**PARTICIPANT INFORMATION AND CONSENT PAGE
(online staff survey)**
 **Study Title: What are the barriers to health promotion advice delivered by staff working in urgent care and emergency departments? – promotED study**

We are inviting you to complete a short online survey for the promotED study, led by the University of the West of England, Bristol and funded by the NIHR.

Before you decide whether to take part, it is important that you know why the study is being carried out and what it will involve.

**Please read the information below carefully and if you would like more information,
or have any questions, please contact:**

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**What is this study about?**

Urgent and emergency care staff are tasked with exploring opportunities for health promotion to be an integral function of their care planning. We would like to gather views from paramedics, emergency care nurses and patients who have received urgent and emergency care on their views and attitudes, barriers and facilitators to health promotion practice behaviours in such settings.

This information will help us to design interventions to support staff in the delivery of health promotion activities in urgent and emergency care settings that are acceptable to patients and staff.

**Why am i being invited to take part?**

You have been invited to take part because you have been identified as a member of staff working as a paramedic or emergency department nurse in an urgent and emergency care setting.

**What will happen if i agree to take part?**

If you agree to take part, we would like you to complete the online survey. We expect the survey to take between 15-20 minutes to complete. At the end of the survey, you will be able to agree to be contacted about taking part in an optional telephone or Zoom/Teams interview to further discuss your responses. You can complete the survey only and do not have to agree to take part in the interview.

**Confidentiality and data storage**

Any notes, documents, and information about the questionnaire will be kept in the strictest confidence. Only members of the study team will have access to the data. Your personally identifiable information (your name and contact details to arrange an interview following the completion of the survey) will be stored separately from any questionnaire responses you provide. You will not be personally identifiable from any reports or outputs. Your personally identifiable information will be securely erased on completion of the study. De-identified study data will be stored for 5 years after the end of the study.

Hard-copy data will be stored at the University of the West of England, Bristol, in a fireproof, lockable filing cabinet. Consent forms and identifiable information will be stored separately from study data. Hard copies of identifiable information will be destroyed when no longer required by the research team.

All electronic participant data will be stored on password protected, encrypted university computers. Participant contact information will only be stored only as long as is necessary, on password protected, encrypted laptops and USBs.

Please refer to the copy of the [UWE Bristol Privacy Notice for Research Participants version 1.0 document (PDF)](https://www.uwe.ac.uk/-/media/uwe/documents/research/uwe-bristol-privacy-notice-for-research-participants.pdf).

**Can I withdraw from the study?**

 You do not have to complete the online survey. It is up to you to decide whether to take part. You can choose not to answer some of the questions or withdraw from the study at any time without giving a reason.

To safeguard your rights, we will use the minimum personally identifiable information possible. You can also find out more about how we use your information by contacting dataprotection@uwe.ac.uk.

**How will we use information about you?**

If you agree to take part in an interview we will need to use your contact information so that we can arrange the interview. 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?**

Your rights to access, change or move your information are limited, as we need to manage your information in specific ways so that the research is reliable and accurate. If you withdraw from the study, we will keep the information about you that we already have. This means that once your data (your completed questionnaire) has been anonymized and included in the analysis you will be unable to remove it from the study.

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

You can find out more about how we use your information by asking one of the research team. You can also contact the UWE Bristol Data Protection Officer at dataprotection@uwe.ac.uk for any queries.

**Who is running the study?**

This study is funded by the National Institute of Health Research (NIHR).  The University of the West of England, Bristol, is the Sponsor for this study based in the UK. We will use information you have provided to undertake this study and will act as the data controller for this study. This means that we are responsible for looking after your information and using it properly. The University of the West of England, Bristol, will keep identifiable information about you until the study has finished.

This study has been designed by Dr Behnaz Schofield, a researcher from the University of West of England, Bristol which is acting as the Sponsor for this study. Research ethics approval has been obtained from the NHS Research Ethics Committee (East Midlands – Leicester Central Research Ethics Committee reference 22/EM/0283).

**What happens when the study ends?**

When the study ends, the research team will write up the information from the survey. It will not be possible for you to be identified from the publication of these results. We can also send you a summary of our findings if you would like us to; please contact the study team to request this using the contact details provided.

The research team may also publish the findings in journals read by other researchers, health professionals, patients, and policy makers, and share our findings at meetings and conferences. The results will help to support a funding application for a larger study to examine interventions to support staff to engage with health promotion activities in urgent and emergency care settings.

**What if i have more questions?**

For more information and advice, you may contact Dr Sarah Voss by phone (0117 328 8906) or e-mail (sarah.voss@uwe.ac.uk) Centre for Health and Clinical Research, University of the West of England, Bristol Glenside Campus (1H14), Blackberry Hill, Bristol, BS16 1DD. Alternatively you can contact Dr Behnaz Schofield (behnaz.schofield@uwe.ac.uk).

If you have any concerns or complaints, please contact the Research Office at The University of the West of England on researchethics@uwe.ac.uk.

Thank you for taking the time to read this information sheet, please contact the researchers on the first page of the information sheet if you have any questions
or would like more information.

 Please tick this box to state you have read and understood the information page.

***Consent to take part in the promotED study survey***

**Please tick both boxes below to start the survey**

I have read and understood the study information provided.

I consent to taking part in the study.