

# THE IDEAL URGENT AND EMERGENCY CARE SYSTEM: PUBLIC AND HEALTHCARE STAFF PERSPECTIVES

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## PARTICIPANT INFORMATION SHEET

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### ● INTRODUCTION TO THE STUDY

Members of the public and healthcare staff are being invited to take part in a small group workshop which aims to find out about different people's views on the ideal urgent and emergency care (UEC) system. The study is being organised by a team of researchers based at The University Of Sheffield.

Please take the time to read the following information carefully and discuss it with others if you wish. Before you decide, it is important for you to understand why the Study is being done and what it will involve. Please contact the Study team if there is anything that is not clear or if you would like additional information.

### ● WHAT IS THE PURPOSE OF THE STUDY?

The purpose of this study is to find out from members of the public and healthcare staff what their ideal urgent and emergency care system may look like if they could design it from scratch. Your views, experiences and opinions are valuable to us and will be used to contribute to discussions about how to improve urgent and emergency care services in the future.

### ● DO I HAVE TO TAKE PART?

No. Your participation in the small group workshop is entirely voluntary. It is up to you to decide whether or not to take part in the study. You are free to withdraw from the Study at any time without giving any reason and without your medical care or legal rights being affected. If you decide to withdraw from the study part way through the workshop or, if capacity to consent is lost during the study, all of the information collected prior to your withdrawal will be retained and analysed by the study team. If you are not interested in taking part please disregard this information sheet.

However, after reading this information sheet you do decide to volunteer to take part in the small group workshop, please complete the reply slip and send it back to the study team using the pre-paid envelope. A member of the study team will then contact you about the date and time of the workshop.

### ● WHAT WILL HAPPEN TO ME IF I TAKE PART? WHAT AM I BEING ASKED TO DO?

If you do decide to take part, you will be asked to attend a small group workshop which will be held at The University Of Sheffield. The total length of the workshop should not exceed 2-3 hours. At the start of the workshop, a member of the study team will introduce you to the other participants, who, like yourself, will be attending the small group workshop to discuss their views on the ideal urgent and emergency care system. Everyone attending will be encouraged to share their experiences and opinions – there are no right or wrong answers. The meeting will be video- recorded and contents used for the study analysis, but your anonymity (identification) will be maintained at all times by our staff – we will ask everyone attending to respect the privacy of others when the meeting has ended. Refreshments (a buffet lunch or dinner) will be provided on the day. Please let us know if you have any dietary requirements.

### ● WHAT ARE THE POSSIBLE BENEFITS, DISADVANTAGES, AND RISKS OF TAKING PART?

Your views are valued and important to us. We think that you will find your involvement interesting. The information you will give us will help us to contribute to discussions about how to improve the urgent and emergency care system in the future. Everyone who participates in the study will be offered a £30 high street shopping voucher at the end of the workshop to compensate them for their time and effort and to thank them for their help with the study.

We do not expect that there will be any disadvantages or risks for you in taking part in this Study. However, please be assured that if you raise any problems the Study team will respond to all issues and views sensitively, as well as confidentially.

● **WILL MY TAKING PART IN THIS STUDY BE KEPT CONFIDENTIAL?**

All information which is collected about you during the course of this study will be kept strictly confidential except in the event of participant disclosure of specific categories of criminal offence or serious professional malpractice. The University of Sheffield will use your name and contact details as needed, to contact you about the research study, and make sure that relevant information about the study is recorded for your care, and to oversee the quality of the study. Certain individuals from regulatory organisations may look at your research records to check the accuracy of the research study. Regulatory organisations will only receive information without any identifying information. The people who analyse the information will not be able to identify you and will not be able to find out your name, or contact details.

The University of Sheffield will keep identifiable information about you from this study 5 years after the study has finished.

● **WHAT WILL HAPPEN TO THE RESULTS OF THE STUDY?**

An event will be held at the end of the study which will focus on showcasing the main findings. Everyone who has participated in the study will be invited to attend, along with other members of the public and healthcare staff. Further details of this will be provided in due course.

We will also present and share the results of the study at conferences and in specialist research journals where the information will be of interest to doctors, scientists, hospital managers and policy makers throughout the UK and also internationally. Direct quotes from the workshops may be used in reports and publications; however, the quotes will be anonymised to ensure that you cannot be identified.

● **WHO IS ORGANISING AND FUNDING THE STUDY? WHO HAS REVIEWED THE STUDY?**

The Study is organised by The University Of Sheffield, and sponsored by Sheffield Teaching Hospitals NHS Foundation Trust. The study is funded by the Connected Health Cities programme and the Collaboration for Leadership in Applied Health Research and Care, Yorkshire and Humber - Avoiding Attendance and Admissions in Long-term Conditions Theme. The Study has been given a favourable ethical opinion by the North of Scotland Research Ethics Committee Research Ethics Committee (REC Number: 18/NS/0076).

● **GENERAL DATA PROTECTION REGULATION FOR HEALTH CARE AND RESEARCH**

Sheffield Teaching Hospitals NHS Foundation Trust, based in the United Kingdom, is the sponsor for this study. The University of Sheffield 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 the University of Sheffield is responsible for looking after your information and using it properly.

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. If you withdraw from the study, we will keep the information about you that we have already obtained. To safeguard your rights, we will use the minimum personally-identifiable information possible.

You can find out more about how we use your information by contacting The University Of Sheffield Data Protection Officer (Anne Cutler) based in the Information, Compliance, Records Management and Archives Team at The University Of Sheffield:

E-mail: [a.cutler@sheffield.ac.uk](mailto:a.cutler@sheffield.ac.uk)

Telephone: 0114 222 1177

Or you can contact the Information Commissioners Office (ICO): <https://ico.org.uk>

**IF YOU WOULD LIKE FURTHER INFORMATION ABOUT THIS STUDY, PLEASE CONTACT:-**

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