STAFF INFORMATION SHEET

(Fieldwork only: interviews, observation, shadowing)

A longitudinal national evaluation of Schwartz Center Rounds (Phase two)

We would like to invite you to take part in an independent research study. This research study is being carried out by health researchers from King's College London and Sheffield University and is looking at the impact of Schwartz Center Rounds, an intervention to enhance compassion in relationships between staff and patients through providing support for staff and promoting their wellbeing.

Before you decide whether to take part you need to understand why the research is being carried out and what it would involve for you. Please take time to read the following information carefully. Talk to others about the study if you wish. Ask us if there is anything that is not clear or if you like more information; our contact details are at the end of this sheet.

Involvement in this research study is entirely voluntary and all data collected as part of the study will be treated as confidential. You are free to withdraw at any time without giving a reason.

What is the purpose of the study?
The purpose of this study is to identify and evaluate the ways in which Schwartz Center Rounds work, including whether attending Rounds impacts on relationships with patients and/or colleagues.

Why have I been chosen?
We have selected 14 organisations that are running Schwartz Center Rounds to be a case study in phase two of the study. Your organisation has been selected to take part in as a case study. We are asking members of staff to participate in one or more ways.

Do I have to take part?
It is up to you to decide whether or not to take part. If you decide to take part you are still free to withdraw at any time and without giving a reason. A decision to withdraw at any time, or a decision not to take part, will not affect your current or future employment in any way. Throughout all aspects of the research you have a right to: withdraw from the project at any time, ask for material from any transcripts/notes that you believe is sensitive or identifying to be removed up until May 2016.

What will happen to me if I do take part?
You may be invited in take part in up to two different ways:

Interviews

We will invite up to 38 survey respondents in your organisation to be interviewed by a member of the research team. If invited and you agree to participate in an interview, this will take 45-60 mins and can take place at a time and location of your choosing. Interviews can be done face to face or by phone. We would like to ask about your views about the impact of Schwartz Center Rounds on you personally and within the wider organization. We will be talking to people who are members of the steering group organizing Rounds, or have facilitated, presented and/or attended Rounds, as well as people who have not attended Rounds.

With your permission, we would like to tape-record the interview so we have an accurate record of what you tell us. The tape recordings will be transcribed, and anonymised. The recordings will be deleted after transcription. The data will then be analysed by the research team.

With your permission, anonymised data (data which does not identify any one who has taken part) will be archived for up to five years after the end of the research, for use by other researchers for other purposes.

We will ask you to sign a consent form agreeing to take part in the interview.

Observation/shadowing
We plan to observe and take notes at up to six Rounds at your organisation. You will be asked to verbally consent to our presence by one of the research team prior to the Round starting. If there is something you say or do in a Round that we may have observed which you would rather we didn't take notes on, either find or contact us after the Round and we will be happy to remove this. You can contact us up to May 2016 to request information you provide is removed from our field notes, transcripts and analyses. We plan to take copies of the sign-in sheets at the Rounds. This will give us information about how frequently people attend. If this is something that makes you uncomfortable, please come and speak to one of the research team.

We plan to observe and/or shadow some individuals who present at Rounds meetings, to observe day-to-day activities and interactions in their department. This will be undertaken for several days over a six month period and all staff may be indirectly observed at some point. We may also invite you to allow the researcher to shadow you through a working day or shift. If you agree, we will ask you to sign a consent form agreeing to be shadowed. All notes and data collected will be anonymised. In the case of indirectly observing interactions between staff members and patients in clinical/public settings (e.g. on a ward, prison, in an outpatient clinic) patients will not be individually consented but they will be given an information sheet and asked to inform their nurses or doctor if they do not wish to be observed (opt out). If patients are happy to be observed during staff shadowing observation, the researcher will, for example, not enter behind the curtain when intimate procedures are being performed and will leave and cease observation at any time if requested to do so by patients or staff. Patients and staff will be free to ask us to stop observing at any point.

We would also like to observe the meetings that take place to plan or organise Rounds (e.g. Schwartz Round Steering Group meetings and Planning Meetings). Researchers will be act as non-participant observers at these meetings and will be taking field notes to record their observations. If you are willing, they may ask you questions at the end of the meetings to explore, clarify and inform their observations.

Are there any benefits in taking part?
There are no direct benefits to you as an individual. There will be benefits for individual Trusts because this study will provide evidence relating to Schwartz Center Rounds. It will help managers understand how staff can improve the way they organise and run Schwartz Center Rounds. This is an important study because there is an increasing uptake of Schwartz Center Rounds within acute hospital and other healthcare settings, but evidence of the benefits has to date been small scale. We hope that this research will generate knowledge that will inform policy more widely in relation to Schwartz Center Rounds, and ultimately improve the experiences of staff and patients.

Where can I get help if I need it?

If you feel this research has raised issues which you feel you would like to discuss further, please contact your GP or Occupational Health.

Will my taking part in the study be kept confidential?
Involvement in this research study is entirely voluntary and your responses will be treated entirely confidentially. All data and field notes will be given a code to ensure anonymity and stored in a locked filing cabinet or on a password protected computer secured against unauthorised access. Any direct quotations from fieldwork activities which are used in study publications will be anonymous.

Limits to confidentiality
If you are invited and agree to being shadowed or interviewed by researchers, we will discuss with you the limits to confidentiality, immediately prior to the shadowing period or interview.

In short, as researchers we have a duty to act upon any unsafe care that we may witness. We have disclosure procedures in place which we will follow. For example, if unsafe or negligent care is witnessed, we will ask the participant to reflect upon the care being given and if there is recognition that the actions have potentially jeopardised the safety of a patient, we will encourage for this to be documented and escalated it to the appropriate clinical and management personnel.

Has this study been reviewed by an ethics committee?
This study has been reviewed and given London – South East NHS Research Ethics Committee (ref no. 15/LO/0053. The study has also been approved by your managers and/or by your local NHS trust's Research & Development Department.

What will happen to the results of the research study?
Anonymous results from the study will be presented to key people within your organisation. You will not be identified in any way. The final report will be submitted to the research funder (see below for details). You will be able to access the report via the internet.

The findings will also be published in academic journals and presented at professional and academic conferences. Anonymised extracts from the interviews may be used in publications arising from this research. Reports or papers resulting from the research with not identify any one who has taken part. The anonymised interview transcripts, with your permission, may be made available to other researchers and students for teaching / further research.

If you would like to speak to someone about the research
You can contact members of the research team carrying out research at the hospital. Mary Leamy can be contacted on: [redacted]

This project is funded by the Health Services & Delivery Research Programme, National Institute of Health Research. It is led by King's College London in partnership with Sheffield University.

If you would like further information about this research please contact:
Prof. Jill Maben,
King's College London. Telephone: [redacted] **Email:** [redacted]

STAFF INFORMATION SHEET
(Fieldwork including survey)

A longitudinal national evaluation of Schwartz Center Rounds (Phase two)

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Before you decide whether to take part you need to understand why the research is being carried out and what it would involve for you. Please take time to read the following information carefully. Talk to others about the study if you wish. Ask us if there is anything that is not clear or if you like more information; our contact details are at the end of this sheet.

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What will happen to me if I do take part?
You may be invited in take part in up to three different ways:

Questionnaire survey
The questionnaire collects data about experiences and attitudes at work generally, not about the Rounds themselves – in particular wellbeing, compassion satisfaction and fatigue, social support, work

engagement, communication and sickness absence. (*N.B. see also separate staff information sheet for survey)*

Interviews
We will invite up to 38 survey respondents in your organisation to be interviewed by a member of the research team. If invited and you agree to participate in an interview, this will take 45-60 mins and can take place at a time and location of your choosing. Interviews can be done face to face or by phone. We would like to ask about your views about the impact of Schwartz Center Rounds on you personally and within the wider organization. We will be talking to people who are members of the steering group organizing Rounds, or have facilitated, presented and/or attended Rounds, as well as people who have not attended Rounds.

With your permission, we would like to tape-record the interview so we have an accurate record of what you tell us. The tape recordings will be transcribed, and anonymised. The recordings will be deleted after transcription. The data will then be analysed by the research team.

With your permission, anonymised data (data which does not identify any one who has taken part) will be archived for up to five years after the end of the research, for use by other researchers for other purposes.

We will ask you to sign a consent form agreeing to take part in the interview.

Observation/shadowing
We plan to observe and take notes at up to six Rounds at your organisation. You will be asked to verbally consent to our presence by one of the research team prior to the Round starting. If there is something you say or do in a Round that we may have observed which you would rather we didn't take notes on, either find or contact us after the Round and we will be happy to remove this. You can contact us up to May 2016 to request information you provide is removed from our field notes, transcripts and analyses. We plan to take copies of the sign-in sheets at the Rounds. This will give us information about how frequently people attend. If this is something that makes you uncomfortable, please come and speak to one of the research team.

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Where can I get help if I need it?
If you feel this research has raised issues which you feel you would like to discuss further, please contact your GP or Occupational Health on 020 7830 2509/10/11.

Will my taking part in the study be kept confidential?
Involvement in this research study is entirely voluntary and your responses will be treated entirely confidentially. All data and field notes will be given a code to ensure anonymity and stored in a locked filing cabinet or on a password protected computer secured against unauthorised access. Any direct quotations from fieldwork activities which are used in study publications will be anonymous.

Limits to confidentiality
If you are invited and agree to being shadowed or interviewed by researchers, we will discuss with you the limits to confidentiality, immediately prior to the shadowing period or interview.

In short, as researchers we have a duty to act upon any unsafe care that we may witness. We have disclosure procedures in place which we will follow. For example, if unsafe or negligent care is witnessed, we will ask the participant to reflect upon the care being given and if there is recognition that the actions have potentially jeopardised the safety of a patient, we will encourage for this to be documented and escalated it to the appropriate clinical and management personnel.

Has this study been reviewed by an ethics committee?
This study has been reviewed and given London – South East NHS Research Ethics Committee (ref no. 15/LO/0053. The study has also been approved by your managers and/or by your local NHS trust's Research & Development Department.

What will happen to the results of the research study?
Anonymous results from the study will be presented to key people within your organisation. You will not be identified in any way. The final report will be submitted to the research funder (see below for details). You will be able to access the report via the internet.

The findings will also be published in academic journals and presented at professional and academic conferences. Anonymised extracts from the interviews may be used in publications arising from this research. Reports or papers resulting from the research with not identify any one who has taken part. The anonymised interview transcripts, with your permission, may be made available to other researchers and students for teaching / further research.

If you would like to speak to someone about the research
You can contact members of the research team carrying out research at the hospital. Mary Leamy can be contacted on: [redacted] or [redacted] and Ellie Reynolds can be contacted on: [redacted] or [redacted]

This project is funded by the Health Services & Delivery Research Programme, National Institute of Health Research. It is led by King's College London in partnership with Sheffield University.

If you would like further information about this research please contact:
Prof. Jill Maben,
King's College London. Telephone: [redacted] Email: [redacted]