Invitation Documentation

Dear fellow AHP,

I am inviting you to participate in a research study into **AHP leadership**: ***the barriers and opportunities faced by AHPs moving from junior to middle leadership/management positions and how service leaders can facilitate AHP leadership and career development***.

I am asking **AHPs** from all professions **across England** to volunteer. I am seeking AHPs in **junior to middle leadership positions**. If you work within the NHS, this will usually be between bands 5-7.

To participate, you can volunteer to participate in a **focus group**. Your responses to the questions will be kept confidential.

To express interest, please email me by the **Friday 4th June 2021**. If you have no further questions, you can email me the Participant Consent Form at this time. Otherwise, I will be able to talk through any questions you may have.

There is no compensation for participating in this study. Your participation may help to strengthen AHP’s voice around leadership.

I am completing this study as part of my Master’s degree at Sheffield Hallam University in Leadership in Health and Social Care. This has been funded by the HEE Yorkshire and Humber Leadership Faculty, AHP CPD funding, RCSLT Minor Grants panel, and self-funding.

If you have any questions please do not hesitate to ask.

Thank you for your time,

Laura Mizzi

Laura.mizzi@nhs.net

Information Sheet

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| **PARTICIPANT INFORMATION SHEET**You will be given a copy of this information sheet to keep  |
| **Study title** | Moving on up: The barriers and opportunities faced by allied health professionals (AHPs) moving to middle leadership positions in organisations and how service leaders can facilitate AHP leadership and career development. |
| **Overview** | Please take part in a study about the barriers and opportunities that junior AHPs face with moving onto middle leadership positions. It will identify how service leaders can facilitate AHP leadership development.This research study will count towards my dissertation, as part of the MSc Health and Social Care Leadership at Sheffield Hallam University.Please ask me if there is anything that is not clear.   |
| **Why have you asked me to take part?** | You are an AHP in England in junior to middle leadership positions.  If you are working within the NHS, this will bands 5-7. Your opinion is therefore vital to this study. |
| **Do I have to take part?** | It is up to you to decide whether you want to take part or not. Your decision to take part in this study is voluntary.  A copy of the information provided here is yours to keep, along with the consent form if you do decide to take part. You can still decide to withdraw from the study at any time without giving a reason, or you can decide not to answer a particular question.If you withdraw your consent before the thesis is submitted, then the recording and/or transcript will be deleted immediately and no quotes will be used from the focus group. If it is after the thesis has been submitted, the written transcript will be deleted. |
| **What will I need to do?** | If you participate in the study, you will be asked to volunteer to participate in a focus group, which will last approximately 45 minutes on Microsoft Teams.  You may be asked to check your quotes that are taken from the focus groups, which should take no longer than 10 minutes. |
| **Where will this take place?** | The time of the focus group will be pre-determined but will try to be flexible to ensure full attendance.The focus groups will take place over Microsoft Teams. |
| **How often will I have to take part, and for how long?** | The focus groups are all one-off events.The focus groups will take approximately 45 minutes.You may be asked to check the key quotes taken, which should take no longer than 10 minutes. |
| **What are the possible benefits of taking part?** | There may be no benefit to you personally. This study will contribute to the literature on AHP leadership and examine the barriers and opportunities faced by AHPs. |
| **Are there any possible risks or disadvantaged in taking part?** | There are no known risks, but it will take your time.  |
| **When will I have the opportunity to discuss my participation?** | You can contact the primary researcher Laura Mizzi throughout the duration of the study. |
| **Will anyone be able to connect me with what is recorded and reported?** | The focus group will be recorded and then written up word for word.  The researcher will check that the recording and the written transcript are the same.  The recording will then be erased. Each transcript will be assigned a number code to help ensure that personal identifiers are not revealed during the analysis and write up of the findings. The transcripts will be fully anonymised on submission of the study. The transcript will be kept securely in an electronic folder on a password-protected computer, and then it will be deleted after 7 years.  Identifying details will be taken out of any final report and any publication, so people reading these will not be able to identify you.The documents relating to the administration of this study, such as the consent form you sign to take part in the focus group, will also be kept electronically.  The document might be checked by people in authority who want to make sure that researcher is following the correct procedures.  These people will not pass on your details to anyone else.  The files will be destroyed 7 years after the end of the study. |
| **Who will be responsible for all of the information when this study is over?** | Principal investigator: Laura Mizzi |
| **Who will have access to it?** | Principal investigator: Laura Mizzi |
| **What will happen to the information when this study is over?** | The documents will be kept securely and destroyed 7 years after the end of the study. |
| **How can I find out about the results of the study?** | A summary report will be sent out to the same contacts as the invitation to participate. A summary will also be sent to each professional body and published on the FutureNHS Collaboration Platform. |
| **Legal Basis** | The University undertakes research as part of its function for the community under its legal status. Data protection allows us to use personal data for research with appropriate safeguards in place under the legal basis of public tasks that are in the public interest. A full statement of your rights can be found at https://www.shu.ac.uk/about-this-website/privacy-policy/privacy-notices/privacy-notice-for-research. However, all University research is reviewed to ensure that participants are treated appropriately and their rights respected. This study was approved using the Sheffield Hallam University’s UREC2 form. Further information at <https://www.shu.ac.uk/research/ethics-integrity-and-practice> |
| **Contact details for further information or complaints** | If you have any queries or questions, please contact: Principal investigator: Laura Mizzi on laura.mizzi@nhs.net Faculty of Health and Wellbeing, Sheffield Hallam University Alternatively, you can contact my supervisor: Supervisor: Patrick Marshall on Patrick.Marshall@shu.ac.ukIf you would rather contact an independent person, you can contact: Chair Faculty Research Ethics Committee: Professor Ann Macaskill on a.macaskill@shu.ac.uk |

Participant Consent Form

**PARTICIPANT CONSENT FORM**

**Title of Research Study:** Moving on up: The barriers and opportunities faced by allied health professionals (AHPs) moving to middle leadership positions in organisations and how service leaders can facilitate AHP leadership and career development.

**Please answer the following questions by ticking the response that applies**

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| --- | --- | --- |
|  | YES | NO |
| I have read the Information Sheet for this study and have had details of the study explained to me. | [ ]  | [ ]  |
| My questions about the study have been answered to my satisfaction and I understand that I may ask further questions at any point. | [ ]  | [ ]  |
| I understand that I am free to withdraw from the study within the time limits outlined in the Information Sheet, without giving a reason for my withdrawal or to decline to answer any particular questions in the focus groups without any consequences to my future treatment by the researcher.   | [ ]  | [ ]  |
| I agree to provide information to the researchers under the conditions of confidentiality set out in the Information Sheet. | [ ]  | [ ]  |
| I wish to participate in the study under the conditions set out in the Information Sheet. | [ ]  | [ ]  |
| I consent to the information collected for the purposes of this research study, and once anonymised (so that I cannot be identified), to be used for any other research purposes. | [ ]  | [ ]  |

Participant’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Participant’s Name (Printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address/Contact details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Researcher’s Name (Printed): LAURA MIZZI

Researcher’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Researcher's contact details:

Laura Mizzi

Laura.mizzi@nhs.net

**Please keep your copy of the consent form and the information sheet together.**