**Participant Information Sheet**

**Study Title**: Exploring the Influence of Leadership, Culture, and Hierarchy on Clinical Staff Raising Concerns Relating to Patient Deterioration.

**Researcher**: Essi Vehvilainen, Research and Policy Assistant, Florence Nightingale Foundation

**ERGO number:** 71939

You are being invited to take part in the above research study. To help you decide whether you would like to take part or not, it is important that you understand why the research is being done and what it will involve. Please read the information below carefully and ask questions if anything is not clear or you would like more information before you decide to take part in this research. You may like to discuss it with others, but it is up to you to decide whether to take part. If you are happy to participate you will be asked to sign a consent form.

**What is the research about?**

The purpose of this study is to explore the influence of leadership, culture, and hierarchy on raising concerns relating to patient deterioration.

**Why have I been asked to participate?**

We are inviting healthcare professionals, service users, family members, and carers to take part in this study. We are keen to explore how leadership, culture, and hierarchy can influence individuals when raising concerns that relate to patient deterioration.

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

If you take part, you will be asked to give your consent and read this information first. You will then be invited to a focus group with up to seven other healthcare professionals, via video conferencing. It is anticipated that you will attend one focus group which will last approximately one hour. With your consent, the researcher will record the focus group – only your name and the date of the focus group will be required. Your real name will be replaced by a code to maintain confidentiality.

The research team will make a note of your name, gender, professional designation, and length of time you have held your professional registration/qualification. However, no other information about you will be required. All information will be anonymised and stored securely. Any information we do collect will be treated as confidential and replaced with the same code to protect your identity.

Prior to and during the focus group you will be asked to three short videos which are examples of situations relevant to the research topic. These will provide the trigger for the focus group discussion.

**Are there any benefits in my taking part?**

We cannot promise the study will help you directly but the information we get from this study will help Florence Nightingale Foundation (FNF) to understand more about issues when raising concerns relating to patient deterioration. The findings will inform a series of recommendations for the Worry & Concern Task and Finish Group. These recommendations will contribute to future strategies that will directly impact on the issues identified from the focus groups.

**Are there any risks involved?**

It is not anticipated that any harm will come to those who participate in this research. You will not be disadvantaged in any way if you take part in this research, and this will not affect you in any way different to those who choose not to take part. If you feel distressed during the focus group, please tell us, and we will offer to pause or conclude the process. You can stop the focus group at any time. If you continue to feel distressed (or feel you need mental health support for any reason) after leaving, you might wish to consult with your GP.

However, if at any point you need emotional support or information regarding mental health, the following national services are available. These services offer confidential support and information free of charge.

**Saneline** is a national mental health charity offering specialist emotional support and information to anyone affected by mental illness, including family, friends and carers, via an out-of-hours helpline and online support forum.

Web: www.sane.org.uk/what\_we\_do/support

Tel: 0300 304 7000. Available every day from 4.30 – 10.30pm (local rate number – included in inclusive/free minutes on mobiles).

Textcare: confidential text support sent at specific times, set up via an online form (see link above).

Support Forum: www.sane.org.uk/what\_we\_do/support/supportforum

**Samaritans** offer a national confidential listening service offering a safe space to talk.

Web: www.samaritans.org

Tel: 116 123 (Free from any phone) **OR** Tel: [0330 094 5717](tel:+443300945717) (local call charges apply)

Available Monday, Tuesday, Thursday, Friday, Saturday, and Sunday 10.00am – 20.00

**What data will be collected?**

If you take part, you will be asked to give your consent and read this information first. You will then be invited to a focus group with up to seven other healthcare professionals, via video conferencing. It is anticipated that you will attend one focus group which will last approximately one hour. With your consent, the researcher will record the focus group – only your name and the date of the focus group will be required. Your real name will be replaced by a code to maintain confidentiality.

The research team will make a note of your name, gender, professional designation, and length of time you have held your professional registration/qualification. However, no other information about you will be required. All information will be anonymised and stored securely. Any information we do collect will be treated as confidential and replaced with the same code to protect your identity.

**Will my participation be confidential?**

Your participation and the information we collect about you during the research will be kept strictly confidential.

We will need to use information from you for this study. This information will includeInitials, name, gender, your professional designation, and length of time you have held your professional registration/qualification. Only members of the research team and responsible members of the University of Southampton may be given access to data about you for monitoring purposes and/or to carry out an audit of the study to ensure that the research is complying with applicable regulations. Individuals from regulatory authorities (people who check that we are carrying out the study correctly) may require access to your data. These people have a duty to keep your information, as a research participant, strictly confidential.

We will keep all information about you safe and secure. All information will be stored on a secure database ‘cloud storage’ and will only be accessed by the primary researcher and the chief investigator. 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.

**Do I have to take part?**

It is up to you to decide whether or not to take part. If you do decide to take part, you are still free to withdraw at any time and without giving a reason. This would not affect your legal rights or your status as scholar/clinical fellow. You may withdraw at your own request or withdrawal may be made at the request of the chief investigator. If you are withdrawn from the research for any reason, this will be explained to you by one of the team.

**What happens if I change my mind?**

You have the right to change your mind and withdraw at any time without giving a reason and without your participant rights being affected.

If you withdraw from the study, we will keep the information about you that we have already obtained for the purposes of achieving the objectives of the study only.

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

Your personal details will remain strictly confidential. Research findings made available in any reports or publications will not include information that can directly identify you without your specific consent.

**Where can I get more information?**

You can find out more about how we use your information.

* by asking one of the research team
* by sending an email to [admin@florence-nightingale-foundation.org.uk](mailto:admin@florence-nightingale-foundation.org.uk).
* by calling us on 020 7730 3030

**What happens if there is a problem?**

If you have a concern about any aspect of this study, you should speak to the researchers who will do their best to answer your questions. If you remain unhappy or have a complaint about any aspect of this study, please contact the University of Southampton Research Integrity and Governance Manager (023 8059 5058, [rgoinfo@soton.ac.uk](mailto:rgoinfo@soton.ac.uk)).

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**Data Protection Privacy Notice**

The University of Southampton conducts research to the highest standards of research integrity. As a publicly-funded organisation, the University has to ensure that it is in the public interest when we use personally-identifiable information about people who have agreed to take part in research. This means that when you agree to take part in a research study, we will use information about you in the ways needed, and for the purposes specified, to conduct and complete the research project. Under data protection law, ‘Personal data’ means any information that relates to and is capable of identifying a living individual. The University’s data protection policy governing the use of personal data by the University can be found on its website (<https://www.southampton.ac.uk/legalservices/what-we-do/data-protection-and-foi.page>).

This Participant Information Sheet tells you what data will be collected for this project and whether this includes any personal data. Please ask the research team if you have any questions or are unclear what data is being collected about you.

Our privacy notice for research participants provides more information on how the University of Southampton collects and uses your personal data when you take part in one of our research projects and can be found at <http://www.southampton.ac.uk/assets/sharepoint/intranet/ls/Public/Research%20and%20Integrity%20Privacy%20Notice/Privacy%20Notice%20for%20Research%20Participants.pdf>

Any personal data we collect in this study will be used only for the purposes of carrying out our research and will be handled according to the University’s policies in line with data protection law. If any personal data is used from which you can be identified directly, it will not be disclosed to anyone else without your consent unless the University of Southampton is required by law to disclose it.

Data protection law requires us to have a valid legal reason (‘lawful basis’) to process and use your Personal data. The lawful basis for processing personal information in this research study is for the performance of a task carried out in the public interest. Personal data collected for research will not be used for any other purpose.

For the purposes of data protection law, the University of Southampton is the ‘Data Controller’ for this study, which means that we are responsible for looking after your information and using it properly. The University of Southampton will keep identifiable information about you for ten years after the study has finished after which time any link between you and your information will be removed.

To safeguard your rights, we will use the minimum personal data necessary to achieve our research study objectives. Your data protection rights – such as to access, change, or transfer such information - may be limited, however, in order for the research output to be reliable and accurate. The University will not do anything with your personal data that you would not reasonably expect.

If you have any questions about how your personal data is used, or wish to exercise any of your rights, please consult the University’s data protection webpage (https://www.southampton.ac.uk/legalservices/what-we-do/data-protection-and-foi.page) where you can make a request using our online form. If you need further assistance, please contact the University’s Data Protection Officer ([data.protection@soton.ac.uk](mailto:data.protection@soton.ac.uk)).

# Who is organising the research?

This research is being organised by the Florence Nightingale Foundation.

**Thank you.**