrypted recording devices. The original recordings will be deleted from the recording device. Recorded audio files from the group discussions will be sent to professional external transcribers known to the University of Kent, which complies with the Data Protection Act 2018 and GDPR. We will not send any identifying details with the audio file beyond what is said in the group discussion. All paper copies of transcripts and other documentation will be kept in a locked filing cabinet.
- Name, contact details and consent forms will be stored separately to the other research data. They will only be used to contact you about the research and to send you an online survey. Electronic data will be password protected and stored securely on the University of Kent network drive. Access to folders containing study data are restricted to the research team.
- Research data will be assigned a numerical code. It will be matched to your name and contact details using a key to the code. Only the research team will have access to the code key and your identifiable information.
- The research data (excluding names and contact details) will be retained securely in an electronic format indefinitely, and could be used by other researchers at the University of Kent for future research.

How we will use your information?

- The University of Kent is the Sponsor for this study based in Canterbury, Kent (UK). 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.
- **Professor Shereen Hussein** (The Principal Investigator for this Project) is a Data custodian for this study. This means that she is responsible for the safe custody, transport, storage of the data and implementation of data management plan.
- You can find out more about how we use your information by viewing the University's research privacy notice at: <https://research.kent.ac.uk/researchservices/wp-content/uploads/sites/51/2018/05/GDPR-Privacy-Notice-Research.pdf> and/or by contacting Nicole Palmer, Research Ethics & Governance Officer, whose details are at the end of the information sheet.

Will I receive any payment for taking part?

- If you are not being paid in a professional capacity for your involvement in the study (e.g. you are not taking part in our research as part of your working hours), we will give you a gift voucher (£10) to thank you for your time.

Who is organising and funding this study?



The research is run from **the University of Kent**.

FUNDED BY



National Institute
for Health Research

National Institute for Health Research, Research for Patient Benefit is paying for this research.

Who has reviewed this study?

- This project has been reviewed by the University of Kent Research Ethics Committee.

Further information and contact details

- If you have any questions about the study, and would like to speak to a member of the research team, you can contact **Barbora Silarova** (email: b.silarova@kent.ac.uk, telephone: 01227 816166, postal address: Personal Social Services Research Unit (PSSRU), University of Kent, Canterbury, Kent. CT2 7NF).
- If you have any concerns or complaints about the research, please contact the principal investigator for the project, **Professor Shereen Hussein** (email: S.A.Hussein@kent.ac.uk or on telephone: 01227 816808).
- If you would like to speak to someone independent from the research team, please contact **Nicole Palmer**, who is the Research Ethics and Governance Officer at the University of Kent (telephone: 01227 824797, email: N.R.Palmer@kent.ac.uk).
- If you wish to raise a complaint on how we have handled your personal data, you can contact **Jordan Hall**, Head of Data Protection at the University of Kent:
 - by post: Information Compliance, Darwin College, University of Kent, Canterbury, Kent, CT2 7NY;
 - email: dataprotection@kent.ac.uk;
 - On-line: <https://www.kent.ac.uk/infocompliance/dp/contact.html>

- If you are not satisfied with our response or believe we are processing your personal data in a way that is not lawful you can complain to **the Information Commissioner's Office** (<https://ico.org.uk/>).

Thank you for reading this information sheet and for considering the possibility of participating.