



## Information Sheet for Participants

### *Evaluation of Supplementary Prescribing by Dietitians*

Dear Sir/Madam

We would like to invite you to take part in a research project. Your participation in the project is entirely voluntary. Before you decide you need to understand why the research is being done and what it will involve for you. Please take the time to read the following information carefully. Talk to others about the study if you wish.

The study is being undertaken by a team of researchers at the University of Surrey, Brighton and Sussex Medical School, University College London Hospitals NHS Foundation Trust and University Hospitals Bristol NHS Foundation Trust.

#### **What is the purpose of the study?**

Recent legislative changes mean that Dietitians can now undertake training to supplementary prescribe medicines for patient. It is anticipated that supplementary prescribing will help to improve service provision and bring benefits to patients similar to those associated with prescribing by nurses, pharmacists and other allied health professions in the UK. A comprehensive evaluation of this initiative is needed to ensure that its introduction is appropriately supported, safe, and that benefits are optimised. This study will evaluate supplementary prescribing by Dietitians and its effect on patients, staff and services through the use of a national survey followed by 4-6 case studies.

#### **Why have I been invited to take part in the study?**

You have been invited to take part in the survey because you are a Dietitian supplementary prescriber. As the overall number of potential Dietitian supplementary prescribers is small, it is important that we invite as many as possible to take part in this survey in order to provide a national overview. The information we collect will be used to help inform the future development, training and education of Dietitian supplementary prescribers.

**Do I have to take part?**

No, you do not have to participate. There will be no consequences of any kind if you decide not to participate and if you do participate, you are free to withdraw at any time without giving a reason. You may request your data be withdrawn up to 4 weeks after completing the questionnaire.

**What will happen to me if I take part?**

If you decide to take part, you are asked to complete an online questionnaire by following the link provided in the accompanying email. At the start of the questionnaire you will be asked to indicate that you consent to participate. The questionnaire takes about 15 minutes to complete. At the end of the questionnaire you will be asked if you are willing to participate in a follow-up questionnaire in 18 months' time, and if so to provide your contact details. This too is entirely voluntary.

**What are the possible benefits and risks of my taking part?**

The information we will get from the study will be used to inform future developments in the training and support for Dietitian supplementary prescribers. There are unlikely to be any personal advantages to participating. The main disadvantage to taking part is the study is the time it takes to complete the questionnaire.

**How is the project being funded?**

This study is funded by the National Institute of Health Research as part of the Policy Research Programme. This study has been reviewed and given a favourable opinion by the University of Surrey Ethics Committee.

**What if something goes wrong?**

If you wish to make a complaint about the conduct of the study you can contact Professor Emma Ream using the details below for further advice and information: tel: 01483 686708, email: e.ream@surrey.ac.uk.

The University has in force the relevant insurance policies which apply to this study. If you wish to complain, or have any concerns about any aspect of the way you have been treated during the course of this study then you should follow the instructions given above.

**Who is Handling My Data?**

The University of Surrey, as the sponsor, will act as the 'Data Controller' for this study. We will process any personal data you supply on behalf of the controller and are responsible for looking after your information and using it properly. Personal data such as your name, contact details or other identifying information will only be collected if you specifically consent to taking part in a follow-up survey or request a summary of the study's results. We will use this information as explained in the 'What is the purpose of the study' section above and only for these specific purposes.

### **What will happen to my data?**

As a publicly-funded organisation, we have to ensure when we use identifiable personal information from people who have agreed to take part in research, this data is processed fairly and lawfully and is done so on the basis of public interest. This means that when you agree to take part in this research study, we will use your data in the ways needed to conduct and analyse the research study.

All project data related to the administration of the project, (e.g. consent form) will be held for at least 6 years and all research data for at least 10 years in accordance with University policy. Your personal data will be held and processed in the strictest confidence, and in accordance with current data protection regulations.

If you do provide us with your name or contact details, this information will be kept confidential within the research team and not revealed in the findings of the research. Data from the project will be retained for 10 years in accordance with University of Surrey regulations and then destroyed.

Your rights to access, change or move your information are limited, as we need to manage your information in specific ways in order for the research to be reliable and accurate. You may request your data be withdrawn up to 4 weeks after completing the questionnaire. After that, if you decide to withdraw your data from the study, we may not be able to do so. We will keep the information about you that we have already obtained. To safeguard your rights, we will use the minimum personally-identifiable information possible.

You can find out more about how we use your information at [<https://www.surrey.ac.uk/information-management/data-protection> and/or by contacting [dataprotection@surrey.ac.uk](mailto:dataprotection@surrey.ac.uk)].

**What if I want to complain about the way my personal data is handled?** If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer Suzie Mereweather, who will investigate the matter. If you are not satisfied with our response or believe we are processing your personal data in a way that is not lawful you can complain to the Information Commissioner's Office (ICO) (<https://ico.org.uk/>). For contact details of the University of Surrey's Data Protection Officer please visit: <https://www.surrey.ac.uk/information-management/data-protection>

**What will happen to the results of the research study?**

A summary of the survey results will be sent to participants who request it and provide contact details. At the end of the study, findings will be published in a study report, academic journals and presented at appropriate conferences.

**Will my data be used for future research?**

Should you choose to take part in the follow-up questionnaire in approximately 18 months' time you will be asked to submit information that will allow the researchers to contact you. This information will only be used in relation to the specified follow-up questionnaire and not for any other purposes. No identifying information about any participant will ever be divulged in any reports, papers or presentations resulting from this study and all disseminated findings will be anonymised.

**Who should I contact for further information?**

If you have any questions regarding this study please contact Nicola or Karen using the contact details below.

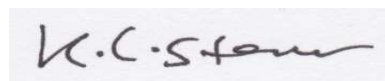
Thank you for taking the time to read this information.

Yours Sincerely



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**Thank you for reading this information sheet and for considering taking part in this study.**