

Participant Information Sheet – Focus Group

1 Study title

A national study exploring the views and opinions of Prosthetic and Orthotic (P&O) employers and workers surrounding the introduction of the Degree Level Apprenticeship Program in England and associated Practice Placements.

2 Invitation paragraph

I would like to invite you to take part in a research study. Before you decide you need to understand why the research is being done 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. One of the research team would be very happy to talk to you 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.

3 What is the purpose of the study?

Degree level apprenticeships in England is an employer and work-based initiative and as such this study will be asking employers and workers about their views on its development and implementation. Since the degree level apprenticeship may have an impact on existing placement provision for the traditional BSc route, the survey will explore views on the existing and current placement provision for the traditional BSc (Hons) route. The results of this study will be used to inform the rest of this 1-year project, with a view to developing apprenticeship and placement models that have been formulated based on workforce opinion.

4 Why have I been invited?

You have been invited to participate because the study would like members of the British Association of Prosthetists and Orthotists (BAPO) to participate.

5 Do I have to take part?

No, it is up to you to decide. I will describe the study and go through this information sheet, which I will then give to you. Once you are happy that you fully understand what the project is about and have had a chance to have your questions answered you can then decide if you would like to participate. If you do decide to take part in the project, I will then ask you to sign a consent form to show you have agreed to take part in one of the focus groups. You are free to withdraw at any time, without giving a reason.

6 What will happen to me if I take part?

If you decide to take part you will be required to attend a focus group with between 3-5 other people. The focus group will last approximately half an hour to forty-five minutes. During this time the facilitator will engage you in a discussion related to this project. The questions discussed will be surrounding the development and implementation of the degree level apprenticeship and clinical placements for the traditional BSc route.

7 What will I have to do?

There are no particular restrictions that we will ask you to observe should you choose to take part. If you do decide to take part it is important that you are able to attend your appointment for the time that the focus group is due to run (maximum 45 minutes). If you are not able to attend the time arranged for you, we are more than happy to re-arrange it for you, so please get in touch if you think you do need to change your time slot.

8 What are the possible disadvantages and risks of taking part?

There are very few risks to you taking part in this study. It is highly unlikely but, in the event, that some of the discussions lead to distress in some way, you will have the option to pause the focus group discussion, while you take time to consider if you wish to continue. In the unlikely event that you become very distressed you will be advised to contact your GP, professional body or occupational health department for advice on counselling, mentorship or coaching techniques that will help to overcome your upset.

9 What are the possible benefits of taking part?

You will not benefit directly from taking part in this study but the information generated from this study will help in developing degree level apprenticeships and ensure sustainability of placement provision for future students training to become Prosthetists or Orthotists.

10 What if there is a problem?

In the unfortunate situation where you feel there is cause for complaint, there is a procedure in place to help you. Any complaint about the way you have been dealt with during the study or any possible harm you might have suffered can be addressed by contacting the University of Salford project lead by email and speaking directly about your concern. For contact details see the bottom of the information sheet. If you remain dissatisfied and wish to complain formally, please forward your concerns to Professor Susan McAndrew, Chair of the Health Research Ethical Approval Panel, Room MS1.91, Mary Seacole Building, Frederick Road Campus, University of Salford, Salford, M6 6PU. Tel: 0161 295 2778. E: s.mcandrew@salford.ac.uk

11 Will my taking part in the study be kept confidential?

Your confidentiality will be safeguarded throughout the study, and beyond, should any publications arise from the study. All data will be coded, and individual names will not be used. This means that all data will be anonymous and non-identifiable. All data, including the signed consent forms, will be kept in a locked filing cabinet, and all electronic data will be securely stored on a password protected computer and backed up on a secure, password protected server. The data collected will be analysed and written up and the findings will be summarised in a report for the overall project that is funded by the Office for Students. The data collected, once analysed, may be published in a peer reviewed journal. Access to the data will be restricted to the immediate research team involved in the project. Should the work be published, all data will be non-identifiable data. Your anonymity will be maintained throughout the study.

12 What will happen if I don't want to carry on with the study?

If you don't want to carry on with this study, you may withdraw at any time and without giving a reason. If this does happen, your contribution to the focus group will remain part of the study.

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

The intention that the work resulting from this study will be published. This could be published in a report that may appear on the British Association of Prosthetists and Orthotists website, or it could be in a peer reviewed journal, or both. If you would like a copy of any publication that may result, I will be happy to provide you with details of how to access a copy. Any publications that do result from the data gathered will be anonymous, unless I have made it expressly clear to you and you have given consent for you to be identified. This may arise

if, for example, I wanted to use a photograph of you in a publication. I would only be able to do this if I have your prior informed consent to reveal your identity.

14 Who has reviewed the study?

The study has been reviewed by the University of Salford, research ethics committee.

15 Contacts for further information

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Further information surrounding GDPR on privacy can be found by following the link below

<https://www.salford.ac.uk/privacy/introduction/research-privacy-notice>

Thank you for considering taking part in this study.