

## **Participant Information Sheet - Questionnaire**

### **Title of Study:**

Rapid Deployment of Microsoft Teams in Response to Covid-19 – One Acute Trust's Experience

### **Name and Contact Details of the Researcher:**

Jay Mehta – jay.mehta@nhs.net

#### **1. Invitation Paragraph**

As a member of staff at Royal Free London NHS Foundation Trust, you are being asked to take part in this voluntary questionnaire so that we can evaluate the impact of Microsoft Teams. Please take time to read the following information carefully and discuss it with others if you wish. Ask us if there is anything that is not clear or if you would like more information.

#### **2. What is the project's purpose?**

The aim of this project is to evaluate Microsoft Teams, by understanding your opinions on it.

#### **3. Why have I been chosen?**

You have been invited because you are a member of staff at Royal Free London NHS Foundation Trust and have been invited to use Microsoft Teams in the past. Other staff will also be approached in a similar fashion inviting them to participate.

#### **4. Do I have to take part?**

No, it is up to you to decide whether or not to take part. You may withdraw at any point without giving a reason and if you decide to withdraw you will be asked what you wish to happen to the data you have provided up to that point.

#### **5. What will happen to me if I take part?**

You will be asked to answer an online questionnaire which will take 5 to 10 minutes to complete. Your responses will be anonymised, and knowledge of your participation kept confidential.

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

The main disadvantage will be the time taken to complete the questionnaire. We do not expect there to be any other disadvantages or risks of participating.

#### **7. What are the possible benefits of taking part?**

There are no immediate rewards for participating in this project, but it is hoped that the work will generate new ideas and contribute to evidence on this topic, which may lead to a positive effect on future delivery of communication tools in the NHS.

#### **8. What if something goes wrong?**

If you would like to make a complaint you can contact the researcher directly on the contact details above. However, should you feel that your complaint has not been handled to your satisfaction you can contact the Chair of the Royal Free London Research & Innovation Group (details on Freenet).

#### **9. Will my taking part in this project be kept confidential?**

All the information that we collect about you during the course of the research will be kept strictly confidential. You will not be able to be identified in any ensuing reports or publications.

## **10. Limits to confidentiality**

- Please note that assurances on confidentiality will be strictly adhered to unless evidence of wrongdoing or potential harm is uncovered. In such cases the Trust may be obliged to contact relevant statutory bodies/agencies.
- Please note that confidentiality will be maintained as far as it is possible, unless during our conversation I hear anything which makes me worried that someone might be in danger of harm, I might have to inform relevant agencies of this.
- Confidentiality will be respected subject to legal constraints and professional guidelines.
- Confidentiality will be respected unless there are compelling and legitimate reasons for this to be breached. If this was the case we would inform you of any decisions that might limit your confidentiality.
- Confidentiality may be limited and conditional and the researcher has a duty of care to report to the relevant authorities possible harm/danger to the participant or others.

## **11. What will happen to the results of the research project?**

After completion of the data collection, the data will be combined with those from other participants and will be analysed to generate the results. This will then be formally written up as a report for the trust and may be written up as an article for peer reviewed publication.

## **12. Local Data Protection Privacy Notice**

### **Notice:**

The data controller for this project will be Royal Free London NHS Foundation Trust. For further details please see the Information Governance section on Freenet. The collected will be held in accordance with data protection legislation (GDPR and DPA 2018).

The categories of personal data used will be your age range and job role.

The lawful basis that would be used to process your personal data will be performance of a task in the public interest.

Your personal data will be processed so long as it is required for the research project. If we are able to anonymise or pseudonymise the personal data you provide we will undertake this, and will endeavour to minimise the processing of personal data wherever possible.

## **13. Who is organising and funding the research?**

The research is being arranged by the researchers listed above, as part of Royal Free London NHS Foundation Trust. There is no other source of funding.

**Thank you for reading this information sheet and for considering taking part in this research study. You may keep a copy of this information sheet for your own records.**