

Care home involvement and role in the study:

Thank you for your interest in this study. The OPTIMAL study aims to understand how the NHS works with care homes and to see whether specific ways of working improve the health care that residents receive. This study has been reviewed by an ethics committee (NIHR SREC 13/IEC08/0048) and is funded by the National Institute for Health Research – Health Services Delivery and Research programme (Project number 11/1021/02). Taking part in this study is entirely voluntary, all information obtained will be confidential and no one will be identifiable in any reports or presentations of the findings (Please see staff and resident information leaflets for further information). This summary outlines the responsibilities for care homes that agree to take part.

We will be collecting information in the following ways:

- Reviews of residents' care home notes at the beginning of the study to record their health and level of function.
- Recording of monthly use of NHS services over a year (e.g. GP visits, hospital admissions, Out Patient visits).
- One interview with up to 5 residents in the care home.
- Interviews or group discussions with up to 5 care home staff.
- Interviews with healthcare professionals that visit the care home (up to 9).

What help is needed from care home staff?

We will need your help to collect this information and also to support us in giving information and explaining the study to residents and staff. We understand that the residents' care comes first, so the researchers will work closely with each care home to fit in with their schedules and priorities. **There will be no change in care delivery as a result of staff involvement in the study.** Each care home that takes part in the study will be asked to do the following:

- Provide the research team with a letter of permission, confirming your approval for your care home to participate in the study and the research activity described above, for a period of 12 months.
- Identify two members of staff to act as OPTIMAL link staff to work with the researchers to support them with the study recruitment and data collection processes. (Please see the information sheet on the role of OPTIMAL link staff). Managers would be asked to allow them reasonable time and

resources to work with the researchers, but this would all be negotiated to fit with the care home schedule (see appendix 7).

- Allow access to the care home for the study researchers over 12 months for recruitment and data collection purposes. This would include access to care home residents and staff, and to the care home notes of all participating residents (once all the appropriate consents are in place).
- Introduce the researchers to the care home residents' relatives/family members for recruitment purposes (and for their involvement in the process of gaining consent where appropriate).
- For those residents who are unable to consent themselves, we will try to contact their personal consultee. We will need your help to identify personal consultees and to send out information to them on our behalf in order to comply with data protection, but we will provide all the paperwork and postage.
- Where residents do not have a 'personal' consultee, a 'nominated' consultee will be identified by the study team. The consultee process will be negotiated and discussed with the manager at all stages. It will always comply with the Mental Capacity Act on involving people that lack capacity in research.

Responsibilities of the Optimal Project Researchers

In return for your care home's involvement and support with the study, you can expect the following from the researchers:

- They will always take into consideration the work and time demands on the care home staff, and arrange any research appointments and activities in consultation with the relevant staff members.
- They will always respect the privacy and comfort of the care home residents during the recruitment and data collection processes.
- They will engage in a thorough process of 'informed consent' in relation to the recruitment and continued retention of all participants into the study.
- They will never put pressure on anyone to take part in the study including residents, their relatives and family members, the care home staff members, or any healthcare professionals visiting the care home.
- Any personal information and data relating to the care home residents, their relatives and family members, care home staff members and visiting healthcare professionals will be anonymised and confidential.
- The researchers will adhere fully to the OPTIMAL study's research protocol as approved by the NHS and Social Care Research Ethics Committees.

- The researchers will provide appropriate guidance and support to the care home staff (i.e. those involved in the study recruitment and data collection processes) to ensure that the ethical standards of the study are maintained. All of the face-to-face interviews will be conducted sensitively and confidentially.

Payment to Care Homes

In line with the recommended tariff for payment for care homes (ENRICH www.enrich.dendron.nihr.ac.uk/) in research, each care home will receive a payment of up to £5,000 to ensure that care work is not compromised through participation in the study. This is an ethical payment to compensate care home staff for their time away from residents' care in order to assist the study researchers with the data collection. The size of payment is determined by the size of the care home and ranges from £3,000-5,000. If your care home has 40 beds or more it will receive the maximum payment of £5,000.

The payment will be made in 3 instalments, as follows:

- The first instalment will be paid at the start of the fieldwork at the care home
- The second instalment will be paid at the successful completion of data collection for the sixth month of the fieldwork
- The third and final instalment will be paid at the successful completion of all data collection at the end of the 12-months

If you have any queries or would like to discuss this further please contact Sue Davies the project manager or Claire Goodman the study lead.

Sue Davies, Research Fellow,

[Redacted contact information for Sue Davies]

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Email: [Redacted]

Claire Goodman, Professor of Health Care Research,

[Redacted contact information for Claire Goodman]

Tel: [Redacted]

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Please initial box

[I confirm that I have read and understood the Manager's Summary](#)

outlining the care home's role and involvement in the OPTIMAL study.

Manager's summary 19/03/14

I have had the opportunity to ask questions about the care home's role and involvement and my questions have been answered to my satisfaction.

I agree tocare home taking part in the OPTIMAL study.

Care Home Manager's name (in block letters)
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Signature
Date.....

Researcher's name (in block letters)
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Signature
Date.....