Information Sheet
(Therapeutic Radiographer and Dietitian non-prescribers)

Evaluation of Therapeutic Radiographer Independent Prescribing & Dietitian Supplementary Prescribing

Dear Sir/Madam

You have indicated an interest in taking part in this 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 the Highlands and Islands, 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 and therapeutic radiographers independent prescribing. It is anticipated that supplementary prescribing and independent 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 independent prescribing by therapeutic radiographers and its effect on patients, staff and services through the use of a national survey followed by 6-8 case studies.

The case sites will comprise:

1) Three dietitian supplementary prescribers and three therapeutic radiographer independent prescribers based in their usual place of work, who will be asked to identify a dietitian or therapeutic radiographer team member who is not trained or registered as a prescribers but has a similar case load, and works in the same organisation.

This will permit a comparison between dietitians who supplementary prescribe and therapeutic radiographers who independently prescribing with those who have not undergoing prescribing qualification.

2) A dietitian and therapeutic radiographer who has been accepted on to a non-medical prescribing training programme

This will permit a comparison between dietitians and therapeutic radiographers pre and post implementation of the prescribing qualification and provide information on the quality, safety and effectiveness of dietitian supplementary prescribing and therapeutic radiographer independent prescribing.

Why have I been invited to take part in the study?
You have been invited to take part in this study because you are a dietitian or therapeutic radiographer who works in a team with a dietitian or therapeutic radiographer who has undertaken accredited training and is now registered and practising as a dietitian supplementary prescriber or therapeutic radiographer independent prescriber, and have expressed an interest in participating in the study in your usual work place. The information we collect will be used to investigate the impact that dietitian supplementary prescribing and therapeutic radiographer independent prescribing has on the effectiveness and quality of care. The research is taking place in up to 8 different locations across England.

What will happen to me if I take part?
If you decide to take part you will be asked to sign a consent form and take part in the following procedures:

1. *A telephone interview* with an experienced researcher. The interview will take place at a time that is convenient to you and should last around 30-45 minutes. In the interview you will be asked about the type of care you provide, how the care is organised and your views and/or experience of independent/ supplementary prescribing. With your permission the interview will be audio-recorded and transcribed using a specialist service. You will also be asked to suggest other members of your team for interview.

2. *Questionnaire*: You will be asked complete an online questionnaire. This should take 5-10 minutes and will ask you to estimate your daily number, type and duration of patient contact and other activities associated with prescribing. If you prefer, the questionnaire may also be completed either by hand and returned to us using a stamp addressed envelope.

3. *Self-report audit:* You will be asked to use an online-proforma to record your day-to-day practice for one working week (maximum 5 working days). The purpose is to generate data on general work patterns and medicines management activities of dietician and therapeutic radiographers across the different sites rather than to evaluate individual practice.

4. *Case record review*: Records from a random selection of 5 patient where a medicines management decision was made will be assessed for quality, safety and appropriateness.

5. *Documentary evidence*: you will be asked to facilitate the collection of relevant internal documents related to service specifications and clinical governance.

What happens if I do not want to take part or if I change my mind?

No, you do not have to participate. If you do participate, you are free to withdraw at any time without giving a reason. There will be no impact on employment status if you decide not to participate.

You are free to withdraw from the study at any time, without giving a reason. If you wish to withdraw from the study, data already collected can only be withdrawn up to one month after its date of collection. Following this time, data will be fully anonymised and it will not be possible to remove the information you have provided. All personal information provided by you will be deleted. Data collected from the questionnaire and self-report audit will be identified by participant site codes, and not contain personal or identifying information.

What are the possible benefit and risk of my taking part?

There are no disadvantages other than the time it takes to interview you and undertake the self-report audit. There are no direct benefits, however you will be contributing to research which investigates an important question, findings of which will contribute to the evidence base of dietitian supplementary prescribing and therapeutic radiographer independent prescribing, and inform future developments in health service delivery.

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 and the HRA Camberwell St Giles Research Ethics Committee.

Will my participation be kept confidential?

All information collected during the course of the research will be kept strictly confidential and personal data will be managed in line with current Data Protection Laws. Your name and where you work will not be identified within the findings of the research. Identification codes will be assigned to the data to maintain your anonymity. 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. Data will not be shared outside the research team or transferred outside the UK.

We are responsible for making sure your participation is kept confidential and any data is kept secure and used only in the way described in this information sheet. Your information may be subject to review for monitoring and audit purposes, by individuals from the University of Surrey and/or regulators who will treat your data in confidence.

If during the course of this study the researchers are alerted to something that may be considered bad practice, or that may place patients at risk, it is the duty of the researcher to decide on appropriate action which may involve reporting the incident to the health care practitioner or manager in charge.

What if you have a query or something goes wrong?

If you are unsure about something you can contact the research team for further advice using the contact details at the bottom of this information sheet.

However, if your query has not been handled to your satisfaction, or if you are unhappy and wish to make a formal complaint to someone independent of the research team, then please contact:

Research Integrity and Governance Office (RIGO)
Research and Innovation Services
University of Surrey
Senate House, Guildford, Surrey, GU2 7XH
Phone: +44 (0)1483 689110

Email: rigo@surrey.ac.uk

The University has in place 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.

Your Personal Data

What is personal data?

'Personal Data' means any information that identifies you as an individual. We will be collecting and using some of your personal data that is relevant to completing the study and this section describes what that means. The information that is collected will include your name, contact details, role title, pay band, age, years of experience, educational qualifications, gender and geographic location which is regarded as 'personal data'. This information will be used to describe case sites, as explained in the 'What is the purpose of the study' section above. We will not collect special category personal data such as race, ethnic origin and/or religion.

Who is Handling my personal data?

The University of Surrey, as the sponsor, will act as the 'Data Controller' for this study. The research team will process your personal data on behalf of the controller and are responsible for looking after your information and using it properly.

If during the course of this study the researchers are alerted to something that may be considered bad practice, or that may place patients at risk, it is the duty of the researcher to decide on appropriate action which may involve reporting the incident to the health care practitioner or manager in charge.

What will happen to my personal 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.
Details such as your name and that of your employer organisation will be kept confidential within the research team and not revealed in the findings of the research.

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. If you decide to withdraw from the study, we may not be able to withdraw your data. We will keep and use the minimum amount of personally-identifiable information about you that we have already obtained in order to complete the study.

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].

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 (dataprotection@surrey.ac.uk) . 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?
The study will take three years to complete. Interim information about study progress will be available to all participants through newsletters and via the dedicated study website and if requested you will receive a summary of the results at the end of the study. Professional bodies, NHS Trust stakeholders and Higher Education Institutes will receive final study reports and the findings will be presented at national and international conferences and submitted to medical journals for publication

Will my data be used for future research?
Your data will only be used in relation to the specified activities above 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 me using the 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.