

Participant Information Sheet for Care Home Staff: ARChES Focus Group

Study short title: Antibiotic Research in Care Homes - Support (ARChES)

Chief Investigator: Dr Charis Marwick

Principal Investigator: Dr Jane Dickson

We would like to invite you to take part in a focus group as part of the ARChES: Antibiotic Research in Care Homes – Support study.

This study is being conducted by a research team based at the University of Dundee, in collaboration with the University of Edinburgh, University College London and Queen's University, Belfast. We are working to improve the management of infection and antibiotic use in care homes.

The purpose of the focus group is to bring care home staff together to assess the feasibility of a support system consisting of a training video, assessment flowchart, monitoring tool, SBAR form and stickers. We have collected and analysed lots of information from local care homes and have worked with a range of people from the care sector to develop and test this support system.

We now want to find out what you think of the components of the support system and how they might be effectively used in everyday practice.

Due to current Infection Prevention and Control and research governance guidance we will conduct the focus group by video-call.

Before you decide whether to take part, it is important that you fully understand why the research is being done and what it will involve. Please take time to read this information sheet and contact us if you have any questions. You do not have to decide immediately but we would appreciate if you could please get in touch by 04/03/2022 if you are interested in finding out more about the study or would like to participate in the focus group.

What is the purpose of the study?

The ARCH (Antibiotic Research in Care Homes) study overall aims to understand how antibiotics are used in care homes to guide how their use could be safely improved. Antibiotic use among care home residents is high, as is antimicrobial resistance and other adverse effects of antibiotic use. However, care home residents also have higher risk of infection so antibiotic prescribing decisions are not straightforward. There is general agreement that antibiotic use in care homes could and should be safely reduced but there is limited evidence about how this can be achieved because most research is carried out in hospitals or general practices.

What is the purpose of the focus group?

The purpose is to evaluate the design and feasibility of the tools. The focus is to find out what participants think about the chosen tools and how best to use them. Focus groups are a recognised way to think through how this can be done and then to refine the details. They facilitate discussion and enable everyone to have meaningful input into the process.

What will I be asked to do for and in the focus group?

We will ask you to review the ARChES tools during the focus group. We will also show you a short video. You do not have to do anything to prepare for the focus group and previous experience of this kind of group discussion is not required.

The focus group will start with a general introduction to the study, and what we would like participants to do during the session. All participants will have the chance to ask any questions they want to. We will record the focus group and will ask that you confirm your agreement to participate.

The focus group will be designed to help all participants think through the ARCHeS support system of infection management to help to reduce antibiotic prescribing. You will be asked to consider each element of the support system and how you and the care home have used or might use the tools. This will help us decide how to improve the tools.

We expect the focus group to last up to two hours including introduction, watching a video and discussion and a short break.

A £100 thank you for your participation in the focus group will be offered. We will send you a claim form so that payment can be made by BACs directly to your personal bank account.

Who is invited?

The focus group will be attended by a range of staff from your care home from all levels. It will be facilitated by members of the ARCHeS study team. We will limit participant numbers so that everyone can have an opportunity to express their views.

What is the consent process?

You will be asked to complete an Informed Consent Form to participate. We will ask everyone to consent individually in advance of the session. No one will give consent for you. If you have any questions, you can raise these with the research team before deciding whether to participate. The session will be recorded so that we capture all the discussion points, and the audio recording will be transcribed (typed-up) by TP Transcription Ltd, an approved and trusted University of Dundee service provider. We will confirm that everyone consents to recording at the start of the session.

For adults who lose capacity their previous wishes will remain legally binding, and this will remain valid unless the protocol changes significantly. Given the nature of this study, if a participant loses capacity no further data will be collected from or about them and this will not impact on the inclusion of data already collected.

Do I have to take part?

You do not have to take part. Participation is entirely voluntary, and you are free to decline or withdraw at any time without giving a reason. Deciding not to take part will not affect any relationships with the University of Dundee or the care home.

Will taking part be kept confidential?

While other participants attending the group will know of your participation, no-one outside the research team knows who else was approached and how they responded. Identifiable information regarding participants will not be published or otherwise shared outside the focus group and research team.

People who do not need to know who the participants are will not be able to see names or contact details. Each participant will be allocated a unique study ID number. The only people who will have access to information that identifies participants will be people who need to make contact to arrange the focus group or audit the research process. Individuals from the University of Dundee and regulatory organisations may look at your research records to make sure that relevant information about the study is recorded, to oversee the quality of the study or to check the accuracy of the study results.

The only exception to us keeping information confidential is if we observe or have disclosed criminal activity and/or clinical malpractice. Any criminal activity or malpractice will be reported to the appropriate authorities, which may include any or all of: the police; the care home management; the Local Authority; the Care Inspectorate; the Scottish Social Services Council (SSSC); the Nursing and Midwifery Council (NMC). These circumstances where confidentiality will be breached include disclosure of criminal activity or malpractice by a third party.

How will we use information about you?

We will only collect:

- Name
- Signature
- Contact details (email and/ or phone number)
- Job title/ role in the care home sector
- Name of the care home in which you work
- Recording of the focus group proceedings

- Focus group materials e.g., process maps, post-it-notes and lists (or digital versions).

We will keep all information about participants safe and secure. People may use this information to check our records to make sure that the research is being done properly. Participants will be assigned a code, and this will be used to anonymise the data you give us.

Some data may be securely transferred between our research team members at University of Dundee, University of Edinburgh, University College London and Queens University, Belfast. All members of the team are experienced in working with confidential data of this kind and must follow the rules about keeping your information safe. The confidential handling, processing, storage and disposal of data will be in accordance with Data Protection laws and General Data Protection Regulations (GDPR).

Once the study is finished, we will keep some of the anonymous data archived securely for five years. We will write our reports in a way that no-one can work out who took part in the study. The results of this study may be published in journal papers, books and reports and you can ask us for a copy of any publications. The Economic and Social Research Council (ESRC), who are funding this research, request that study data are archived to be used for future research. Anonymised data will be archived securely in line with the ESRC's Research Data Policy.

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. You will be able to contact Jane Dickson, the PI (contact details below) to discuss retracting or amending anything you have said in the focus group if you wish to do so. We need to manage your records in specific ways for the research to be reliable. This means that, once we reach the full analysis stage, we won't be able to change the data we hold about you.

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

- via the ARCH website at <http://arch-antibiotics.org.uk>
- by writing to the ARCH team at:
ARCH, University of Dundee, School of Medicine, Mailbox 12, Level 5, Ninewells Hospital, Dundee, DD1 9SY
Or: ARCH@dundee.ac.uk
- by asking one of the ARCHeS research team:
Jane Dickson, Principal Investigator (PI): 01382 381373
Dr Charis Marwick, Chief Investigator (CI): 01382 383786
- by contacting the University of Dundee Data Protection Officer r.parsons@dundee.ac.uk

What are the possible benefits of taking part?

This is an opportunity to contribute to health and social care research and you may be able to use participation as evidence of learning for continued professional development or reflective practice. A £100 thank you will also be offered to all focus group participants.

What are the possible disadvantages and risks of taking part?

We do not anticipate any risks in participation. The focus group discussion may contain sensitive information. If you feel uncomfortable for any reason you may stop participation. The ARCHeS team have experience in conducting focus groups with a broad range of participants and will be sensitive to participant's feelings and comfort. Participants do not have to talk about anything they prefer not to and may withdraw at any time. The welfare of the participants will be prioritised at all times.

Who is sponsoring, reviewing and funding this research?

ARCH Work Package 4 (ARChES) is sponsored by the University of Dundee.

It is funded by the Economic and Social Research Council (ESRC).

The study has been reviewed and approved by the East of Scotland Research Ethics Committee.

What if I have a complaint?

If you have any concerns about participation in the study, we encourage you to discuss these with Jane Dickson in the first instance, or with Dr Charis Marwick, the Chief Investigator. However, you have the right to make a formal complaint to the University of Dundee Research Governance team:

Research Governance
University of Dundee
TASC Research & Development Office
Ninewells Hospital & Medical School
Residency Block, Level 3, George Pirie Way
Dundee
DD1 9SY
Email: TASCgovernance@dundee.ac.uk

Thank you for taking the time to read this information sheet. Please get in touch with Jane Dickson or Charis Marwick (contact details above) if you have any questions or wish to take part in the focus group session.