Participant information sheet

[sample of electronic information sheet content]

Rotherham Doncaster and South Humber NHS Trust are the sponsor for this study, so any references to 'we' are indicating Rotherham Doncaster and South Humber NHS Trust.

Purpose
Occupational burnout adversely affects healthcare professionals' job satisfaction, job performance, relationships at work, general health and wellbeing. Burnout is known to be particularly high in mental health and psychological professionals. This trial will provide psychological professionals with easy access to an intervention designed to reduce occupational burnout and improve wellbeing.

Intervention
Psychological therapists and supervisors working in *Improving Access to Psychological Therapies* (IAPT) services will participate in a *Job Crafting* intervention delivered online via Microsoft Teams video-conferences, in a group format, lasting 6 consecutive weeks (1hr per week in a fixed schedule). They will also have access to a dedicated website that includes resources such as videos, worksheets and self-help tools. The intervention will help participants to develop coping skills that target risk factors for occupational burnout, including psychological, relational and organisational stressors. This evidence-based intervention has been evaluated in a prior controlled trial, and it has been co-produced with NHS professionals through extensive consultation and feedback. This will be the first controlled trial of *Job Crafting* specifically in psychological professionals.

Do I have to take part?
Participation is voluntary. If you decide to take part after reading this information sheet, please complete and sign the electronic consent form by clicking on the web-blink provided at the end of this information sheet. You can withdraw from the study at any time without any negative consequences, and you do not have to give a reason. If you wish to withdraw from the research, please use the contact details at the end of this form.

What will happen if I take part? What do I have to do?
You will be asked via email to complete a brief electronic questionnaire in relation to your occupational and personal wellbeing at the start of the study and at three further time-points (6 weeks, 12 weeks, and 6 months later). The initial questionnaire will also ask you to provide basic information about your demographic characteristics, your job, and self-reported sickness days.

After you complete the initial questionnaire, you will receive instructions via email to access the intervention. The intervention is being delivered in two groups, and you will be randomly allocated to either the group starting the intervention straight away, or the group starting the intervention six weeks later.

If you wish to complete the workshops during your working hours, agreement from your line management will be necessary. However, if you feel you are not able to approach your line manager about your attendance, we have provided flexibility in times and days that the sessions are run (there will be a choice of various sessions each week), so the session could be attended outside of your working hours. The video sessions will be conducted in a way that participants' identity is anonymous (i.e., no need to show your video or to reveal your full name to other participants). After the end of each of these video sessions, you will practice the skills you have learned using a dedicated website, and you will login into it via the trial website www.uplifttrial.com.

What are the advantages to taking part?
You will learn how to recognise key signs of occupational burnout, and you will learn about key coping strategies. You will have access to a website that will guide you to practice these strategies. Sustained practice of these strategies may lead to reductions in occupational burnout and improvements in wellbeing.

What are the disadvantages to taking part?
We appreciate that participants are giving up time to support this study, and this may be seen as a burden. However, we do not expect that taking part in the study would have any disadvantages or risks, given that the tasks and materials are all designed to help people to cope with stress. Nevertheless, if you feel uncomfortable or upset by any aspects of your participation in this study, you can contact the research team who can offer support and advice. The research team can also link participants in with locally available support services if necessary.

Will information collected in the study be kept confidential?
All the information collected from participants will be entirely anonymised once the study is complete. We will ask for your work email address. This is to ensure we are able to contact you throughout the study period (e.g., sending email reminders). Once you have completed the consent form, we will email you a unique participant pseudonym, which cannot personally identify any of the study participants. A pseudonym is a name/code that can be used to identify you without using any personal identifiable data. You will then use this pseudonym to identify yourself throughout the rest of the study (i.e., to log in to the UpLift website, as your identifier when you complete the rest of the measures throughout the study and when you log on to the online webinars), so that your data is completely anonymous, and you do not need to use your name when you log on to the online sessions. Please be aware that if you choose to unmute your microphone and speak during the webinars, then colleagues may recognise your voice, so if you prefer to use the chat function this is also available to you. The research team will keep a record of your email address and associated pseudonym, so if you forget you can contact us to confirm your pseudonym. Your work email address will be used to invite you to the online sessions and to send you reminders. Your email address will be deleted for our records when the study has finished.

Information will be kept strictly confidential and will only be accessible to members of the research team. This gives participants the assurance that no sensitive information (e.g., how they feel about their job) will be available to their employers or team manager. In certain circumstances (e.g., disclosure of suicidal thoughts, or risk to self and/or others or a loss of capacity to consent to participation in the study, even if this is during the study period) confidentiality will have to be broken, which could be by contacting 999 depending on the urgency of the situation. We will always try to do this with your agreement, but we may have to do this without your consent.
The study dataset will be stored in a secure university network drive, only accessible to members of the research team, which is located behind The University of Sheffield Firewall. This will ensure the security and adequate storage of research data, consistent with NHS and academic codes of information governance and data protection. All analyses will be carried out at a university site, and data will be held in a restricted-access drive. The study dataset will be archived at the university for possible use in the future (e.g., to support systematic reviews of clinical trials).

What will happen to the results of this study?
After the conclusion of data analysis, we plan to disseminate findings about this study using a variety of forms of communication, including:

- Scientific journal publications
- Newsletter in lay terminology
- NHS Trust communications newsletter and email
- Presentations at conferences

Project organisation and funding
This study is led by a cooperation between Rotherham Doncaster and South Humber (RDaSH) NHS Foundation Trust, the University of Sheffield, and MindLife UK. The study sponsor is RDaSH. The study has been funded by the North East North Cumbria Clinical Networks.

Does the study have ethical approval?
This study has received ethical approval by the East Midlands – Nottingham 1 Research Ethics Committee, IRAS reference number: 303744 [15/10/2021] and has been approved by the NHS Health Research Authority.

What if something goes wrong and I wish to complain about the research?
If you wish to discuss the study or make a complaint you can contact the research team, or you may contact the Chief Investigator directly (contact details below). Alternatively, if you want to talk with someone independent from the research team, you can contact PAL's telephone on 0800 015 and email: rdash.pals@nhs.net.

HRA statement under the General Data Protection Regulation (GDPR)
How will we use information about you?
We will need to use information from you for this research project. This information will include your:

- Name
- Contact details

People will use this information to do the research or to check your records to make sure that the research is being done properly. People who do no need to know who you are will not be able to see your name or contact details. Your data will have a code number instead. We will keep all information about you safe and secure. Once we have finished the study, we will keep some of the data so we can check results. We will write our reports in a way that no-one can work out that you took part in the study.

What are your choices about how your information is used?

- You can stop being part of the study at any time, without giving a reason, but we will keep information about you that we already have.
- We need to manage your records in specific ways for the research to be reliable. This means that we won't be able to let you see or change the data we hold about you.

Where can you find out more about how your information is used?
You can find out more about how we use your information

- by asking one of the research team
- by sending an email to rdash.groundedresearch@nhs.net
- by sending an email to the RDaSH Trust Data Protection Officer at rdash.dpo@nhs.net
- by going to the RDaSH Information Governance webpage at IG Compliance
- by going to the HRA website; www.hra.nhs.uk/information-about-patients/

Contact details for enquiries
Phone: 01302798456
Email: rdash.groundedresearch@nhs.net

Chief investigator: Dr Jaime Delgadillo (jaime.delgadillo@nhs.net)
Grounded Research Team, Bungalow 2, St Catherine's Close, Tickhill Road Hospital, Balby, Doncaster, DN4 8QM

Website: www.uplifttrial.com

To participate please complete the electronic consent form using the following link:
[*web-link*]

Thank you for taking time to consider participating in this study.