

## Participant Information Sheet

### **‘EXPLORING THE ROLE OF EMPLOYERS AND MANAGERS IN SUPPORTING PEOPLE WITH LONG-TERM CONDITIONS IN THE WORKPLACE’**

Thank you for taking the time to think about taking part in this research. Before you decide, it is important for you to understand why the research is being done and what it will involve. Please take time to read this information carefully. It explains why we are doing the research and what will happen to you if you take part. Please ask if anything is not clear (contact details are given at the end of this form). Taking part in this research is voluntary and you are under no obligation to participate.

#### **What is the purpose of the study?**

Growing numbers of people in the UK are living with chronic illness (long-term conditions) such as heart disease, diabetes and depression. This also means that increasing numbers of people will be employed and working with a long-term condition. It is therefore important to understand what employers and line managers think of long-term conditions in the workplace in order to understand what will make a successful working experience for employees with a long-term condition. This is important for retaining or rehabilitating people back into the working environment. We would like to understand the experiences of employers and line managers who work with people with long-term illness. You need not employ or work with people who have a long-term condition in order to take part, but direct experience would be beneficial. We are also trying to find out more about people's own experience of illness at work.

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

We would like to understand the views and experiences of a range of employers and managers from a selection of companies in the Cheshire/Greater Manchester area. You have been asked to take part in this study because you are an employer and/or manager who may have had experience of working with someone with a long-term health condition.

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

No, participation is voluntary. It is up to you to decide whether or not to take part. We will describe what will be involved in the interview and go through this information sheet with you, we will then give you a copy. We will invite you to sign a consent form to show you have agreed to take part.

If you decide to take part, you can stop at any time without giving a reason. Should you decide to stop taking part, the contact details of the research team are given below.

#### **What will happen if I choose to take part?**

If you would like to take part then this would involve having one interview lasting between 30 and 60 minutes and which will be audio recorded. I will have a range of questions to ask you, but our interview will be informal and not a rigid question-and-answer format. The interview will be audio recorded because it is hard to take notes of what people say, listen carefully and think all at the same time. After the interview, the whole interview is typed up. We do this to help us remember what people said and to ensure a full and accurate account of the views that are presented.

### **What are the possible risks of taking part?**

Some people may find it distressing to discuss their experiences of working with or employing someone with a long term health condition. You do not have to discuss any issues that you do not feel comfortable doing so.

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

Although there may be no direct benefits to you personally, we hope that you find taking part an interesting experience. Taking part will give us a better idea of what makes working life successful for someone with a long-term condition. It is hoped that results of this study will help to understand how illness can be managed at work in order to inform employer training and improve rehabilitation services.

### **What are the possible disadvantages to helping with this research?**

The main disadvantage is the time it will take. Interviews usually last up to 60 minutes but this can be as short or as long as you wish.

### **What if there are any problems?**

If you have a concern about any aspect of this study, you should ask to speak to the researcher who will do their best to answer your questions (see below for contact details).

### **Will my taking part in the study be kept confidential?**

Yes, everything you tell us during interviews is completely confidential. All papers and notes will be kept in a locked filing cabinet. Typed notes, electronic audio files will be stored on a password-protected computer within a locked office at the University under the supervision of Donna Bramwell. Notes and computer files will not be played or shown to anyone outside the research team. We have to keep these files for 10 years so that research reports can be made and so that the accuracy of information can be checked. After 10 years, all information will be destroyed. When we type up the recordings made during interviews and write about the results of the research, all personal details will be removed so that no-one will know who you are. No real names will be used. We will send you a summary of what we find out in the study.

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

You can withdraw from the study at any time. All you have to do is notify the researcher of your decision.

### **What will happen to the results of the research study?**

Results from the study may be published in social science journals and health care journals, without using any information that could identify participants.

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

This research is being run and funded by the School of Community Based Medicine, located in the University of Manchester and the Medical Research Council.

### **Who has reviewed the study?**

This study has been reviewed and been given favourable ethical opinion by the University of Manchester Research Ethics Committee.

## What do I need to do next?

A researcher will telephone you to see if you are willing to take part in this research. If you agree to be interviewed we will arrange an appointment at a convenient time and location for yourself. Prior to the interview we would like you to sign a consent form. If you do not want to take part, then please tell the researcher.

***Thank you very much for taking the time to read this.***

## Further information and contact details:

If you have any questions regarding the study, please contact a member of the research study team at the Health Sciences Group - Primary Care, 5<sup>th</sup> Floor Williamson Building, Oxford Road, University of Manchester.

- Donna Bramwell, PhD Student	<a href="mailto:donna.bramwell@postgrad.manchester.ac.uk">donna.bramwell@postgrad.manchester.ac.uk</a>	0161 306 7046
- Professor Anne Rogers	<a href="mailto:anne.rogers@manchester.ac.uk">anne.rogers@manchester.ac.uk</a>	0161 275 7607
- Dr Caroline Sanders	<a href="mailto:caroline.sanders@manchester.ac.uk">caroline.sanders@manchester.ac.uk</a>	0161 275 7619