

Project Title: Research Use and Knowledge Mobilisation in the Commissioning and Planning of Public Health Services - what helps and hinders - a study in the co-creation of knowledge

Introduction

You are being invited to take part in a research study. Before you make a decision, it is important for you to understand why the research is being done and what it will involve. Please take time to read this information carefully, and discuss it with others if you wish. Please contact the research team (our details are at the end of this information sheet) if there is anything that is not clear, or if you would like more information. Please take time to decide whether or not you wish to take part.

Thank you for reading this.

What is the purpose of the study?

This research is being conducted by a research team from the Universities of Teesside, Sunderland and Durham.

We will follow a public health commissioning team in England and a joint public health planning team in Scotland as each develops public health interventions from planning to delivery to see:

- How research is used – when, where, by whom and why
- How applicable research is identified and what other knowledge is considered
- Whether research is utilised differently when making bigger changes in comparison to smaller changes

We will use interviews to explore the views of those who put public health services into place, their senior colleagues, service providers, and those staff responsible for getting others to use research evidence. This will provide a detailed and realistic view

of how things happen in different places – identifying factors that help or hinder the use of research evidence in public health commissioning.

We also want to observe meetings where commissioning and joint planning decisions are taken to see how different types of evidence, information and data are used in practice.

Why have I been chosen?

As a member of staff involved in research utilisation or the commissioning or joint planning or provision of alcohol interventions your views are important. As part of this research the research team need to interview a sample of staff associated with the process of commissioning, planning, or providing alcohol interventions to explore their views on the use of evidence and research in service planning and delivery. You and other people involved are being asked if you would like to take part in face to face, semi-structured interviews. We may also wish to observe the meetings you plan these services in and if we do we will approach you separately for this.

Do I have to take part?

It is up to you to decide whether or not to take part. Whether or not you take part should be your decision and any identifying information about those taking part will be kept confidential and not discussed with your managers. Members of the research team may have previously been in contact with you during our earlier meetings with your organisation and talked to you about the project and taking part. We have sent you this information sheet and a copy of a consent form so that you can read these in advance and the research team are very happy to answer any questions you might have about the project or your involvement in this. When we meet you will have a further opportunity to ask questions and if you are happy to participate in the project you will be asked to sign a copy of the consent form. If you decide to take part you are free to withdraw at any time without giving a reason (we will keep the data collected so far from you and the group you work with). A decision to withdraw at any time, or a decision not to take part, will not affect your position in the workplace.

What will happen to me if I take part?

Our approach to this research is to work with our research participants in partnership. We hope to meet you and get to know you a bit as the project begins, so we are not strangers when we come to interview you, or observe your meetings.

Interviews

A member of the research team will contact you to arrange a convenient time and place to meet with you for a face to face, semi-structured interview. You may see the types of questions we will ask in advance if you wish. Before the interview the researcher will explain the research study to you and give you time to ask any questions and ensure that you definitely wish to take part. The interview will be audio recorded (with your permission) and will last around 45 minutes to an hour. During the interview you will be asked for your views on the use of research evidence within public health service commissioning, and your experiences of being involved in the planning, development and delivery of public health interventions. Some people who take part in these interviews will also be asked to take part in 2 or 3 additional interviews (which might be conducted via the telephone) during the 18 months following the initial interview. The data gathered from all interviews will be analysed by the research team and used in written reports, conference presentations and academic publications. We may use direct quotations (and you may recognise your own comments) but others should not be able to recognise you.

Observing meetings

It will be helpful for the research team to observe the meetings you hold so we can see how research evidence and other types of information and intelligence are used in practice. This would mean that one researcher (who you will recognise) will sit-in on your meetings and taking some notes about information use and decision-making processes. They will not take part in the meeting in any way. If a sensitive issue arises you will be able to ask the researcher to stop taking notes, or temporarily leave.

We will only use these notes to help us understand more fully what types of information are used when PH planning decisions are made. In the meeting we will not take down any direct quotes, or make any reference to any individuals (or their

organisations) – we are only interested in the overall general issues about what makes research evidence easy or difficult to use and what happens because of this. The Chair of the meeting will have given permission for us to observe the meeting and we will, in addition, ask for your consent to observe the meeting.

Feedback and Data interpretation Meetings

If it is useful, we hope to hold feedback meetings with our research participants to share our early findings, as you may be interested in hearing what we find. In these meetings we simply want to share information with you for your interest and help us check our understanding and interpretations of the data with you. We hope this process will be helpful to you too, as it may allow you to make changes to your current practices, if you decide that this is important. Attendance at these meetings is entirely voluntary – we will let you know when they are happening. They will be on-site if possible.

Can I take part in one thing but not another?

Yes, for example you may wish to take part in the interviews and agree to meetings being observed but not go to the feedback meetings. The choice is entirely yours.

What will happen to the data and findings of the research study?

Before the interviews, participants will be asked if they are happy for the audio-recorded information to be used. If participants are happy for the information to be included, it will be analysed to identify the range of views of all those taking part and identify issues they raise. Any information you give will have identifying details such as your name or occupational role removed so that you, others, (and any organization) cannot be recognised from it.

Data will be securely stored following University and Data Protection procedures. The information you give will be seen by other researchers in the research team, but they will not know who you are. Audio tapes will be transcribed by a professional transcription service that is located in another part of the UK to protect the identities of those involved. There is a confidentiality agreement in place between the external transcription service and the university. Interim reports and a final report will be

produced representing participants' views. Direct quotations from interviews may be used in these reports, academic publications and conference presentations, however participants will not be named.

Will my taking part in this study be kept confidential?

Any interviews will be audio recorded (with your permission). Any information which may identify the person taking part in the interview will be removed at the point of transcription. Observation field notes will be anonymised. The anonymised files, transcripts and field notes will be stored securely by Teesside University for ten years after the end of the research study – then the files will be destroyed.

Who is organising and funding the research?

The project is being carried out by a research team from the Universities of Teesside, Sunderland and Durham. It is funded by the National Institute for Health Research Health Services and Delivery Research (NIHR HS&DR) programme. The NIHR HS&DR is a research funding body that strives to produce and promote the use of research evidence about how the organisation and delivery of services can be improved to increase the quality of patient care, ensure better strategic outcomes and contribute to improved public health. The project is being hosted by Teesside University who will also act as sponsor.

Who has reviewed this Study?

This study has been externally reviewed by the funding body (above). It has also been reviewed internally within Teesside and Durham Universities to check that it adheres to its research and governance procedures. The research is registered with the relevant NHS R&D departments.

What do I have to do – what happens next?

If you do decide to take part please reply to this message simply saying **'YES'**. Similarly, if you do not wish to participate please reply with a **'NO'** so that we know not to contact you any further.

Thank-you for your time in reading this.

Contact details

If you would like any further information, please contact *either*:

Dr Mandy Cheetham (Research Associate)

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

By phone on: [REDACTED] or via email at [REDACTED]

Further information about the study is available from the Principal Investigator:

Professor Rosemary Rushmer

Professor in Knowledge Exchange in Public Health

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

By phone on: [REDACTED] or via email at [REDACTED]

Other members of the Research Team

Professor Ann Crosland and Ms Karen Smith (Department of Pharmacy, Health and Well-being, Sunderland University)

Professor David Hunter (Department of Medicine and Health, Durham University)

Dr Joanne Gray (School of Health, Community and Education Studies, Northumbria University)

Professor Carol Tannahill, Dr Pete Seaman and James Egan (Glasgow Centre for Population Health)

Mr Liam Hughes (previous of the Local Government Improvement and Development)

