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Research Participant Information Sheet

**The Role of Community Pharmacy in Asset-based Approaches to Health and Well-being UREC - 2019-6796-10123**

**Participant Information Sheet (PIS)**

You are being invited to take part in a research study about asset-based approaches, and whether there is or should be a role for community pharmacy within this approach. Before you decide whether to take part, it is important for you to understand why the research is being conducted and what it will involve. Please take time to read the following information carefully before deciding whether to take part and discuss it with others if you wish. Please ask if there is anything that is not clear or if you would like more information. Thank you for taking the time to read this.

**About the research**

* **Who will conduct the research?**

The study is led by Prof Ellen Schafheutle, Professor of Pharmacy Policy and Practice at the Centre for Pharmacy Workforce Studies, Division of Pharmacy and Optometry, The University of Manchester. Dr Jayne Astbury, Research Associate, is overseeing the day-to-day management and data collection for this study.

* **What is the purpose of the research?**

Traditional approaches to health and social care have typically focused upon factors that contribute to illness and ill-being. **Asset-based approaches** take a different perspective and focus upon factors that contribute to **health and wellbeing**. **Asset-based approaches** aim to promote and support factors that underpin good health and wellbeing by recognising and building on the **strengths, skills, and assets** that exist within **individuals and communities**. Assets include any resource that supports individuals and communities to stay well. On an individual level this may include factors such as knowledge, life experiences, and relationships. At a community level assets may include physical resources such as green spaces, leisure centres, and libraries, and less tangible resources such as local community networks and associations, alongside factors such as local culture, identity and skills.

**Asset-based approaches** seek to capitalise upon these existing resources with an emphasis on connecting individuals to each other and to the broader ‘assets’ within their communities. Asset-based approaches are increasingly being used as a basis for public health initiatives and as a framework to support the integration of health and social care services. Aside from small isolated initiatives there has been no larger scale attempts to fully integrate community pharmacy into established asset-based approaches or any exploration of what the value of such an approach might be. **This study seeks to explore stakeholder’s views regarding the place and role of community pharmacies in asset-based approaches.**

You have been invited to take part because of you are already involved in asset-based approaches, and/or because you have a role in community pharmacy.

* **Will the outcomes of the research be published?**

Outcomes of the research will be published in academic journals, conference presentations, and via a report to the funders HEE.

* **Who has reviewed the research project?**

This project has been reviewed by The University of Manchester Proportionate Research Ethics Committee (UREC: 2019-6796-10123).

* **Who is funding the research project?**

This research project is being funded by HEE (North).

**What would my involvement be?**

* **What would I be asked to do if I took part?**

Taking part will involve a short (no more than 20 minutes) audio-recorded telephone interview about your views regarding the role and place of community pharmacies in asset-based approaches to health and well-being. The interview will take place at a time convenient for you.

**What are the potential benefits and risks to me in taking part?**

You may benefit from the satisfaction of knowing that you have contributed to the development and strategic direction of community pharmacy service development. It is extremely unlikely that you will experience any dangers, discomfort or inconvenience

* **Will I be compensated for taking part?**

You will not be paid or compensated for taking part in this research

* **What happens if I do not want to take part or if I change my mind?**

It is up to you to decide whether or not to take part. If you wish to take part you should contact Dr Jayne Astbury using the contact details at the end of this information sheet. If you do decide to take part you will be given this information sheet to keep and will be asked to sign a consent form. If you decide to take part you are still free to withdraw at any time without giving a reason and without detriment to yourself. However, it will not be possible to remove your data from the project once it has been anonymised as we will not be able to identify your specific data. This does not affect your data protection rights. If you decide not to take part you do not need to do anything further. Audio recording is not essential and the researcher will take notes if you prefer. You will be free to stop the recording at any time should you feel at all uncomfortable.

**Data Protection and Confidentiality**

* **What information will you collect about me?**

In order to participate in this research project we will need to collect information that could identify you, called “personal identifiable information”. Specifically we will need to collect:

* Name
* Professional role
* Employing organisation

Audio recordings will be voice only recordings obtained during telephone interviews.

If you wish to be informed about the findings of the study we will collect and retain your contact details for this purpose.

* **Under what legal basis are you collecting this information?**

We are collecting and storing this personal identifiable information in accordance with data protection law which protect your rights. These state that we must have a legal basis (specific reason) for collecting your data. For this study, the specific reason is that it is “a public interest task” and “a process necessary for research purposes”.

* **What are my rights in relation to the information you will collect about me?**

You have a number of rights under data protection law regarding your personal information. For example you can request a copy of the information we hold about you, including audio recordings.

If you would like to know more about your different rights or the way we use your personal information to ensure we follow the law, please consult our [Privacy Notice for Research](http://documents.manchester.ac.uk/display.aspx?DocID=37095).

* **Will my participation in the study be confidential and my personal identifiable information be protected?**

In accordance with data protection law, The University of Manchester is the Data Controller for this project. This means that we are responsible for making sure your personal information is kept secure, confidential and used only in the way you have been told it will be used. All researchers are trained with this in mind, and your data will be looked after in the following way:

Only the study team at The University of Manchester will have access to your personal information, but we will anonymise it as soon as possible. Your name and any other identifying information will be removed and replaced with a random ID number. Only the research team will have access to the key that links this ID number to your personal information. Interview transcripts will be stored digitally on an encrypted university computer. Audio recordings will be transferred to a UoM approved supplier via secure file upload. Your consent form and contact details will be retained for 5 years and stored either digitally on an encrypted university computer or in a locked filing cabinet in a locked office. The data will not be shared with any other organisation and your data and contact details will not be used in future studies.

**Audio recordings:**

* Audio recordings of interview will be used to create interview transcripts. Transcription will be undertaken by a UoM approved supplier.
* Personal identifiable information will be removed in the final transcript
* All audio recordings will be deleted following transcription. Interview transcripts will be retained for five years in accordance with the University of Manchester retention schedule, on university encrypted computers.

Please also note that individuals from The University of Manchester or regulatory authorities may need to look at the data collected for this study to make sure the project is being carried out as planned. This may involve looking at identifiable data. All individuals involved in auditing and monitoring the study will have a strict duty of confidentiality to you as a research participant.

Your participation in the study will be kept confidential within the study team and those with access to your personal information as listed above. However, there is a professional obligation to report misconduct/poor practice to inform employers/professional body should you disclose any misconduct or poor practice which has not been dealt with through the appropriate channels.

**What if I have a complaint?**

* **Contact details for complaints**

If you have a complaint that you wish to direct to members of the research team, please contact:

**Dr Jayne Astbury|0161 2758354 |** [**jayne.astbury@manchester.ac.uk**](mailto:jayne.astbury@manchester.ac.uk)

**Prof Ellen Schafheutle | 0161 275 7493|** [**ellen.schafheutle@manchester.acuk**](mailto:ellen.schafheutle@manchester.acuk)

**If you wish to make a formal complaint to someone independent of the research team or if you are not satisfied with the response you have gained from the researchers in the first instance then please contact**

TheResearch Governance and Integrity Officer, Research Office, Christie Building, The University of Manchester, Oxford Road, Manchester, M13 9PL, by emailing: [research.complaints@manchester.ac.uk](mailto:research.complaints@manchester.ac.uk)  or by telephoning 0161 275 2674.

If you wish to contact us about your data protection rights, please email [dataprotection@manchester.ac.uk](mailto:dataprotection@manchester.ac.uk) or write to The Information Governance Office, Christie Building, The University of Manchester, Oxford Road, M13 9PL at the University and we will guide you through the process of exercising your rights.

You also have a right to complain to the [Information Commissioner’s Office](https://ico.org.uk/concerns) about complaints relating to your personal identifiable information Tel 0303 123 1113

**Contact Details**

If you have any queries about the study or if you are interested in taking part then please contact the researcher(s)**:**

**Dr Jayne Astbury| 0161 2758354 |** [**jayne.astbury@manchester.ac.uk**](mailto:jayne.astbury@manchester.ac.uk)

**Prof Ellen Schafheutle|0161 275 7493|**[**ellen.schafheutle@manchester.acuk**](mailto:ellen.schafheutle@manchester.acuk)