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**Being a Manager, Becoming a Professional? Exploring the Use of
Management Knowledge across Communities of Practice in Healthcare
Organisations**

INFORMATION SHEET FOR PARTICIPANTS

You are invited to take part in a research project which has been commissioned by the National Institute for Health Research SDO and which is sponsored by the University of Manchester.

Please take time to read the following information. If you have any questions about this research you can contact one of the research team listed at the end of the sheet.

1. What is the purpose of the study?

The National Institute of Health Research has commissioned a series of studies about the use of management knowledge in health care organizations. This project is designed to study how managers access, use and apply management knowledge in their working practices across three types of health care organization: Acute Trusts, Mental Health Care Trusts and Tertiary Specialist Hospitals. The study will focus on how managers' knowledge base is influenced by their professional development, the organisations in which they work (e.g. HR practices) and the professional 'communities of practice' to which they belong. Conducting such research is important in contributing towards understanding how managers access management knowledge, interpret it and seek to adapt and apply it to their own healthcare settings.

2. Why have I been chosen?

You have been approached because you are a manager within one of these types of trust who performs a particular type of role and who is in an excellent position to provide information and comment on how management knowledge is mobilised and utilised in your job, in your organisation and in your wider occupation.

3. Do I have to take part?

No. It is up to you to decide whether or not to take part. If you decide to take part you will be asked to sign a consent form. This information sheet is for you to keep. You are free to withdraw from the study at any time and without giving a reason. If you decide to withdraw or not to take part, your job will not be affected. If you decide not to take part, any information held about you by the research team will be destroyed. If you decide to withdraw, data already collected with your consent would be retained and may be used but no further data would be collected from you.

4. What will happen to me if I take part?

A researcher will contact you to arrange a convenient time and place to talk to you and discuss the extent of your involvement. The study involves one or two one-hour

interviews as well as observations of selected (formal) meetings and events at which you (and your colleagues) participate. The interview(s) will take place in a confidential setting with no other person present. You will be asked about your previous experiences and the nature of your work, about how organisational factors (e.g. HR practices) influence your work and about your wider involvement and engagement with relevant professional communities of practice. If you give permission, the interview will be tape recorded. If you do not give your permission for this, notes will be made about what you say. If there are any questions you prefer not to answer, you can say so. Observations will only be conducted with the agreement of yourself and of others concerned (e.g. meeting organisers) and, if there are any aspects that you or your colleagues do not wish to have observed, the observation will stop.

5. What are the possible disadvantages and risks of taking part?

Agreeing to take part in the study will take a few hours of your time, but we are happy to arrange interviews/meetings at your convenience. It is also possible that talking about your work might be unsettling, but we are obviously happy not to pursue any line of questioning you feel uncomfortable with.

6. What are the possible benefits of taking part?

There are no direct benefits to you of taking part, other than the opportunity it gives you to reflect on your own and others' management practices. It is hoped, however, that this will provide a useful learning experience and that the findings more generally will contribute to improving management practice in the NHS.

7. Will my taking part be kept confidential?

The information you give will be kept confidential. Only the research team will hear or see records from your participation. Any report or presentation of the findings will include examples and quotes taken from the interviews, but no-one who has taken part will be recognisable.

8. Who is funding and sponsoring the study

The study has been funded by the National Institute for Health Research SDO as part of their research programme into 'Research Utilisation and Knowledge Mobilisation by Healthcare Managers'. The research is sponsored by the University of Manchester.

9. Who has reviewed the study?

The study has been reviewed by the Derbyshire Local Research Ethics Proportionate Review Sub-Committee. It has also been reviewed by the University of Manchester's Committee on the Ethics of Research on Human Beings as well as by four independent academic reviewers during the SDO research grant application process.

10. Contacts for further information

We are very happy to answer any questions or queries you may have regarding the research. Please contact any member of the research team from Manchester Business School named below:

Prof. Mike Bresnen [REDACTED]

Dr. Damian Hodgson [REDACTED]

Dr. Paula Hyde [REDACTED]

Prof. John Hassard [REDACTED]

If there are any issues regarding this research that you would prefer not to discuss with members of the research team, please contact the Research Practice and Governance Co-ordinator by either writing to 'The Research Practice and Governance Co-ordinator, Research Office, Christie Building, The University of Manchester, Oxford Road, Manchester M13 9PT', by emailing [REDACTED] or by telephoning [REDACTED]