The University Of Sheffield.

Exploring the impact of pre-alerts.
Participant Information Sheet for staff

1. Research Project Title:

Exploring the use of pre-hospital pre-alerts and their impact on patients, ambulance service and Emergency Department staff.

2. Invitation to take part in a research study

You are being invited to take part in a research project. Before you decide whether or not to participate, 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 and discuss it with others if you wish. Ask us if there is anything that is not clear or if you would like more information. Take time to decide whether or not you wish to take part. Thank you for reading this.

3. Why is this research study taking place?

Pre-alerts are used by ambulance clinicians to inform Emergency Departments (EDs) that a critically ill patient is on the way. Pre-alerts can help EDs provide better care, earlier access to time-critical treatment and improved outcomes for patients. However, if pre-alerts are used on the wrong patients or used too often, EDs may not be able to respond adequately or will stop taking them seriously. This research project aims to understand how pre-alert decisions are made and implemented by pre-hospital staff, and the impact of these on receiving EDs and patients, in order to identify principles of good practice, areas of uncertainty and areas for improvement. As part of this research, we will be speaking to people involved in undertaking or responding to pre-alert decision and also surveying ambulance clinicians who may be involved in undertaking pre-alerts.

The research will take place between 1st April 2021 and 31st August 2023.

4. Why have I been chosen to take part?

You have been invited to take part as you work within one of the ten NHS Ambulance Services in England. It is up to you to decide whether or not to take part.

5. What do I have to do to take part?

You will be asked to complete a short online survey to find out your perspectives on undertaking pre-alerts. If you are happy to take part, please tick the box saying that you have read the information sheet and are happy to participate, then continue on to undertake the survey.

6. What are the possible disadvantages and risks of taking part?

We do not anticipate there to be any risks involved with this study, and no disadvantages other than taking up some of your time.

7. What are the possible benefits of taking part?

We anticipate that the information we get from this study will help us to understand how pre-alert practice and communication can be improved in future, which should help both ambulance clinicians and Emergency Department staff.

8. Will my taking part in this project be kept confidential

Yes. We will not be collecting any personal data from you and there will be no way of identifying you in our responses.

9. What will happen to the results of the study?

Results of the study will be written up in the form of a report to the research funders and medical journal articles. Results will also be reported within oral presentations at conferences and public stakeholder

events. We will upload any written reports or articles relating to the project on our website (https://www.sheffield.ac.uk/scharr/research/centres/cure/pre-alerts-study).

Your individual responses will not be identifiable in any of these outputs.

10. Who is organising and funding the research?

The study is being conducted by a team from the School of Health and Related Research (ScHARR) at the University of Sheffield, led by Dr Fiona Sampson. This research has been funded by the National Institute of Health Research (NIHR) Health Services and Delivery Research Programme (project NIHR 131293)

11. Who has ethically reviewed the project?

This project has been reviewed by Newcastle & North Tyneside 2 Research Ethics Committee (Ref: 21/NE/0132).

12. 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 http://www.hra.nhs.uk/patientdataandresearch

By asking one of the research team by sending an email to pre-alerts@sheffield.ac.uk or by ringing us on 0114 2220687.

13. What is the legal basis for processing my personal data?

According to data protection legislation, we are required to inform you that the legal basis we are applying in order to process your personal data is that 'processing is necessary for the performance of a task carried out in the public interest' (Article 6(1)(e)). Further information can be found in the University's Privacy Notice https://www.sheffield.ac.uk/govern/data-protection/privacy/general.'

14. What will happen to the data collected, and the results of the research project?

Only members of the research team and transcribers who are based within the University of Sheffield will have access to the original data. Interviews will be recorded on encrypted digital recording devices then uploaded onto access restricted folders in the University's Shared Network Filestore. Recordings may also be transferred between devices on password-protected encrypted data sticks. Once interviews have been transcribed, checked by researchers and anonymised, the original recording will be deleted. All paper copies of consent forms and anonymised interview transcripts will be kept in a secure locked filing cabinet in the university. All data will be handled in accordance with the Data Protection Act (2018). Data will be stored for 10 years.

Any personal details that we hold (name and contact details) will be held only until we have undertaken the interview. We will destroy this as soon as we have finished the interview, unless you wish us to keep hold of your details in order to send you copies of the final research findings.

Results of the study will be written up in the form of a report to the research funders and medical journal articles. Results will also be reported within oral presentations at conferences and public stakeholder events. We will upload any written reports or articles relating to the project on our website (https://www.sheffield.ac.uk/scharr/research/centres/cure/pre-alerts-study).

15. Who is the Data Controller?

The University of Sheffield will act as the sponsor and the Data Controller for this study. This means that the University is responsible for looking after your information and using it properly.

16. Contact for further information

For further information about the study, including anything else you might need to know before deciding whether to take part, please contact us on:

Telephone: 07738 101972 or Email: prealerts@sheffield.ac.uk

You can also contact Fiona Sampson, who is responsible for the study. Tel no: 0114 2220687. Email: f.c.sampson@sheffield.ac.uk,

Study website: (https://www.sheffield.ac.uk/scharr/research/centres/cure/pre-alerts-study).

If you wish to complain about any aspect of the study, please contact Professor Mark Strong (Dean of ScHARR), m.strong@sheffield.ac.uk

Thank you for taking part in this research.

Please keep hold of this information sheet if you wish to take part in the study. You should also keep a copy of the consent form that we will ask you to complete over the phone.