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Research Participant Information Sheet

**Exploring the perceptions of professional barriers from the perspective of Black, Asian and Minority Ethnic (BAME) Healthcare Scientists and Lead Healthcare Scientists.**

**Participant Information Sheet (PIS)**

You are being invited to take part in a research study aims to understand the barriers Black, Asian and Minority Ethnic (BAME) healthcare scientists face at work, and how these issues are perceived by healthcare scientists who are from different ethnic backgrounds, and who have different levels of seniority and experiences. This research will contribute towards a MSc Clinical Science (Neurosensory sciences) dissertation.

Before you decide whether to take part, it is important for you to understand why the research is being conducted and what it will involve. Please take time to read the following information carefully before deciding whether to take part and discuss it with others if you wish. Please ask if there is anything that is not clear or if you would like more information.

Thank you for taking the time to read this.

**About the research**

* **Who will conduct the research?**

Nur Naima Fredericks (student researcher), Dr Siobhan Brennan (NHS supervisor) and Dr Kai Uus (University of Manchester supervisor) who are all based at The School of Health Sciences, within the
Faculty of Biology, Medicine and Health, at the University of Manchester. Khadija Begum (another University of Manchester student) will assist with peer review of the interview data analysis.

* **What is the purpose of the research?**

The aim of this research study is to understand the barriers BAME scientists face at work, and how these issues are perceived by healthcare scientists at different seniority levels, from different backgrounds, who have had different professional experiences. We are interested in comparing the views of Healthcare Scientists (roles at AfC Band 7 and below) with Lead Healthcare Scientists (roles at AfC Band 8 and above). We are also interested in comparing the views of healthcare scientist from BAME backgrounds, and White ethnic backgrounds who participate in this research project.

An anonymous online questionnaire will collect observations from scientists within the UK healthcare science workforce. Questionnaire topics will cover observations of recruitment and career progression trends within the healthcare science profession and working as a BAME scientist in patient facing clinical roles and within the wider multidisciplinary team. Any Clinical Scientist who has been registered with the Health and Care Professions Council (HCPC) for more than one year can respond to the online questionnaire. At the end of the questionnaire there will be an option to volunteer to take part in a 30-minute semi-structured interview to discuss this topic in more depth. 3-6 participants will be invited to interview.

The interviews will be able to capture more evaluative and reflective perspectives on current diversity and inclusion efforts within the healthcare science workforce. This will allow authentic stories to be told, and insights and suggestions for how the healthcare science profession can do better in the future, to be captured.

Your views and experiences will be important to our aim of collecting a diverse range of perspectives and experiences. Your answers will inform our understanding of the barriers faced by BAME healthcare scientists at all levels, and what solutions can be pursued to improve these barriers. By comparing the views of BAME scientists to those in Lead healthcare scientist roles (from any ethnic background), we hope to understand whether there are differences in what Lead scientists and BAME scientists perceive the barriers to be.

We hope that by centring the perspectives of BAME scientists, their voices will lead the direction of future changes to be implemented to improve equality and diversity in the healthcare science workforce.

* **Will the outcomes of the research be published?**

The findings of this study will be submitted as an MSc thesis. You will have the option of receiving a written summary of the findings of this study upon its completion via email. If any of the findings of this study are presented or reported at conferences inside or outside the University of Manchester or published in any peer reviewed journals your anonymity is guaranteed.

* **Who has reviewed the research project?**

This project has been reviewed and approved by The University of Manchester Research Ethics Committee 2.

**What would my involvement be?**

* **What would I be asked to do if I took part?**

An online questionnaire will be publicly available. If you choose to participate, you will be asked to complete a 10-15 minute questionnaire on the topic of ‘The professional barriers facing BAME healthcare scientists’. Responses will be anonymous. At the end of the questionnaire contact details will be provided for you to register your interest for the interview stage of the study.

Participants who volunteer for the interview stage through email, will receive this Participant Information Sheet, the topic guide detailing questions to be asked during the interview, and a consent form. As the topics discussed in the interview are of a sensitive nature, and may cause distress to some participants, you will be provided with the interview questions at this stage, so that you have all the information necessary for you to decide whether to take part in the study. If you have any further queries or concerns you may contact the researcher to address these before deciding whether to participate in the interview. You will be given a window of 14 days to confirm your participation in the interview by returning your signed consent form. Once the signed consent form is received, the researcher will contact you to arrange a date and time convenient to complete the interview.

A single interview will be conducted over Zoom at a place and time convenient for you. The researcher will be based in her place of residence, and ensure no other individuals are able to hear the content of the interview conversation. It is advised that you complete the interview in an environment where you feel comfortable, have privacy, and will not be overheard or interrupted. Your interview will last 30-45 minutes and will be audio recorded, as detailed on the consent form. During the interview you will be able to provide your perspective on the current barriers BAME scientists face at work, and ways that solutions can be implemented moving forwards to create a more equal and diverse healthcare science workforce in the future. You should answer all questions based on your personal perspectives and experiences, and not on behalf of any group, employer or regulatory body.

The audio recording of the interview will be moved to a secure university server and deleted immediately from the recording device once this is safely transferred. Video will not be recorded. All identifiable information such as names of individuals, settings and services will be pseudonymised at the point of transcription by replacing names with “Hospital X” or “Colleague A”. A copy of the transcript will be emailed to you, for you to read and confirm that it is accurate. At this point you will also have the opportunity to request suppression of any part of the interview you feel uncomfortable being used.

As the topics discussed during the interview involve race-based discrimination, recalling such events may cause you distress. We advise you to seek support from family members, friends, or charity helplines such as SHOUT (Text: 85258) who can provide instant, free, support if you become overwhelmed or emotionally distressed. More contact details for support providers will be on the Debrief Sheet you will receive at the end of the interview.

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

It is up to you to decide whether or not to take part. If you choose to take part, you will be given this information sheet to keep, the interview questions, and will be asked to sign a consent form. Verbal consent will be asked again prior to the interview starting and the audio being recorded. Audio recording is necessary to make sure the transcript is correct. We do not want to misquote anything you may say during the interview, therefore only speech captured via audio recording will be used in the study. You should be comfortable with the recording process at all times and you are free to request stopping of the recording at any time.

If you do not return your signed consent form within 14 days, this will be taken as indication you no longer wish to take part in the interview. You can also inform the researcher via email if you do not wish to continue with any stage of the study.

If you decide to take part you are still free to withdraw at any time without giving a reason and without detriment to yourself. However, it will not be possible to remove your data from the project once it has been anonymised as we will not be able to identify your specific data. This does not affect your data protection rights. If you decide not to take part you do not need to do anything further.

**Data Protection and Confidentiality**

* **What information will you collect about me?**

If you wish to be part of the questionnaire only stage, we will collect information about your ethnicity which is classed as a ‘Special Category’ under GDPR, therefore you must be aware of this before completing the questionnaire. Apart from this, no personal identifiable information will be collected. Your answers to the questions will be the only information you provide and will be submitted anonymously.

In order to participate in the interview stage, we will need to collect information that could identify you, called “personal identifiable information”. Specifically, we will need to collect:

* Your age
* Your gender
* Your ethnicity
* Your job title, including the Agenda For Change (AfC) pay band you are employed at
* Your healthcare science specialism
* Number of years you have been a qualified HCPC registered Clinical Scientist
* Number of years you have been in senior management position (Head of Department, Head of Service, Lead Scientist, or any role at AfC Band 8 or above)

This information will never be published or shared and will only be used during the data analysis to provide context to your views and experiences. When these are included, general groupings will be used to minimise risk of participants being identified e.g. “<10 years of experience or >10 years”, “hospital employed or non-hospital employed”. You will be asked how you would like your ethnicity described e.g. “Black”, “Asian”, “mixed”, “BAME”, “Caucasian”, “white” etc.

Recordings of the interview will be audio only and will be done according to the University of Manchester guidelines. The researcher will take field notes during the interview, noting observations such as body language and facial expressions to provide context to the audio recording.

* **Under what legal basis are you collecting this information?**

We are collecting and storing this personal identifiable information in accordance with data protection law which protect your rights. These state that we must have a legal basis (specific reason) for collecting your data. For this study, the specific reason is that it is “a public interest task” and “a process necessary for research purposes”.

* **What are my rights in relation to the information you will collect about me?**

You have a number of rights under data protection law regarding your personal information. For example you can request a copy of the information we hold about you, including audio recordings.

If you would like to know more about your different rights or the way we use your personal information to ensure we follow the law, please consult our [Privacy Notice for Research](http://documents.manchester.ac.uk/display.aspx?DocID=37095).

* **Will my participation in the study be confidential and my personal identifiable information be protected?**

In accordance with data protection law, The University of Manchester is the Data Controller for this project. This means that we are responsible for making sure your personal information is kept secure, confidential and used only in the way you have been told it will be used. All researchers are trained with this in mind, and your data will be looked after in the following way:

* Only the study team at The University of Manchester will have access to your personal information, but they will anonymise it as soon as possible. Your name and any other identifying information will be removed and replaced with a random ID number. This will be completed on the same day as your interview. Only the research team will have access to the key that links this ID number to your personal information stated in the ‘What information will be collected about me?’ section above. This information is necessary to provide context to your personal insights however, and will not be enough to identify you. The ID key linking to your personal information will be permanently deleted after you have checked and consented to your interview transcript being used.
* You will be asked to refrain from mentioning individual names, settings or services to avoid your place of work, colleagues, or yourself, from being identified. If any of these are mentioned during the interview, they will be removed at the point of transcription, or anonymised using replacements such as ‘Colleague A’ or ‘Department X’ etc. to protect your anonymity.
* Your consent form and contact details will be retained for 5 years on the university’s Research Data Storage (RDS) system according to the University’s Retention Schedule and Research Data Management Plan.
* An encrypted university-provided iPad will be used for recording. Recordings will be transferred to the University’s server for storage. Once the recordings are saved in this secure location, they will be deleted from the recording device.
* Audio-recordings of the interviews will be digitally transcribed by the project lead (NF), and only she will have access to the recordings. Transcripts will be produced in a private environment using headphones so only the transcriber will be able to hear the interview. Transcripts will be created promptly and will only be stored in university approved encrypted locations. Transcripts are necessary for thematic analysis of the interviewee’s responses.
* Your anonymised transcript will be securely sent to another student researcher (KB) who will check the analysis is accurate. This researcher will not have access to any of your personal information and will not know who participated in the interviews.
* Data will not be transferred outside of the EU and we will not be sharing the data with any other organisation.
* If you opt in, we will keep your contact details to provide you with a summary of the findings for this study, after which your contact details will be deleted. Past this stage your data and contact details will not be kept for use in future studies.
* If, during the study, you disclose information about misconduct/poor practice, we have a professional obligation to report this and will therefore need to inform your employer/professional body.

Please also note that individuals from The University of Manchester or regulatory authorities may need to look at the data collected for this study to make sure the project is being carried out as planned. This may involve looking at identifiable data. All individuals involved in auditing and monitoring the study will have a strict duty of confidentiality to you as a research participant.

**What if I have a complaint?**

We recognise that recalling personal experience of discrimination may cause distress. If this is the case, and you wish to talk about this to anyone, we urge you to use the contact list of charities and free helplines (stated on the debrief sheet) that will be available to provide you with emotional support and advice.

If you wish to complain or have any concerns about any aspect of the way you have been approached or treated during the course of this research, please contact Dr Siobhan Brennan, the project supervisor, using the contact details below.

* **Contact details for complaints**

If you have a complaint that you wish to direct to members of the research team, please contact:

**DR SIOBHAN BRENNAN** Tel: **+44 114 2268682**Email: **SIOBHAN.BRENNAN@MANCHESTER.AC.UK**

**If you wish to make a formal complaint to someone independent of the research team or if you are not satisfied with the response you have gained from the researchers in the first instance then please contact:**

TheResearch Ethics Manager, Research Office, Christie Building, The University of Manchester, Oxford Road, Manchester, M13 9PL, by emailing: research.complaints@manchester.ac.uk  or by telephoning 0161 275 2674.

If you wish to contact us about your data protection rights, please email dataprotection@manchester.ac.uk or write to The Information Governance Office, Christie Building, The University of Manchester, Oxford Road, M13 9PL at the University and we will guide you through the process of exercising your rights.

You also have a right to complain to the [Information Commissioner’s Office](https://ico.org.uk/concerns) about complaints relating to your personal identifiable information Tel 0303 123 1113

**Contact Details**

If you have any queries about the study or if you are interested in taking part then please contact the researcher(s)

**NUR NAIMA FREDERICKS** Email: **NUR.FREDERICKS@POSTGRAD.MANCHESTER.AC.UK**

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