



STUDY INFORMATION SHEET

Title of Project: **The ACCORD study: A social prescribing evaluation framework & reporting standard study – Group Concept Mapping**

Name of Researchers: Prof Carolyn Wallace, Megan Elliott

We would like to invite you to take part in a study. Before you decide whether you would like to take part, you need to understand why the study is being done and what it would involve for you. Please take time to read the following information carefully. Please feel free to ask questions of the researchers (details at the end of this sheet) if anything you read is not clear or you would like more information. Please take time to decide whether or not to take part.

1. What is the purpose of the study?

Researchers at the Wales School for Social Prescribing Research (WSSPR) have been funded by Health and Care Research Wales (HCRW) to develop an evaluation framework and reporting standards for social prescribing.

We are asking you to take part in three online exercises that will help us understand what you think good practice in social prescribing evaluation includes.

The purpose of this research is to develop a framework and reporting standards for social prescribing evaluation.

2. Why have I been invited to take part?

You are being invited to participate in this study because we want to hear from a wide range of people across the UK and internationally.

Approximately 8-100 people will be invited to participate. All participants will be over 18 years of age. We are interested in understanding what you think that good social prescribing evaluation practice should include.

3. Do I have to take part?

It is up to you to decide. Please read the description of the study in this information sheet to help you decide. Please sign the attached consent form to show you agree to take part. You are free to withdraw at any time without giving a reason.

4. What will happen to me if I take part?

This information sheet provides information about the study, and we would like you to read it carefully to help you decide whether you would like to participate.

If you decide that you would like to participate, please return the consent form

by e-mail to: wsspr@southwales.ac.uk

Once your consent form has been received, you will receive instructions to log into the online research platform.

You will then receive written instructions via e-mail on how to complete the three online steps (20 – 30 minutes each). The study as a whole will run for approximately 3 months.

If you have any difficulty accessing the website or need support to participate, please contact Prof Carolyn Wallace and Megan Elliott; wsspr@southwales.ac.uk and the research team can make alternative arrangements to help you to participate, for example by participating over the phone.

5. What will I have to do in the task?

You will first be asked five questions about yourself. These will be:

- Where do you live?
- How many years of experience do you have with social prescribing? (where social prescribing is defined as “*individuals being referred/self-referring to non-medical interventions run by a third-party organisation in order to contribute to their general health and well-being*”, Roberts et al., under review).
- What type of organisation do you work for?
- What is your primary role in social prescribing?
- What are your roles in evaluating social prescribing?

You will then be asked to complete three online steps (20 – 30 minutes each), which will be approximately two to three weeks apart:

1. Brainstorming: you are asked to generate statements in response to one single sentence: “*When I think about evaluation in social prescribing, good evaluation practice should include...*”
2. Sorting: you are asked to sort all statements in groups.
3. Rating: you are asked to rate each statement against three scales (*importance* and *how helpful the statement is to your role*)

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

Although unlikely, we recognise that it is possible for the study to raise some issues related to your experiences with the public or voluntary sector. If you become distressed by any topics raised, you will have the opportunity for referral to a suitable counselling service for support, if necessary, by contacting Prof Carolyn Wallace – Carolyn.wallace@southwales.ac.uk; 01443 483839.

7. What are the possible benefits of taking part?

There are no direct benefits to participating in this study, but the information we get from the study may help us to develop a framework and reporting standards for evaluating social prescribing.

8. Data Protection Privacy Notice (mandatory for all studies collecting personal data)

The data controller for this project will be the University of South Wales. The University Compliance Manager provides oversight of university activities involving the processing of personal data. The University of South Wales Compliance Manager is Mr Rhys Davies (rhys.davies@southwales.ac.uk).

Your personal data will be processed for the purposes outlined in this information Sheet. Standard ethical procedures will involve you providing your consent to participate in this study by completing the consent form that has been provided to you. However, the legal basis on which this task is being performed is public interest, approved by the Faculty Research Ethics Committee.

If you are concerned about how your personal data is being processed, please contact Compliance Manager, Mr Rhys Davies (rhys.davies@southwales.ac.uk).

Details of your individual rights are available on the ICO website at:

<https://ico.org.uk/fororganisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/>

9. Will my taking part in the study be kept confidential?

Confidentiality is very important and wherever possible will be maintained. However, there are times when confidentiality cannot be guaranteed. For example, if, through the study, what you have written on the online system causes concern that there may be a risk of harm to you, another person, or a child, the researcher has a duty to report what has been said.

All information which is collected about you during the course of the research will be kept strictly confidential, and in accordance with the General Data Protection Regulations (GDPR). Any information about you which leaves the University will have your name and contact details removed so that you cannot be recognised.

Individual participant research data will be anonymous and given a research code, known only to the researcher. A meta-list identifying participants to the research codes data will be held on a password protected computer accessed only by the researcher.

All electronic data will be stored on a password protected computer known only by the researcher. The data will be retained securely and then disposed of securely after 5 years in keeping with recommended research guidance.

The consent form, which asks you to give specific permission for participating in the study, will be the only documentation that will show your name and this will be stored separately from the

computer software. This will be kept securely locked in a cabinet, within a locked office. The consent form and any other information relating to you will be retained securely and then disposed of securely after 5 years in keeping with recommended research guidelines.

10. What will happen if I do not carry on with the study?

If you withdraw from the study, we will destroy all your identifiable information.

11. Can I ask that you remove all my data from the study?

You can decide to have all your data removed from the study up to the point of anonymisation. After that point, we will only be able to destroy non-anonymised data. Data cannot be destroyed after the study closes and analysis begins.

12. What will happen to the results of the study?

A summary of the findings will be available from the researchers after the final report has been produced. The findings may be published in a professional journal. If you would like a copy of the executive summary, please let us know by contacting Megan Elliott by e-mail (wsspr@southwales.ac.uk). You will not be identified in any report or publication.

13. Expenses and payments

There is no payment for taking part in the study. If you want to take part, it will be a voluntary choice that you are making. You are not expected to incur any costs as a result of participating in this study.

14. Who is organising or sponsoring the research?

This research is organised by University of South Wales.

15. What if there is a problem?

If you have a concern about any aspect of this study, you should ask to speak to Prof Carolyn Wallace (carolyn.wallace@southwales.ac.uk or 01443 483839) who will do her best to answer your questions.

If you remain unhappy and wish to complain formally you can do this through Jon Sinfield (Research Governance Officer, University of South Wales) on 01443 484518 or by email: jonathan.sinfield@southwales.ac.uk who will direct you to our University complaints procedure.

16. Further information and contact details:

Prof Carolyn Wallace, Professor of Community Health and Care Services
Email: carolyn.wallace@southwales.ac.uk

Megan Elliott, Senior Research Assistant
Email: Megan.elliott@southwales.ac.uk

Thank you for reading this information sheet.