**Employee Information Sheet for Remote Interviews**

**Study Title:** Experiences of providing continence care

**Researcher:** Leah Hewer-Richards

**ERGO Number:** 55504

You are being invited to take part in the above research study. To help you decide whether you would like to take part or not, it is important that you understand why the research is being done and what it will involve. Please read the information below carefully and ask questions if anything is not clear or you would like more information before you decide to take part in this research. You may like to discuss it with others, but it is up to you to decide whether or not to take part. 7 days after you receive this information, the researcher will send you a follow up message to see if you would like any more information If you are happy to participate you will be asked to sign a consent form.

**What is the research about?**This research is about your experiences of providing faecal incontinence care and how they have impacted you and the people you support.

**What will happen to me if I take part?**If you choose to take part, you will be asked to take part in a maximum of two remote interviews with the researcher. These will take place via telephone or video chat using Microsoft Teams.

**Are there any benefits to my taking part?**There are no direct benefits to taking part in this research, however the aim of the research is to improve the overall provision of care and the working environment for employees in relation to continence care.

**What data will be collected?**Interviews will be audio recorded with your permission and then transcribed for analysis. Interviews will not be visually recorded, and transcriptions will be anonymised. The interviews will discuss how you are experiencing continence care within your role in the care home and your general working life. You will be encouraged to discuss any issues related to continence care you feel have not been addressed and anything you feel may be relevant. This information will then be analysed to meet the research aims of the study and transcriptions of the interviews will be kept by the researcher to inform further research and learning.

If you agree, the researcher will also collect special category data from you in order to meet the objectives of the study. This is information such as your age, ethnicity and gender. This information will remain confidential and will only be accessible by the researcher. The data will be retained for a maximum of 1 year and will not be disclosed to anyone else unless the researcher is obliged by law to do so. You will be able to request a copy of special category data held about yourself at any time and withdraw consent for this information to be retained.

**Will my participation be confidential?**Your participation and the information we collect about you during the course of the research will be kept strictly confidential. Only members of the research team and responsible members of the University of Southampton may be given access to data about you for monitoring purposes and/or to carry out an audit of the study to ensure that the research is complying with applicable regulations. Individuals from regulatory authorities (people who check that we are carrying out the study correctly) may require access to your data. All these people have a duty to keep your information, as a research participant, strictly confidential. The only limitation to this confidentiality is the unlikely event that you tell the interviewer about something which indicates that residents or staff are at likely risk of harm.  If this happens then the interviewer will inform you that they are reporting this as a safeguarding concern.

The researcher is required to feedback to ENRICH the number of participants recruited through the Research Ready Care Home Network. This means that if you work at one of the care homes in the network, the researcher will be informing ENRICH that someone in their area has participated. Your name and the name of your employer will not be shared with ENRICH, only the region in which you work. For example, the researcher will report back “6 care workers in the West Midlands participated in the study.”

All participants will be anonymised and referred to by pseudonyms in the resulting data. All confidential data will be password protected and stored on the University’s secure servers. Physical documentation like consent forms will be stored in a locked filing cabinet within the residential home, only the researcher will have access to this.

**What is ENRICH?**ENRICH, which stands for “Enabling Research in Care Homes”, is an initiative developed by the National Institute of Health Research (NIHR) to encourage care homes and care home staff to influence, understand and take part in research. The Research Ready Care Home Network is a network of care homes nationwide that have agreed to take part in the initiative and be involved in research studies. If you are unsure if your care home is part of this network, please ask your care home manager. More information can be found at: <https://enrich.nihr.ac.uk/>

**Do I have to take part?**No, it is entirely up to you to decide whether or not to take part. If you decide you want to take part, you will need to complete a consent form to show you have agreed to take part. If you decide to take part and then change your mind throughout the course of the study, you will no longer be included in the study. You are able to inform the researcher you no longer wish to take part via email, text, telephone or during your interview. The researcher will ask if you would like data collected from you prior to withdrawal to be removed from the study; this decision is entirely up to you.

**Data Protection Privacy Notice**  
For any participants whose preferred method of contact is the telephone, the researcher will be using a mobile phone dedicated to the study to contact them. This mobile phone is not the researcher’s personal device and will be encrypted following the University of Southampton’s guidelines. At the conclusion of the study, any data stored on the phone such as telephone numbers will be permanently erased.

Data protection law requires us to have a valid legal reason (‘lawful basis’) to process and use your Personal data. The lawful basis for processing personal information in this research study is for the performance of a task carried out in the public interest. Personal data collected for research will not be used for any other purpose.

For the purposes of data protection law, the University of Southampton is the ‘Data Controller’ for this study, which means that we are responsible for looking after your information and using it properly. The University of Southampton will keep identifiable information about you for 1 year after the study has finished after which time any link between you and your information will be removed.

To safeguard your rights, we will use the minimum personal data necessary to achieve our research study objectives. Your data protection rights – such as to access, change, or transfer such information - may be limited, however, in order for the research output to be reliable and accurate. The University will not do anything with your personal data that you would not reasonably expect.

If you have any questions about how your personal data is used, or wish to exercise any of your rights, please consult the University’s data protection webpage (<https://www.southampton.ac.uk/legalservices/what-we-do/data-protection-and-foi.page>) where you can make a request using our online form. If you need further assistance, please contact the University’s Data Protection Officer ([data.protection@soton.ac.uk](mailto:data.protection@soton.ac.uk)).

The University of Southampton conducts research to the highest standards of research integrity. As a publicly funded organisation, the University has to ensure that it is in the public interest when we use personally-identifiable information about people who have agreed to take part in research. This means that when you agree to take part in a research study, we will use information about you in the ways needed, and for the purposes specified, to conduct and complete the research project. Under data protection law, ‘Personal data’ means any information that relates to and is capable of identifying a living individual. The University’s data protection policy governing the use of personal data by the University can be found on its website (<https://www.southampton.ac.uk/legalservices/what-we-do/data-protection-and-foi.page>).

Our privacy notice for research participants provides more information on how the University of Southampton collects and uses your personal data when you take part in one of our research projects and can be found at <http://www.southampton.ac.uk/assets/sharepoint/intranet/ls/Public/Research%20and%20Integrity%20Privacy%20Notice/Privacy%20Notice%20for%20Research%20Participants.pdf>

Any personal data we collect in this study will be used only for the purposes of carrying out our research and will be handled according to the University’s policies in line with data protection law. If any personal data is used from which you can be identified directly, it will not be disclosed to anyone else without your consent unless the University of Southampton is required by law to disclose it.

**What will happen to the results of the research?**The interview data will be transcribed for analysis and then used in the researcher’s PhD thesis to contribute towards their PhD award. The results may also be used in academic publications and for educational purposes.

**What happens if there is a problem?**If you have a concern about any aspect of this study, you should speak to the researchers who will do their best to answer your questions. If you remain unhappy or have a complaint about any aspect of this study, please contact the University of Southampton Research Integrity and Governance Manager (023 8059 5058, [rgoinfo@soton.ac.uk](mailto:rgoinfo@soton.ac.uk))

**Where can I get more information?**If you would like specific information about the study or have any questions please contact:  
Leah Hewer-Richards  
[l.hewer-richards@soton.ac.uk](mailto:l.hewer-richards@soton.ac.uk)  
07506 647264

**What can I do if I’m having difficulty at work or feeling stressed?**There are a number of organisations you can contact to help you through this stressful time

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| The Care Workers Charity  [www.thecareworkerscharity.org](http://www.thecareworkerscharity.org).uk  Financial Support | SANE  [www.sane.org.uk](http://www.sane.org.uk)  [support@sane.org.uk](mailto:support@sane.org.uk) 07984967708  Emotional Support, Mental Illness |
| Anxiety UK  [www.anxietyuk.org.uk](http://www.anxietyuk.org.uk) 03444775774  Emotional Support, Help with Anxiety | Mind  [www.mind.org.uk](http://www.mind.org.uk) 03001232293  Emotional Support |
| Men’s Health Forum  [www.menshealthforum.org.uk](http://www.menshealthforum.org.uk)  24/7 stress support for men by text, chat or email | Samaritans  [www.samaritans.org.uk](http://www.samaritans.org.uk) 116 123  Support for people experiencing feelings of distress or despair |

If you’re not sure how you are feeling, the NHS mood self-assessment tool can help you better understand how you have been feeling and point you in the right direction for helpful advice and information (<https://www.nhs.uk/conditions/stress-anxiety-depression/mood-self-assessment/>)