1. **Research Project Title:**

Exploring the use of pre-hospital pre-alerts and their impact on patients, ambulance service and Emergency Department staff.

1. **Invitation to take part in a research study**

You are being invited to take part in a research project. Before you decide whether or not to participate, it is important for you to understand why the research is being done and what it will involve. Please take time to read the following information carefully and discuss it with others if you wish. Ask us if there is anything that is not clear or if you would like more information. Take time to decide whether or not you wish to take part. Thank you for reading this.

1. **Why is this research study taking place?**

Pre-alerts are used by ambulance clinicians to inform Emergency Departments (EDs) that a critically ill patient is on the way. Pre-alerts can help EDs provide better care, earlier access to time-critical treatment and improved outcomes for patients. However, if pre-alerts are used on the wrong patients or used too often, EDs may not be able to respond adequately or will stop taking them seriously. This research project aims to understand how pre-alert decisions are made and implemented by pre-hospital staff, and the impact of these on receiving EDs and patients, in order to identify principles of good practice, areas of uncertainty and areas for improvement. As part of this research, we will be speaking to people involved in undertaking or responding to pre-alert decisions.

The research will take place between 1st April 2021 and 31st August 2023.

1. **Why have I been invited to take part in this research?**

You have been invited to take part as your job role involves either making pre-hospital pre-alert decisions or responding to pre-alert decisions made to the Emergency Department. We aim to speak to approximately 36 ambulance clinicians across 3 ambulance services, and 24-36 ED staff across 6 EDs.

1. **Do I have to take part?**

It is up to you to decide whether or not to take part. If you do decide to take part, you will be asked to sign a consent form to say that you are happy to take part. You can still withdraw from this research without any negative consequences and you do not have to give a reason. You can withdraw at any point before the data has been analysed and your responses have been included within a wider dataset. It is likely that this will be 4 weeks after your interview. If you wish to withdraw consent, please contact Dr Fiona Sampson (email: f.c.sampson@sheffield.ac.uk, tel no: 0114 2220687).

1. **What will happen to me if I take part? What do I have to do?**

You will be asked to take part in a telephone interview with a researcher from the University of Sheffield, although you can do this face-to-face in a location of your choice if you prefer. The interview will probably take around 30-45 minutes. We will be asking about your experiences of making or responding to pre-alert decisions, what information is useful in making and communicating these decisions, and the impact of pre-alert decisions on your work and experiences. We will ask broad questions so that you can tell us what is important to you.

If you give permission, the researcher will record the interview to get an accurate record of what has been said. You will be able to tell the researcher to stop at any time. The interview will be typed up afterwards by a transcriber who is based at the University of Sheffield. We can give you a copy of the interview transcript and you can ask us to take out any information that you are not happy with if you wish.

After the interview has taken place, we will send you a £20 high street shopping voucher (Love2shop) as a thank-you for your time.

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

We do not think that there will be any problems for you in taking part in this interview. If you get at all upset by anything that we talk about, you can choose not to answer certain questions. You can also stop this interview at any time.

1. **What are the possible benefits of taking part?**

Whilst there may not be any direct benefits to you for taking part in this study, we hope that the information we get from this study may help us to understand how pre-alert practice and communication can be improved in future, which should help both pre-hospital and ED staff.

1. **How will we use information about you?**

We will need to use information from you for this research project. This information will include your name and contact details. People will use this information to do the research or to check that the research is being done properly.

People who do not need to know who you are will not be able to see your name or contact details. Your data will have a code number instead.

We will keep all information about you safe and secure. Once we have finished the study, we will keep some of the data so we can check the results. We will write our reports in a way that no-one can work out that you took part in the study.

1. **What are your choices about how your information is used?**

You can stop being part of the study at any time, without giving a reason, but we will keep information about you that we already have.

1. **Where can you find out more about how your information is used?**

You can find out more about how we use your information:

At [www.hra.nhs.uk/information-about-patients](http://www.hra.nhs.uk/information-about-patients)

Our leaflet available from http://www.hra.nhs.uk/patientdataandresearch

By asking one of the research team by sending an email to pre-alerts@sheffield.ac.uk or by ringing us on 0114 2220687.

1. **What is the legal basis for processing my personal data?**

According to data protection legislation, we are required to inform you that the legal basis we are applying in order to process your personal data is that ‘processing is necessary for the performance of a task carried out in the public interest’ (Article 6(1)(e)). Further information can be found in the University’s Privacy Notice <https://www.sheffield.ac.uk/govern/data-protection/privacy/general>.’

1. **What will happen to the data collected, and the results of the research project?**

Only members of the research team and transcribers who are based within the University of Sheffield will have access to the original data. Interviews will be recorded on encrypted digital recording devices then uploaded onto access restricted folders in the University’s Shared Network Filestore. Recordings may also be transferred between devices on password-protected encrypted data sticks. Once interviews have been transcribed, checked by researchers and anonymised, the original recording will be deleted. All paper copies of consent forms and anonymised interview transcripts will be kept in a secure locked filing cabinet in the university. All data will be handled in accordance with the Data Protection Act (2018). Data will be stored for 10 years.

Any personal details that we hold (name and contact details) will be held only until we have undertaken the interview. We will destroy this as soon as we have finished the interview, unless you wish us to keep hold of your details in order to send you copies of the final research findings.

Results of the study will be written up in the form of a report to the research funders and medical journal articles. Results will also be reported within oral presentations at conferences and public stakeholder events. We will upload any written reports or articles relating to the project on our website (https://www.sheffield.ac.uk/scharr/research/centres/cure/pre-alerts-study).

1. **Who is organising and funding the research?**

This research has been funded by the National Institute of Health Research (NIHR) Health Services and Delivery Research Programme (project NIHR 131293)

1. **Who is the Data Controller?**

The University of Sheffield will act as the Data Controller for this study. This means that the University is responsible for looking after your information and using it properly.

1. **Who has ethically reviewed the project?**

This project has been reviewed by Newcastle & North Tyneside 2 Research Ethics Committee (Ref: 21/NE/0132).

1. **What if something goes wrong and I wish to complain about the research?**

If you have any concerns about this research or wish to raise a complaint about how the research has been carried out, you should speak to Dr Fiona Sampson (see below for details), who is responsible for this study. If you feel that your complaint has not been handled to your satisfaction, you can contact the Head of Department (Mark Strong, m.strong@sheffield.ac.uk) who can then escalate the complaint. If your complaint relates to how your personal data has been handled, you can contact The University of Sheffield’s Data Protection Officer dataprotection@sheffield.ac.uk. Further information about how to raise a complaint can be found in the University’s Privacy Notice: <https://www.sheffield.ac.uk/govern/data-protection/privacy/general>. If you feel your complaint has not been handled to your satisfaction, you can contact the Information Commissioner’s Office.

1. **Contact for further information**

For further details, please contact Dr Jaqui Long (prealerts@sheffield.ac.uk / tel no 0114 2225441) or Jo Coster (prealerts@sheffield.ac.uk tel no 0114 2220854) who are leading this part of the research.

If you are unable to reach Jaqui or Jo, you can contact Fiona Sampson, who is responsible for the study. Email: f.c.sampson@sheffield.ac.uk, Tel no: 0114 2220687.

Study website: (https://www.sheffield.ac.uk/scharr/research/centres/cure/pre-alerts-study).

**Thank you for taking part in this research.**

Please keep hold of this information sheet if you wish to take part in the study. You should also keep a copy of the consent form that we will ask you to complete over the phone.