

## **Participant information sheet for online interviews with NHS hospital leaders**

**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 with NHS hospital leaders (e.g. clinical directors, nursing directors, senior managers) aimed at collecting locally developed practices and exploring particular workforce allocation models employed during the COVID-19 pandemic. We would like to invite you to participate in such an interview.

### **Why have I been invited to participate?**

As one of the many directors and managers managing COVID-teams, we would like to invite you to share your experience of management and leadership during COVID-19 in an interview with us. We are aiming to interview up to 20 colleagues like yourself from across UK hospitals and NHS Trusts.

### **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 attached consent form and send it back to us at [covid19teams@brookes.ac.uk](mailto:covid19teams@brookes.ac.uk). 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 e.g., Google Meet, Zoom, MS teams, Phone). 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 first part will ask you about some demographic questions, while the second part will discuss the specific workforce allocation processes you employed and explore potential innovations and best practices. All the questions will be related directly to your management of COVID-ward or teams. Indicative questions are "Where did you get information on how to run, manage and structure your personnel?" and "Can you give us some examples of effective teamwork in your team(s)?"

### **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, during which we will ask you questions regarding the teams/ wards you were leading, about workforce allocation solutions and particular innovations or lessons learned from the COVID-19 experience. As such there is only limited risk for the

interview to trigger upsetting memories of difficult workplace situations during COVID. However, should the latter occur we can halt the interview and continue at your pace. We can also provide you with information about where you can find support both in accordance with your local hospital or NHS trust workplace guidance as well as other external organisations.

### **Will what I say in this study be kept confidential?**

All the information collected about you will be kept strictly confidential (subject to legal limitations). Information that could identify you will not be collected. Study related data (interview and survey item responses) and personal data (contact details used to send your Amazon voucher) will be stored separately and you will be assigned a participant code, and any references in the interview (e.g., name of trust or ward) will be de-individualised, so that your responses cannot be linked to your personal data or your hospital. While the transcript and quotes used in subsequent publications will be de-individualised and anonymised, there is a small chance of cross-identification if the transcript would be read in full, as such interview transcripts will NOT be published in any public database to assure your confidentiality and anonymity. Data generated by the study will be accessed by the researchers only and secured by password access and can be withdrawn by you up to the point of analysis. 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. If you raise concerns about ongoing unsafe practices or whistleblowing, or safeguarding issues we will signpost you to the relevant NHS or other websites/organisations for raising such a concern. You will not be asked to identify 3<sup>rd</sup> party data (e.g., concerning other individuals or specific organisations).

### **What will happen to the results of the research study?**

The findings from your contribution are mainly to provide workforce and educational guidance for NHS Trusts, practitioner colleges and chartered institutes and may be used as background information for publication in scientific journals and academic conferences and seminars. 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. A summary of the overall findings will be available on our project website. If you would like to receive a copy of the summary, please indicate on the consent form or contact [covid19teams@brookes.ac.uk](mailto: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/](http://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](mailto: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 statement we have attached to this email and send it to [covid19teams@brookes.ac.uk](mailto:covid19teams@brookes.ac.uk). If you have consented, then one of our team will get in touch to arrange a convenient time for the interview.

**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 University Research Ethics Committee, Oxford Brookes University (UREC registration: E20025). 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](mailto:ethics@brookes.ac.uk).

**Contact for Further Information**

For further information please contact:

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