PARTICIPANT INFORMATION LEAFLET

Feasibility trial of an intervention improve attendance at diabetic retinopathy screening

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We would like to invite you to take part in a research study. Before you decide you need to understand why the research is being done and what it would involve for you. Please take time to read the following information carefully. Ask questions if anything you read is not clear or it you would like more information. You can change your mind about taking part in the study any time you like, without giving reason.

WHY IS THIS STUDY BEING DONE?

The purpose of this study is to examine the feasibility of a strategy in general practice to improve attendance at diabetic retinopathy screening. Over the past few months this strategy was delivered in your practice. It involved training for practice staff, a practice audit, electronic alerts on patient files, and face-to-face, phone and letter reminders with a key information sheet provided to people with diabetes. Now we want to learn more about your experience of delivering the strategy and how it worked in your practice.

WHO IS ORGANIZING AND FUNDING THIS STUDY?

This research is being conducted by a research team based in the School of Public Health, University College Cork. A lot of our research is focused on health services and ways that services can be improved. The study is funded by the Health Research Board (HRB), a government agency that funds health research.

WHY AM I BEING ASKED TO TAKE PART?

You have been invited to take part because your practice took part in a pilot trial of the strategy to improve attendance at diabetic retinopathy screening.

WHAT WILL HAPPEN TO ME IF I AGREE TO TAKE PART?

You will be asked to take part in a one to one interview with a member of the research team. The interview will be carried out in person or by phone on a date and time that suits you (depending on what suits you). The interview will last approximately 20 minutes.

AUDIO RECORDINGS

With your consent, the interview will be recorded so that we have an accurate record of your thoughts. This recording will then be transcribed. You can request access to the transcript from the interview. You have a right to review and edit the transcript, for example, to correct inaccuracies or to clarify points. If you wish to access the transcript and/or make edits to the transcript, please contact one of the research team using the contact details at the end of this information sheet.

WHAT ARE THE POSSIBLE BENEFITS OF TAKING PART?

The overarching aim is to develop a strategy that will increase the uptake of screening, which is essential to prevent or delay the development of diabetic retinopathy. By taking part you can help us to improve the strategy and the way it is delivered in general practice.

WHAT ARE THE POSSIBLE RISKS OF TAKING PART?

We don't think there will be any negative consequences for you and we would like to assure you that we are available to answer any questions throughout the study.

DO I HAVE TO TAKE PART?

No, participation in this study is completely voluntary. Even if you decide to take part, you can stop taking part at any time during the interview. You can withdraw permission to use the information that you provide within one month of signing the consent form, in which case the information you provide will be deleted.

WILL TAKING PART BE CONFIDENTIAL?

Yes, your participation in this study will be private and confidential. Only the research team will know that you are taking part. The information you provide will be kept strictly confidential. All collected data will be anonymised after transcription and identifying information will be changed. A study ID number will be assigned to the transcript and any information linking you to the transcript will be removed, so your responses will not be identifiable. Hard copies of transcripts will be stored securely in a locked filing cabinet in the School of Public Health, UCC. Electronic versions will be stored in a password protected computer in the School of Public Health, UCC. Anonymised results will be published in an international peer-reviewed journal and will be presented at research meetings and conferences. We will ensure that your views cannot be personally identified in any public reporting of the study results.

DATA PROTECTION

The purpose of this study is to examine the feasibility of an intervention to improve attendance at diabetic retinopathy screening. We will be using your interview to understand your experience of delivering the intervention in every day practice. This study is being conducted in the public interest (General Data Protection Regulation 2016 Article 6(1)(e)); and for scientific research purposes (General Data Protection Regulation 2016 Article 9(2)(j)).

The data will be accessed, analysed and stored by the School of Public Health, University College Cork. After transcription and anonymizing the data, a hard copy will be stored in a locked filing cabinet and an electronic version will be stored on a password protected computer in the School of Public Health, UCC. The researchers will have access to this anonymised data. Your data will be stored for ten years, as per the UCC code of research conduct. We do not think that there will be any risks or implications that will arise for you as a result of data processing.

You have a right to have any inaccurate information corrected. You have a right to request access to your data. If you wish to withdraw your consent, correct inaccurate information, or access your transcript, you can contact Dr Sheena McHugh or Dr Fiona Riordan (details above). You have the right to lodge a complaint with the Data Protection Commissioner. You have a right to receive your data in a format which allows you to provide it to another party for analysis. Your data will not be used evaluate personal aspects relating to you i.e. analysing your performance at work.

WHO SHOULD I CONTACT FOR FURTHER INFORMATION?

If you have any further questions, please do not hesitate to contact us:

[Designated UCC researcher and contact details]

Address: School of Public Health, 4th Floor Western Gateway Building, University College Cork.

Tel:

Email:

THANK YOU

CONSENT FORM

FEASIBILITY TRIAL OF AN INTERVENTION IMPROVE ATTENDANCE AT DIABETIC RETINOPATHY SCREENING

(INTERVIEW)

Please tick

1. I agree to participate in this interview. ☐
2. I confirm that I have read and understood the information sheet for this study and have had the opportunity to ask questions. ☐
3. I understand that my participation in this study is voluntary. I am free to withdraw at any time during the interview, without providing a reason. ☐
4. I understand that I can withdraw permission to use the information I provide within one month of signing this consent sheet, in which case the information I provided will be deleted. ☐
5. I agree that my anonymised data will be used in publications, reports, and presented at conferences and meetings ☐
6. I agree to this interview being audio recorded. ☐
7. I understand that the data I provide will be stored securely for 10 years, as per the UCC Code of Research Conduct ☐
8. I understand that under the freedom of information act, I am entitled to access the information I have provided at any time while it is in storage as specified above. ☐
9. I understand that I am free to contact any of the research team to seek further clarification and information ☐

10. I give informed explicit consent to have my data processed as part of this research study. ☐

_____	_____	_____
Participant Signature	Name in Block Capitals	Date
_____	_____	_____
Researcher Signature	Name in Block Capitals	Date