Graphical user interface, application

Description automatically generated

**Invitation**

**to participate in**

**I-Can-Do Service Trial**

**[February – March 2023]**

**Participant Information Sheet**

# I-Can-Do Service Trial

## Invitation to research

We all have memory gaps and for many reasons: too busy, nervous, distracted, getting older, tired, born with, or general fast pace of life. It helps to remind ourselves to that we also have many interests, experiences and skills. This is what the I-Can-Do Service aims to offer.

The service has been co-designed to support people with dementia to join local volunteer services with their strength and interests. Over three consecutive sessions, people with dementia and their wellbeing mentor explore their strengths and interests, find out about volunteering services in their local area, and identify suitable volunteering opportunities based on their interest.

We invite you to participate in the trial of the I-Can-Do Service. We will ask you to join three sessions. We will ask you to complete a questionnaire about your wellbeing in the first and the third sessions.

The trial is organised by researchers from Manchester Metropolitan University, and you will meet with Kristina, Bell]. Your thoughts and feelings about I-Can-Do Service are important to us.

Please let **Emma Gerrard**, Age UK Salford, [contact] know if you are happy to take part, or you can ask someone to let Emma know on your behalf.

You can also email Kristina Niedderer, Manchester Metropolitan University, for more information on [k.niedderer@mmu.ac.uk](mailto:k.niedderer@mmu.ac.uk) or call her on 07966 892 879.

Thank you from **Kristina and Bell**

## Why have I been invited?

We want to work with you because you are an expert with lived experience!Your feedback on our design will help us make it fit for living well.

## Do I have to take part?

No, it is up to you to decide. We will describe the study and go through the information sheet, which we will give to you. We will then ask you to sign a consent form to show you agreed to take part. You are free to withdraw at any time, without giving a reason.

## What will I be asked to do?

You will be invited to attend three sessions. The first session will last approximately – 1.5-2 hours, and here is the indicative programme:

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| **Welcome**  Introduction of all participants to each other: who we are, how we feel today in one sentence, and why it is important to be here today |
| **Introduction to the I-Can-Do Service**  Introduction to how I-Can-Do Service has come about, what the three sessions are for, how we will work together, and you can ask questions about the sessions. |
| **Completing questionnaire**  If you agree to take part in this research, we will ask you to complete a short questionnaire with seven questions |
| **I-Can-Do Session One**  Meeting with Wellbeing Mentor: Explore your strength and interests |

The second session is a group session. It will last 1.5-2 hours, and here is the indicative programme:

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| **I-Can-Do Session Two**  Meeting with volunteer service representatives and peers: find out the volunteering opportunities in local area |

The third session is an individual session. It will last 1.5-2 hours, and here is the indicative programme:

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| **I-Can-Do Session Three**  Meeting with Wellbeing Mentor: Find out suitable volunteering opportunity based on your interests. |
| **Completing questionnaire**  You will complete the same short questionnaire as in the first session. |

**Are there any risks if I participate?**

We hope this will be a positive experience for you, but there is a small possibility of thinking about difficult issues that may cause distress to you. If you feel at all distressed you do not need to participate in what is being asked of you, you may take a break and have the right to decide whether to continue participating.

## Are there any advantages if I participate?

We cannot promise that the study will help you directly, but it may improve the wellbeing of people with dementia and their carers, and we hope you will enjoy the activities. We will also offer you a £50 voucher for each session as a thank you for helping us.

At the end of the project, if you would like a description of the major findings, they will be available on our project website [[https://www.mmu.ac.uk/msarc/i-can-do-service]](http://www.designingfordementia.eu/) or you can write to the project leader, Professor Kristina Niedderer [k.niedderer@mmu.ac.uk](mailto:k.niedderer@mmu.ac.uk)

## Informed consent

If you are interested in taking part in this project, you will receive this integrated Participants Information and consent sheet at least 7 days before we collect any data from you. You will have time to read through this information and decide if you wish to take part in this project. If you have any questions before you decide, you can let us know by email or call us on the phone numbers provided above. On the day of the session, we will also go with you again through this information and answer any questions. If you are happy to take part in this project, we will ask you to sign this consent sheet. It means that you agree to take part this project. Even if you agree, you are free to withdraw at any time, without giving a reason.

|  |  |  |
| --- | --- | --- |
| Please tick your chosen answer | YES | NO |
| I confirm that I have read the participant information sheet version ........ , date ........................... for the above study. | ☐ | ☐ |
| I have had the opportunity to consider the information, ask questions and have had these answered satisfactorily. | ☐ | ☐ |
| I understand that my participation is voluntary and that I am free to withdraw at any time without giving any reason, without my legal rights being affected. | ☐ | ☐ |
| I agree to participate in the project to the extent of the activities described to me in the above participant information sheet. | ☐ | ☐ |

## What information about me will you collect and why?

You will be asked to complete a questionnaire about your wellbeing in the first and the third sessions. This data helps us to know about your wellbeing. We will audio record the discussion. We can then learn the data to know how people could make use of the I-Can-Do Service to live well.

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| --- | --- | --- |
| Please tick your chosen answer | YES | NO |
| I agree to my participation being audio recorded for analysis. | ☐ | ☐ |

## How will my information be stored and how will you look after it?

The research team will be responsible to look after your information and data. After we collect the data from you, we will anonymise the data. It means that we will remove all your personal data in the questionnaire and audio recording so that you cannot be identified from the data. We will store the data on the secure system provided by Manchester Metropolitan University to protect the data and your privacy.

## How will you use my information?

Your data will only be used by the research team. After we have anonymised the data, we will make some calculations to see if there is any change on your wellbeing before and after the use of I-Can-Do Service. We will analyse the data about your experience in using the I-Can-Do Service. We will write up reports and publish the result in journal articles without your personal information.

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| --- | --- | --- |
| Please tick your chosen answer | YES | NO |
| I understand and agree that my words may be quoted anonymously in research outputs. | ☐ | ☐ |

You have an option to allow us to use either the data from the questionnaire, data from the three sessions or both. You can let us know within 7 days after the workshop if you would like to withdraw any of the information.

## Will my data be sent anywhere else, or shared with other people or organisations?

If you agree to participate in this research, we will collect some data from you. Those data will be shared with TypeItWrite Limited as the research team are working with TypeItWrite Limited. TypeItWrite Limited will transcribe the audio recordings of the sessions to provide researchers with transcriptions. We will store your personal information safely and only retain your personal data for as long as is necessary to achieve the research purpose.

The anonymised research data will be stored in an open access research data repository that may be used to support other research in the future and may be shared anonymously with other researchers.

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| --- | --- | --- |
| Please tick your chosen answer | YES | NO |
| I give permission for a fully anonymised version of the data I provide to be deposited in an Open Access repository so that it can be used for future *research* and *learning*. | ☐ | ☐ |

## When will you destroy my information?

Your personal data will be stored less than 3 months after the project has ended. The other data will be stored securely for 5 years.

Paper data will be disposed of as confidential waste, and electronic data will be deleted.

## Data Protection Law

In the case of research, this is ‘a task in the public interest.’ If we use more sensitive information about you, such as information about your health, religion, or ethnicity (called ‘special category’ information), our basis lies in research in the public interest.

You have the right to make choices about your information under UK law. If you have any questions or would like to ask us to do something with your information, you can ask the researcher or a parent or guardian, or someone else at the University. Contact details are shown at the end of this document.

You can stop being a part of the study at any time, without giving a reason. You can ask us to delete your data at any time, but it might not always be possible. If you ask us to delete information within 7 days after data collection*,* we will make sure this is done. If you ask us to delete data after this point, we might not be able to. If your data is anonymised (where we take out your name and any other information that lets us know the information is about you), we will not be able to delete it, because we will not know which data is yours.

## What will happen to the results of the research study?

Your comments and experiences about activities and social participation will be anonymised and grouped together with other participants’ comments and looked at by our research team. We will write a summary of the themes talked about. This summary will be published, but no information that could identify you will be presented.

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| --- | --- | --- |
| Please tick your chosen answer | YES | NO |
| I wish to be informed of the outcomes of this research. I can be contacted at: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | ☐ | ☐ |

## Who has reviewed this research project?

All research is looked at by independent group of people, called a Research Ethics Committee, to protect your interests. This study has been reviewed and given favourable opinion by Manchester Metropolitan University, Faculty of Arts and Health, Psychology & Social Care Research Ethics Committees.

## Who do I contact if I have concerns about this study or I wish to complain?

If you have a concern about any aspect of this study, please talk to **Emma Gerrard**, Age UK Salford, [contact] or the researchers on the day.

You can also contact the principal investigator, Professor **Kristina Niedderer**, by email or phone for general questions about the project:

Prof **Kristina Niedderer** (Lead investigator)

Manchester Metropolitan University, Manchester School of Art, Chatham Building (CH309), Boundary St West, Manchester M15 6BR

Email: [k.niedderer@mmu.ac.uk](mailto:k.niedderer@mmu.ac.uk)

Phone: 0161 247 1662

If you have a concern about the project, about GDPR, or wish to complain, you can contact the Faculty Research Ethics contact:

Prof **Susan Baine**

Manchester Metropolitan University, Ormond Building, Room G12, Cavendish Street, Manchester, M15 6BG

Email: [s.baines@mmu.ac.uk](mailto:s.baines@mmu.ac.uk)

Phone: +44 161 247 2511

**Manchester Metropolitan Data Protection Officer** [dataprotection@mmu.ac.uk](mailto:dataprotection@mmu.ac.uk)

Tel: 0161 247 3331Legal Services, All Saints Building, Manchester Metropolitan University, Manchester, M15 6BH

**UK Information Commissioner’s Office**

You have the right to complain directly to the Information Commissioner’s Office if you would like to complain about how we process your personal data:

<https://ico.org.uk/global/contact-us/>

Name of participant Date Signature

Name of person Date Signature

taking consent