Getting the most out of knowledge and innovation transfer (KIT) 'agents' in healthcare: a qualitative study

Information Sheet for participants linked to the Case Studies

Please read this information sheet carefully before deciding whether or not to participate. If you decide to participate then, before you consent you will have an opportunity to ask questions about the study and your participation in it. If you decide not to take part there will be no disadvantage of any kind and we thank you for considering our request.

What is the aim of the study?

The study of knowledge transfer is about looking at how research evidence reaches practitioners. Research identifies better ways of providing healthcare yet this knowledge often fails to reach or influence those responsible for patient care. This is an international problem. In this study we aim to analyse and report on the work of what we call knowledge and innovation transfer (KIT) 'agents'. We will learn more about what KIT agents do and how they can be better supported in their work.

Why have I been asked to participate?

We are carrying out case studies of 10-12 KIT agents. In England, these will be linked to Academic Health Science Networks (AHSNs); in Wales they will be identified from the South East Wales Academic Health Science Partnership (SEWAHSP) organisations. We know that managers in the health service who have a role in the transfer of knowledge and innovation go by a variety of names and include 'diffusion fellows' and others with similar roles in CLAHRCs. You have been asked to participate either because you have a role in the transfer of knowledge and innovation (in other words, a KIT agent) or you are a manager, practitioner or researcher who links with a KIT agent.

What will happen if I take part?

The KIT agents who agree to be case studies will make a significant contribution to the study. With permission we will collect data from role descriptions (e.g. job descriptions, contracts and expected outcomes), interviews, observation and audio-diaries.

The interviews will be with the case study KIT agents, their principal line-manager and those who link with KIT agents (other managers, practitioners and researchers). These interviews will be individual face-to-face or telephone interview, as preferred. These will last up to one hour

maximum. Prior to the interview, you will be informed of the question areas. The interviews will be semi-structured which means that the precise questions have not been determined in advance, but will depend on how the interview develops. In the event that the line of questioning develops in such a way that you feel hesitant or uncomfortable, you may decline to answer any particular question(s). The timing of all interviews will be individually negotiated and agreed. All those who are interviewed will be asked to sign a consent form. With permission, we will audio record the interviews. The audio recordings will be transcribed, anonymised and destroyed at the end of the study.

Approximately three activities of each case study agent will be observed and selective audio-recordings made, with permission. We expect that the activities will vary and may include, for example, making presentations of research and innovation to workplace colleagues, meetings with research teams, running journal clubs.

KIT agents will be asked to keep a log of activities and audio-recordings of their reflections on events and meetings. We will explain the purpose of the audio-diaries and how to make recordings at our first face-to-face meeting. We will provide a personal Dictaphone or you may choose to use your own equipment to make digital recordings. You will be requested to record at least one diary entry per week, over a period of four-months. We will provide regular prompts via text messaging or email, as preferred. Selected parts of the audio recordings will be transcribed and anonymised. All case study KIT agents will be asked to sign a consent form.

All participation is voluntary and you are free withdraw from the project at any stage. By agreeing to participate, you will offer an invaluable contribution to this study.

Will my taking part be kept confidential?

Data from the interviews, audio recordings at KIT events and audio-diaries will be confidential to the project team (listed below). Only three members of the research team (Alison Bullock, Emma Barnes and Zoe Morris) will have access to the raw data. The recorded data will be transcribed and anonymised. All data will be stored securely in locked cabinets and on password-protected computers. In accordance with Cardiff University guidance, the data will be kept for a minimum of 5 years, or at least 2 years post-publication. It will then be destroyed.

Can participants change their mind and withdraw from the project?

You may withdraw from participation in the project at any time. If you chose to withdraw after participation, your data will be excluded from analysis.

What use will be made of the collected data?

A feedback event will be organised in each of the case study's home organisations. The full written report will make recommendations for knowledge transfer developments. A full copy of the report will be

publically available and a summary will distributed to all participants. The report is scheduled to be available by 31 December 2015. Additionally we aim to publish the results in peer-reviewed journal articles and present them at conferences. It is important to note that any data included will be anonymous and not individually identifiable.

Are there any advantages or disadvantages to participating in the study?

The study has been designed to have actionable findings which should benefit the healthcare community. Benefits will arise from sharing good ideas and activities that 'work', as well as challenges and ways to overcome these. Good practice will be identified locally as well as from the international literature. These will be reported at a feedback event based in each case study's workplace.

The disadvantage of participation is the time that is involved, particularly for the KIT agent. There is a small amount of funding available to each case study to compensate for loss of time from work (approximately £2000).

Who is organising the study?

This project has been funded by National Institute for Health Research (NIHR) and is endorsed by the South East Wales Academic Health Science Partnership (SEWAHSP). Cardiff University is the study sponsor.

Who has reviewed the study?

This project has been reviewed and approved by a Cardiff University Research Ethics Committee and local NHS Research and Development Offices

What if there is a problem?

If you have any study specific concerns or complaints, please contact Alison Bullock or Emma Barnes, details below. If you wish to raise a concern or complaint with someone independent of the project, please contact Mr Chris Shaw, Research Governance Coordinator- Research, Innovation and Enterprise Services, Cardiff University; Tel: [redacted] or email [redacted]

What if participants have any questions?

If you have any questions about our project, either now or in the future, please feel free to contact:

Professor Alison Bullock	Emma Barnes	Dr Zoe Morris
[redacted]	[redacted]	[redacted]
Tel: [redacted]	Tel: [redacted]	

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