1. **Information sheet**



**PARTICIPANT INFORMATION SHEET**

*You are being invited to take part in this research study. Before you decide it is important for you to read this information so you understand why the study is being carried out and what it will involve. Reading this information, discussing it with others or asking any questions you might have will help you decide whether or not you would like to take part.*

**Study Title:** Evaluation of the “train the trainer” model of delivering core “Making Every Contact Count” (MECC) training.

**Department:** Social Work, Education, and Community Wellbeing

**Lead contact:** Beth Nichol (email: bethany.nichol@northumbria.ac.uk)

**Co-lead researchers:**

Professor Katie Haighton (email: katie.haighton@northumbria.ac.uk, staff information: https://www.northumbria.ac.uk/about-us/our-staff/h/katie-haighton).

Dr Angela Rodrigues (email: angela.rodrigues@northumbria.ac.uk, staff information: https://www.northumbria.ac.uk/about-us/our-staff/r/angela-rodrigues/).

**What is the purpose of the project and what will I have to do?**

Currently, a “Train the Trainer” (TtT) model has been adopted in the North East and North Cumbria to maximise delivery of core MECC at scale across various sectors (Local Authority, NHS Trusts, Primary Care, Voluntary and Community Organisations, Criminal Justice, Emergency Services, Natural England). This aim of this model is that recipient of TtT training become trainers, cascading MECC training to frontline staff. The purpose of this project is to explore how the TtT programme can be optimised to ensure delivery of MECC training to frontline staff.

In this study, depending on your experience, you will be asked to either discuss your experience of the TtT programme with the researcher, or the barriers you faced in accessing and attending the TtT programme. You are free to answer as much or as little as you feel comfortable.

Please note, links to information about Making Every Contact Count and support services related to delivering training are provided at the end of the study.

**Am I eligible for the study?**

To take part you must:

1. Be 18 years or older
2. Reside in the UK
3. Be eligible for or have attended core MECC TtT training

**Will my participation involve any physical or psychological discomfort or embarrassment?**

There will be no physical discomfort. Please do not take part in this research if you are likely to feel upset when your experiences regarding MECC TtT training.

**How will confidentiality be assured and who will have access to the information that I provide?**

Your interview recording will be transcribed and anonymised. We will store data on password-protected computer systems. This research will be used to publish a journal article, but the data will remain anonymous. In line with transparent research practice, the fully anonymised transcripts will be uploaded onto a public repository. However, you have the option to opt out of this on the consent form. If the data is published, the anonymous data may be stored indefinitely. This may mean that data is transferred outside of Europe. However, this data is completely anonymous.

**Will I receive any financial rewards for taking part?**

To thank your participation and time spent participating, you will be reimbursed with a £20 Love2Shop voucher.

**What are my rights as a participant?**

You have the right to withdraw from the study at anytime within the next month. If you do this, your data will not be used for this research. You can do this by emailing the researcher (bethany.nichol@northumbria.ac.uk). If you email to be withdrawn from the study after one month then it will not be possible to remove you from the study, as your data will have been anonymised and so will not be able to be traced back to you.

GDPR information: The legal basis for the study’s data processing is that the research is being conducted in the public interest, and/or is necessary for education purposes. You have the right to access your data upon request. Contact the Information Commissioner’s Office for further information, and/or complaints about the University’s processing of personal data: https://ico.org.uk/

**If I require further information who should I contact and how?**

If you would like more information about this study please contact Beth Nichol at: bethany.nichol@northumbria.ac.uk

This study and its protocol have received full ethical approval from the ethics committee at Northumbria University.

1. **Consent form**

**PARTICIPANT CONSENT FORM**

|  |
| --- |
| *Please tick or initial where applicable -* |
| I have carefully read and understood the information above (dated 17/08/2023). | | p |
| I have had an opportunity to ask questions and discuss this study and I have received satisfactory answers. | | p |
| I understand I am free to withdraw from the study at any time within the next month, without having to give a reason for withdrawing, and without prejudice. | | p |
| I understand the interview will be recorded, transcribed verbatim and anonymised | | p |
| I agree to my anonymised transcript being uploaded onto a public repository | | p |
| I agree to my email being retained so that I can be sent a general summary of the results | | p |
| I agree for my data to be used within a published journal article | | p |
| I agree to take part in this study | | p |

|  |
| --- |
| Name/Signature of participant....................................................... Date.....……………….. |

1. **Participant debrief**



**PARTICIPANT DEBRIEF**

**Study Title:** Evaluation of the “train the trainer” model of delivering core “Making Every Contact Count” (MECC) training.

**Department:** Social Work, Education, and Community Wellbeing

**Lead contact:** Beth Nichol (email: bethany.nichol@northumbria.ac.uk)

**Co-lead researchers:**

Professor Katie Haighton (email: katie.haighton@northumbria.ac.uk, staff information: https://www.northumbria.ac.uk/about-us/our-staff/h/katie-haighton).

Dr Angela Rodrigues (email: angela.rodrigues@northumbria.ac.uk, staff information: https://www.northumbria.ac.uk/about-us/our-staff/r/angela-rodrigues/).

**What was the purpose of the project?**

Currently, a “Train the Trainer” (TtT) model has been adopted in the North East and North Cumbria to maximise delivery of core MECC at scale across various sectors (Local Authority, NHS Trusts, Primary Care, Voluntary and Community Organisations, Criminal Justice, Emergency Services, Natural England). This aim of this model is that recipients of TtT training become trainers, cascading MECC training to frontline staff. This project aimed to explore the barriers and facilitators to accessing, attending, and further cascading core MECC training using the TtT model.

The rationale for the current study is that whilst there is a general agreement that the TtT model is the most efficient for delivering MECC at scale, training cascade often stops at train the trainer. This study aimed to explore the reasons for this and subsequently how training can be improved to address the current barriers to training cascade.

**How will I find out about the results?**

Once the study has been completed and the data analysed (approximately 6 months after taking part), the researcher will email you a general summary of the results, providing you consent to your email address being kept for this purpose.

**If I change my mind and wish to withdraw the information I have provided, how do I do this?**

You have the right to withdraw from the study at anytime within the next month. If you do this, your data will not be used for this research. You can do this by emailing the researcher (bethany.nichol@northumbria.ac.uk). If you email to be withdrawn from the study after one month then it will not be possible to remove you from the study, as your data will have been anonymised and so will not be able to be traced back to you.

**Where can I find support about the topics discussed?**

Links to information about Making Every Contact Count and support regarding anxieties about delivering training are provided below:

**MECC website:** https://www.makingeverycontactcount.co.uk/

**Coping with public speaking anxiety:** https://www.calmclinic.com/anxiety/types/public-speaking-anxiety

*All information and data gathered during this research will be stored in line with the Data Protection Act. Providing you consented to this, your fully anonymised data will be uploaded onto a public repository. At no point will your personal information or data be revealed. Insurance companies and employers will not be given any individual’s personal information, nor any data provided by them, and nor will we allow access to the police, security services, social services, relatives or lawyers, unless forced to do so by the courts.*

*This study and its protocol have received full ethical approval from Faculty of Health and Life Sciences Research Ethics Committee. If you require confirmation of this, or if you have any concerns or worries concerning this research, or if you wish to register a complaint, please contact the Chair of this Committee Nick Neave (nick.neave@northumbria.ac.uk) stating the title of the research project and the name of the researcher: ‘*Evaluation of the “train the trainer” model of delivering core “Making Every Contact Count” (MECC) training’, Beth Nichol

1. **Interview schedule (not attended TtT training)**

Briefly re-iterate the study:

* Check they have read the information sheet and give consent

My name is Beth Nichol, and I am research assistant on a project exploring how to optimise the train the trainer model to deliver MECC training at scale. As part of this, we are interviewing both those who have been invited and not attended, and those who have attended the train the trainer MECC training. We want to explore your experiences to look at how the training can be improved.

In case you are not familiar with MECC, it stands for Making Every Contact Count, which is a public health initiative that aims to make use of the thousands of interactions service providers have with service users or patients every day, to talk about health and wellbeing topics such as smoking, alcohol, diet, and physical activity. Whilst MECC began within healthcare, recently training has expanded to the VCSE, police and fire services, and beyond. The core MECC train the trainer training delivers the core principles of MECC, with the aim that trainees go on to deliver MECC training to frontline staff within their organisation.

If you don’t mind, the interview will be recorded and anonymously transcribed and I will take some notes. The notes and recording will be kept completely private, meaning no names or identifiable information that you mention in the recording will be used when it is typed up. This means that the transcript will not identify you in any way. Having said that, you may want to stick to first names and avoid using identifiable information for the sake of the recording, but this is entirely your choice. Are you happy to go ahead with the discussion?

**Part 1: Existing awareness of MECC**

Can you first describe a little bit about your organisation and your role within it?

* What motivated you to work in this role?
* What are your thought regarding the suitability of health promotion within your organisation?
* Can you describe any other activities around health promotion that you are engaged with as part of your role within your organisation?

Can you recall how you first became familiar with the term MECC?

* Can you describe any awareness of MECC you had at the point of being invited to complete MECC training?
* Can you describe how you feel about MECC as an approach?
* How would you describe your understanding of MECC?
* How would you describe your motivations to deliver MECC training to others?
* How would you describe your motivation to deliver MECC conversations?
* Can you describe any instances where you have delivered a MECC conversation?
* Have you accessed any other MECC training packages before? If so, can you describe these?
* Can you describe any other training you have had that provided you with skills that facilitated MECC?

**Part 2: Accessing the training**

Can you describe how you were invited to complete the MECC train the trainer training?

* Why do you think you were invited to participate in MECC train the trainer training?
* What were your thoughts regarding your suitability for receiving the TtT training compared to other people from your team/organisation?
* How was the training offered to you (e.g online, face to face)? Did this affect your decision to reject or accept the training?
* What were your thoughts in terms of accessibility of the MECC TtT training (e.g date, time, venue)?
* Were you aware of the resources available to help you deliver MECC training after receiving TtT training?
* Does your organisation have a MECC implementation plan? Does this affect your intentions in any way?

**Part 3: Barriers and facilitators to MECC TtT training**

Can you describe why you did not attend the MECC train the trainer training?

* Was there anything that prevented you from attending the train the trainer training?
* Can you describe anything that might have helped you to attend the train the trainer training?
* Do you have any intentions to complete MECC TtT training in the future?

Do you have any thoughts regarding the train the trainer model?

* What are the barriers to this model?
* Do you think there are any strengths to this model?
* Do you have any thoughts regarding whether the TtT model is best for delivering MECC at scale?
* Do you have any thoughts regarding how helpful the TtT model is for ultimately encouraging MECC conversations with the end user?

**Part 4: Further comments**

Is there anything else you would like to add?

1. **Interview schedule (has attended TtT training)**

Briefly re-iterate the study:

* Check they have read the information sheet and give consent

My name is Beth Nichol, and I am research assistant on a project exploring how to optimise the train the trainer model to deliver MECC training at scale. As part of this, we are interviewing both those who have been invited and not attended, and those who have attended the train the trainer MECC training. We want to explore your experiences to look at how the training can be improved.

In case it would be helpful to be provided with a refresher of what MECC is, it stands for Making Every Contact Count, which is a public health initiative that aims to make use of the thousands of interactions service providers have with service users or patients every day, to talk about health and wellbeing topics such as smoking, alcohol, diet, and physical activity. Whilst MECC began within healthcare, recently training has expanded to the VCSE, police and fire services, and beyond. The core MECC train the trainer training delivers the core principles of MECC, with the aim that trainees go on to deliver MECC training to frontline staff within their organisation.

If you don’t mind, the interview will be recorded and anonymously transcribed and I will take some notes. The notes and recording will be kept completely private, meaning no names or identifiable information that you mention in the recording will be used when it is typed up. This means that the transcript will not identify you in any way. Having said that, you may want to stick to first names and avoid using identifiable information for the sake of the recording, but this is entirely your choice. Are you happy to go ahead with the discussion?

**Part 1: Existing awareness of MECC**

Can you first describe a little bit about your organisation and your role within it?

* What motivated you to work in this role?
* What are your thought regarding the suitability of health promotion within your organisation?
* Can you describe any other activities around health promotion that you are engaged with as part of your role within your organisation?

Can you recall how you first became familiar with the term MECC?

* Can you describe any awareness of MECC you had at the point of being invited to complete MECC training?
* Can you describe how you feel about MECC as an approach, and has this changed over time?
* Can you remember what your understanding was of MECC before the TtT training?
* Can you remember what you motivation levels were like to deliver MECC training to others before accessing the TtT training?
* Can you remember what you motivation levels were like to deliver MECC conversations before accessing the TtT training?
* Can you describe any instances where you have delivered a MECC conversation?
* Have you accessed any other MECC training packages before? If so, can you describe these?
* Can you describe any other training you have had that provided you with skills that facilitated MECC?

**Part 2: Accessing the training**

Can you describe how you were invited to complete the MECC train the trainer training?

* Why do you think you were invited to participate in MECC train the trainer training?
* What were your thoughts regarding your suitability for receiving the TtT training compared to other people from your team/organisation?
* How was the training offered to you (e.g online, face to face)? Did this affect your decision to reject or accept the training?
* What were your thoughts in terms of accessibility of the MECC TtT training (e.g date, time, venue)?
* Were you aware of the resources available to help you deliver MECC training after receiving TtT training?

**Part 3: Experience of the training**

Can you describe your experience of the MECC TtT training?

* Was there any aspects of the training you particularly liked? If so, can you describe these?
* Can you describe any aspects of the training that you found particularly useful?
* Can you describe anything you would improve about the TtT training?

Can you describe anything you took away from the TtT training (e.g thoughts, feelings, knowledge)?

* Do you have any thoughts regarding your motivation to deliver MECC training after receiving the TtT training?
* What aspects of the course content affected this motivation?
* Did you make any plans to deliver MECC training after receiving TtT training?
* Can you describe how you felt about your understanding of MECC after TtT training?
* What aspects of the course affected your understanding of MECC?
* Can you describe any skills you learnt related to delivering MECC training?
* What aspects of the course were particularly useful for developing skills related to delivering MECC training?
* Do you have any thoughts regarding your confidence to deliver MECC training after receiving the TtT training?
* How did you feel in your ability to deliver MECC training after the TtT training?

**Part 4: Training-cascade**

Have you delivered MECC training since receiving Train the trainer training?

* Who, if anyone, have you delivered MECC training to? How did you think that went?
* How did you find the process of arranging and delivering training?
* Can you describe anything you’ve changed that differs from the core MECC training you received?
* Can you describe anything that has prevented you from delivering MECC training?
* Is there anything that has particularly helped you deliver MECC training?
* Have you received any other MECC training after the TtT programme?
* Was your delivery of MECC training impacted by COVID in any way?

Can you describe any resources or support you found to be particularly helpful in helping you cascade training?

* Can you describe any resources you have had access to that have assisted you with delivering training?
* Can you describe any resources outside of those provided to you that have helped you deliver MECC training?
* Are there any further resources that you would like to have access that would help you deliver MECC training?
* Have you received any support after (e.g trainers forum)? If so, please describe what support you have received?
* Can you describe any support networks or specific people that have helped you to deliver MECC training?
* Does your organisation have a MECC implementation plan? Does this affect your intentions in any way?

Do you have any thoughts regarding the train the trainer model?

* What are the barriers to this model?
* Do you think there are any strengths to this model?
* Do you have any thoughts regarding whether the TtT model is best for delivering MECC at scale?
* Do you have any thoughts regarding how helpful the TtT model is for ultimately encouraging MECC conversations with the end user?

**Part 4: Final comments**

Is there anything else you would like to add?