

Participant Information Sheet (PIS): National Survey and Interview

Study title:

Recovery Colleges Characterisation and Testing (RECOLLECT): Understanding the development and running of Recovery Colleges in England

Invitation and brief summary:

You are invited to take part in RECOLLECT. Before deciding whether to participate it is important to understand the rationale for RECOLLECT and what taking part will involve. Please take the time to read the following information carefully and discuss it with others if you wish. Ask us if there is anything that is not clear or if you would like more information.

Explanation: purpose and background to the research invitation

RECOLLECT is a five-year programme of work to better understand Recovery Colleges in England. Over the last decade, Recovery Colleges have rapidly expanded. We first want to build up a national picture of what Recovery Colleges look like in England and how they operate. Later on, we will explore the evidence base around how Recovery Colleges impact outcomes for those that use them.

We are inviting Recovery College Managers and other individuals in a leadership position to take part in RECOLLECT. This invitation is open to all Recovery Colleges in England.

What would taking part involve?

As this is a five-year programme of work, there are different ways your Recovery College can be involved. This information sheet is for a survey and optional follow up interview to better understand how Recovery Colleges run and function.

The survey will take about 30 minutes and can be completed online at a time to suit you. It will be sent to your work email address. The survey is hosted by Qualtrics. You will not need to send the survey back to us as survey responses are saved as you progress, however, when you reach the end of the survey, you will reach a page telling you that you have completed the survey. If you are unable to access Qualtrics, we may be able to send you an Excel file to complete to your work email. This would involve you sending the file back when you have finished, to: RECOLLECT@kcl.ac.uk.

As part of this survey, you will be asked questions about your Recovery College, including how it is set up, how it rates on different aspects of Recovery College fidelity, such as co-production, as well as some information about running costs. For the purposes of the project, we will ask for personal information, such as your name and work email address, and ask for consent to keep this so that we know who completed the survey and who to contact about further RECOLLECT research. This will only be available to the RECOLLECT team.

For those that complete the survey, the RECOLLECT team may also contact you later and ask you to take part in an interview. This will be sent to your work address. The aim of this is to explore how and why Recovery Colleges were set-up, what they were like before the pandemic and how it affected them, and what changes are planned for the future. We are aiming to interview 50 individuals in leadership positions in Recovery Colleges. We will ask for consent for this separately if you are interested in taking part and you should send consent back to us from your work address. These will take place over videocall (Microsoft Teams) and will last approximately 60 minutes. We will audio

record the interview so that an approved third-party transcription service can produce a transcript of your responses. This will be analysed by the RECOLLECT team alongside other transcripts so that we can find common themes. Like the survey, we will ask for personal information, such as your name and work email address, so that we know who took part and who to contact about further participation in RECOLLECT. This will only be available to the RECOLLECT team.

Participation in either the survey or interview are completely voluntary. You should only take part if you want to. Choosing not to complete the survey will mean you are unable to take part in an interview or subsequent parts of RECOLLECT as we need this information to sample Recovery Colleges for future work. Other than not being able to take part in any subsequent part of RECOLLECT, you will not be disadvantaged in any other way.

Once you have read the information sheet, please contact us if you have any questions that will help you make a decision about taking part. If you decide to take part in the survey, you will need to consent to your participation and that you are happy for us to contact you about other parts of RECOLLECT, such as an interview (which you are in under no obligation to take part in). If you do decide to take part in an interview, we will ask for your consent to be interviewed separately.

What are the possible benefits of taking part?

There will be limited, if any immediate / direct benefit in taking part. However, the findings may have many possible direct / indirect benefits for Recovery College staff / students in the future, such as helping to inform future service provision.

What are the possible disadvantages and risks of taking part?

There are no known risks to taking part. Questions in both the survey and interviews are not designed to elicit any emotional response and you are not obliged to take part in other parts of RECOLLECT if you do not want to.

What if something goes wrong?

If this project has harmed you in any way or if you wish to make a complaint about the conduct of the project you can contact Nottinghamshire Healthcare NHS Foundation Trust using the details below for further advice and information:

Email: research@nottshc.nhs.uk

Phone: 0115 969 1300

What will happen if I don't want to carry on with the study?

You are free to withdraw your consent to allow us to process any data related to your survey or interview without having to give a reason. If you do change your mind after taking part, you can withdraw any data you provided as part of the survey or the interview. Withdrawing any data that you submitted as part of your response to the survey will mean that you will be unable to take part in other studies in RECOLLECT. However, you may withdraw any data you provided as part of the interview process and still be involved in future work with us.

If you want to withdraw any of your data connected to the survey, please let us know by 1st October 2021. If you want to withdraw any of your data connected to the interview, please let us know by

28th December 2021. After these points, withdrawal of your interview and survey data will not be possible as findings will have been included in analysis and written up in outputs and publications.

How will my information be kept confidential?

I understand that my personal information and any information I share during the interview will be held in confidence and not shared with a third party, except the approved transcription service (for interviews only), unless:

- 1) I share information which suggests that myself or someone else is at risk of harm
- 2) The Trust are obliged by law to share the information or are required to share the information in response to a court order
- 3) There is an overriding public interest which requires the Trust to share the information.

During the project, data will be stored on a secure network within the Institute of Psychiatry, Psychology and Neuroscience at Kings College London and may be used for future research when anonymised. Only members of the RECOLLECT team will have access to the full dataset. For interviews, we will share recordings with a third-party approved transcription service to listen to your recording and produce a transcript. No information that could identify you or your Recovery College will be used in any publications or outputs – this means you will both be anonymous. As part of the consent process, we will retain your contact details to make you aware of future participation in RECOLLECT and provide you with findings as the programme progresses. However, you can opt out of further contact at any point.

We will keep identifiable survey data about you (such as your name/email) as well as identifiable information about the Recovery College (survey responses), until the end of the project as we may wish to approach you about taking part in subsequent RECOLLECT work. After this point, the data from this survey will be anonymised. For interview data, transcripts will be anonymised after transcription.

Once the project has ended, these datasets will be held at Nottinghamshire Healthcare NHS Foundation Trust for another 15 years. Researchers from outside of the RECOLLECT team may request access to anonymised data by contacting: research@nottshc.nhs.uk

What will happen to the results of this study?

The anonymised results of the project will be summarised in outputs such as project reports, publications and conferences. Findings will be distributed through Recovery College networks (such as ImROC), and appear on the website www.researchintorecovery.com/research/recollect/publications/

Who is organising and funding this study?

The study is being organised by researchers in Kings College London and the University of Nottingham. This project is being funded by the NIHR (Programme Grants for Applied Research, Recovery Colleges Characterisation and Testing (RECOLLECT) 2, NIHR200605).

Who has reviewed this study?

The research was reviewed by the sponsor (Nottinghamshire Healthcare NHS Foundation Trust), who confirmed approval from a research ethics committee was not needed as this is a study of usual practice.

Further information and contact details

If you have any questions or require more information about this project, please contact:

Dr Daniel Hayes
Research Fellow, RECOLLECT
Health Services and Population Research Department P028, David Goldberg Centre, King's College
London Institute of Psychiatry, Psychology and Neuroscience,
De Crespigny Park, London SE5 8AF.
Email: RECOLLECT@kcl.ac.uk. Tel. 07385 466427

Data Protection

Your data will be processed in accordance with the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018. If you would like more information about how your data will be processed in accordance with UK GDPR please visit the links below.

Privacy notice: <https://www.nottinghamshirehealthcare.nhs.uk/download.cfm?ver=13335>

Further information on processing your personal data:

<https://www.nottinghamshirehealthcare.nhs.uk/your-information>

The sponsor and data controller for this project is Nottinghamshire Healthcare NHS Foundation Trust. King's College London (KCL) is the Data Processor. Your personal data will only be processed for the purpose of the research outlined within this information sheet. The legal basis for processing your personal data for research purposes under UK GDPR is Article 6: 1(e) 'task in the public interest'.

You have the right to access and withdraw information held about you. Your right of access can be exercised in accordance with the UK General Data Protection Regulation. You also have other rights including rights of correction, erasure, objection, and data portability.

Questions, comments and requests about your personal data can be sent to Information Assurance Department at Nottinghamshire Healthcare NHS Foundation Trust: dpoenquiries@nottshc.nhs.uk.