

Participant information sheet for online interviews for patient-facing personnel

Rapidly formed COVID-19 teams in the NHS: implications for leadership, team-working, career intentions and individual mental health. (IRAS PID 294169/ NIHR ID: 49262 UREC Reg#:E20025).

We would like to invite you to participate in this research study. Before you decide whether or not to take part, it is important for you to understand why the research is being done and what it will involve. Please take time to read the following information carefully.

What is the purpose of the study?

This research aims to understand the experiences and implications of working in COVID front line teams during the COVID-19 pandemic. From this research we hope to understand the short- and longer-term implications of working in such environments on the individual team members well-being and their future plans. We also hope to identify lessons for future workforce planning, leadership and team working in a crisis situation. An important part of this research is a set of personal online interviews aimed at exploring staff member's personal experience with teamwork and leadership while being deployed to a COVID-19 team. We would like to invite you to participate in such an interview.

Why have I been invited to participate?

As one of the many staff members working in a COVID ward or managing NHS personnel during the COVID crisis, we would like to invite you to share your experience during an interview with us. We are aiming to interview nurses, doctors, volunteers and allied health professionals from across UK hospitals and NHS Trusts deployed to COVID teams or wards. If you agree to participate in this interview, we would also like to invite you to a follow up survey and/ interview later in 2021 or 2022 but these are not obligatory.

Do I have to take part?

The choice to participate in the research study is voluntary and as such entirely up to you, and you are free to decline this invitation without giving a reason, by simply closing your browser. If you do decide to take part, please fill out the consent & participation form on our website. Even if you decide to take part, you are still free to withdraw at any time during the interview and without giving a reason.

What will happen to me if I take part?

We will ask for about one hour of your time, during which we will conduct an online interview (using Google Meet, Zoom, MS teams, Phone). The interviews will take place using video and audio. However, only audio recording will be used for data collection. For online interviews we would record the audio of the meeting and retain it until a transcript has been produced by our research assistant, upon which the audio file will be deleted. The interview is structured into two parts. The interview is structured into two parts. The first part will ask you about your general well-being in the last 2 weeks and some demographic questions including your career background. The second part will discuss your experiences within your assigned team (e.g., about how you established teamwork, or your level of preparation). All the questions will be related directly to your experience in such teams. Indicative questions are "Can you give us some examples of effective teamwork?" and "Did your PPE limit bonding between team-members in any way?"

What are the possible benefits of taking part?

For your time investment in the interview and the follow up you will be compensated with an Amazon voucher of £15 (for each interview). Besides this, your participation will have the wider benefit of informing our understanding, future pandemic responses and help us to identify workforce guidance for current and future NHS personnel, educational guidance for practitioner colleges and NHS trusts.

What are the possible disadvantages and risks of taking part?

The study will ask you to spend about one hour of your time. While participants in similar studies tend to find the ability to speak freely about their personal experiences cathartic by releasing day-to-day pressure, and we're aiming to assure a safe space to share your experiences within the interview, there is a possibility that the interview may trigger some upsetting memories of difficult workplace situations during COVID. As such, if

you do experience any upsetting memories, we can halt the interview and continue at your pace. You can find a list of relevant pathways of support on our website under Help & Advice: <https://www.brookes.ac.uk/research/units/hls/projects/rapidly-formed-covid-19-teams-in-the-nhs/help-and-advice>, providing you with information about support charities specific for Healthcare staff during Covid, NHS internal contacts as well as other health and support avenues. Furthermore, you can always follow up with us if you require specific contact information relevant for your particular NHS trust.

Will what I say in this study be kept confidential?

We will need to use some personal information from you for this research project. Personal information such as your name and contact details will only be used to contact you for follow up or send your voucher. This personal data will be stored separately from study related data (e.g., your age, occupation, living arrangements during COVID, and your interview data, ensuring that all the information collected about you will be kept strictly confidential. People who do not need to know who you are will not be able to see your name or contact details. Your data will be pseudonymised, meaning you will be assigned a participation code (e.g., RES234) which will be used for any subsequent publications. Furthermore, we will exclude all names of individuals, hospital wards or NHS sites and only refer to the general region when discussing particular sites (e.g., *a ICU in a London hospital* or *a NHS COVID ward in northern England*). Given how many thousands of your colleagues have been deployed the risk of identification is minimal. The study data will be accessed by the researchers only, secured by password access and can be withdrawn by you until the point that data analysis has begun. This means that should you decide to withdraw your response will be destroyed upon receipt of your intention to withdraw up to the point of pseudonymisation of the transcript and up to submission of the survey should you choose to participate in the follow up survey. If you raise concerns about ongoing unsafe practices or whistleblowing, we will signpost you to the relevant NHS or other websites/organisations for raising such a concern. You will not be asked to identify other individuals or specific organisations.

What will happen to the results of the research study?

The findings from this research may be published in scientific journals and used to provide workforce and educational guidance and policy briefings for NHS Trusts, practitioner colleges and chartered institutes. The findings will also be disseminated to academic conferences and seminars. Individuals will not be identified in any publication. All data collected from this research will be kept in accordance with the University's policy of Academic Integrity. This means that data may be used for future research outputs; thus, must be kept securely in paper or electronic form for a period of ten years after the completion of the research project and then destroyed. Upon completion of the study, the data from the interviews will be anonymised offered to the UK Data Service for archiving. A summary of the overall findings will be available on the project webpage (see above) and all research articles generated during the grant will be made freely available on Oxford Brookes' RADAR (Research Archive and Digital Asset Repository) system: an open, searchable online archive of research papers. If you would like to receive a copy of the summary, please indicate on the consent form or contact covid19teams@brookes.ac.uk.

How will we use information about you?

We will need to use information from you for this research project. This information will include demographic data such as your gender, age, occupational care pathway, work experience, length of employment. People will use this information to do the research or to check your records to make sure that the research is being done properly. People who do not need to know who you are will not be able to see your name or contact details. Your data will have a code number instead. We will keep all information about you safe and secure. Once we have finished the study, we will keep some of the data so we can check the results. We will write our reports in a way that no-one can work out that you took part in the study.

What are your choices about how your information is used?

You can stop being part of the study at any time, without giving a reason, but we will keep information about you that we already have. We need to manage your records in specific ways for the research to be reliable. This means that we won't be able to let you see or change the data we hold about you. If you agree to take part in this study, you will have the option to take part in future research using your data saved from this study.

Where can you find out more about how your information is used?

You can find out more about how we use your information

- at www.hra.nhs.uk/information-about-patients/
- our leaflet available from our website: <https://www.brookes.ac.uk/research/units/hls/projects/rapidly-formed-covid-19-teams-in-the-nhs>

- by asking one of the research team (details below)
- by sending an email to covid19teams@brookes.ac.uk.

What should I do if I want to take part?

If you wish to take part, please read carefully and complete the consent form which you can find on our website at: <https://www.brookes.ac.uk/research/units/hls/projects/rapidly-formed-covid-19-teams-in-the-nhs/participant-information/>. Once you have filled out the consent form one of our team will be notified and get in touch to arrange a convenient time for the interview. We will confirm consent again at the start of the interview itself.

Who is organising and funding the research?

The research is being conducted by a team of researchers from Oxford Brookes University, Robert Gordon University in Aberdeen and King's College London. The research is funded by UK Research and Innovation (UKRI) and the Economic and Social Research Council (ESRC) as part of the "UKRI Ideas to Address COVID-19" funding call.

Who has reviewed the study?

The research has been approved by the NHS Health Research Authority (PID 294169) and the University Research Ethics Committee (UREC registration: E20025), and has been adopted by the NIHR (ID: 49262) If you have any concerns about how the study has been conducted, please contact the Chair of the University Research Ethics Committee on ethics@brookes.ac.uk.

Contact for Further Information

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Thank you very much for taking the time to read this information sheet.