Participant Information Sheet (Version 1.4, 04.09.19)

**Title of Study:** Running interprofessional Schwartz Rounds with healthcare students in the North of England

Please take time to read the following information carefully and feel free to ask us if you would like more information or if there is anything that you do not understand. Please also feel free to discuss this with your friends, fellow students, or academic advisor, if you wish. We would like to stress that you do not have to accept this invitation and should only agree to take part if you want to.

Thank you for reading this.

**What is the purpose of the study?**
We are running a Health Education England North funded project whereby the University of Liverpool will act as a hub promoting and enabling the running of Schwartz Rounds in Higher Education Institutions (HEIs) across the North of England. Schwartz Rounds are a multidisciplinary forum designed for all healthcare students to come together regularly to discuss and reflect on the personal aspects of caring for patients - that is, the emotional and social challenges associated with their practice. The Rounds will be run in HEIs with healthcare students in the North of England, we will evaluate the Rounds and their impact.

Student feedback on the Rounds will be evaluated via a paper evaluation form that will be distributed at the end of each Schwartz Round.

The Principal Investigator involved in the Schwartz Rounds North Project is Dr. Laura Golding (Doctorate in Clinical Psychology, University of Liverpool). The project has a Steering Group, including senior members from the Faculty of Health and Life Sciences, with responsibility for the professional development of the healthcare students eligible to take part in the project.

**Why have I been chosen to take part?**
You have been chosen to take part because you (1) are a pre-qualification/pre-registration healthcare student at a university in the North of England running Schwartz Round with students as part of the University of Liverpool’s Schwartz Rounds North project, studying for a degree (2) have regular clinical contact with patients as part of your training, and (3) have been invited to attend Schwartz Rounds at your university.

**Do I have to take part in this study?**
No, you do not have to take part. Participation in this project (and attendance of the Schwartz Rounds) is voluntary. You are free to withdraw from taking part in the project at any time by not completing the evaluation form, without explanation and without incurring a disadvantage. You can attend Schwartz Rounds and choose not to complete the evaluation form.

**What will happen if I take part in a Schwartz Round?**
The Schwartz Rounds will be advertised in advance to eligible participants, notifying them of the date and time, venue, and topic. A typical Round is preceded by 30 minutes of suitable refreshments, which will be provided in the University setting. Each Round has a facilitator and a project lead, and the ground rules (including confidentiality) and purpose of the Round are
explained each time. The first 15 - 20 minutes are taken up by brief presentations from three or four presenters, which typically illustrate a common theme (e.g. ‘A patient I’ll never forget’). The following 45 minutes is for discussion, guided by the facilitator, with comments from the audience exploring issues raised by what they have heard. Your participation may be silent (listening only) or involve any comments or reflections, to be shared by everyone present. The Round is brought to a close with final reflections by the presenters on the themes from the discussion.

Before leaving the room, you will be asked to complete an evaluation questionnaire. This will be anonymous, although for the purpose of evaluation, disclosure of your degree course and your year of training will be requested. You can attend Schwartz Rounds and choose not to complete the evaluation form.

**How will my data be used?**
The University processes personal data as part of its research and teaching activities in accordance with the lawful basis of ‘public task’, and in accordance with the University’s purpose of “advancing education, learning and research for the public benefit”.

Under UK data protection legislation, the University acts as the Data Controller for personal data collected as part of the University’s research. The Principal Investigator acts as the Data Processor for this study, and any queries relating to the handling of your personal data can be sent to Dr. Laura Golding, tel. 0151 795 5454, schwartz@liverpool.ac.uk

If you register online to attend a Schwartz Round, via Eventbrite, your personal data will be stored on Eventbrite’s US-based servers and transferred outside the EU by using “the EU-US Privacy Shield framework” which is compliant with GDPR. This is not specific to Schwartz Round and would happen when you register for any event via Eventbrite. You can attend a Schwartz Round without booking online by turning up on the day of the Round.

Further information on how your data from the feedback form will be used can be found in the table below:

<table>
<thead>
<tr>
<th>How will my data be collected?</th>
<th>Anonymous evaluation forms (paper copies)</th>
</tr>
</thead>
<tbody>
<tr>
<td>How will my data be stored?</td>
<td>In a locked, secure filing cabinet on University premises, then the data will be transferred into an electronic data file and password protected. The file will be sent to The University of Liverpool via a secure connection using DatAnywhere and stored on the University’s M Drive.</td>
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<tr>
<td>How long will my data be stored for?</td>
<td>10 years</td>
</tr>
<tr>
<td>What measures are in place to protect the security and confidentiality of my data?</td>
<td>The files will be stored securely on the University’s M drive and will be password-protected.</td>
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<tr>
<td>Will my data be anonymised?</td>
<td>Yes, the only personal data that is collected is the disclosure of the degree course and year of training.</td>
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<tr>
<td>How will my data be used?</td>
<td>Data files will be uploaded to Microsoft Power BI in order to analyse the data and pull reports for each of the HEIs. This data is password protected and reports using the anonymised data will be shared with the HEIs via DatAnywhere.</td>
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<tr>
<td>Who will have access to my data?</td>
<td>Project staff only</td>
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</table>
Will my data be archived for use in other research projects in the future?  
No

How will my data be destroyed?  
After 10 years it will be disposed of via confidential waste disposal.

**Are there any risks in taking part?**
It is not anticipated that participation in a Schwartz Round/the project will *cause* distress in participants. However, as a healthcare professional in training, you may hear or discuss distressing stories and material relating to patient care. Should this result in any significant and persisting personal distress, you may leave a Round before it has finished, and you are reminded to seek personal support through the recommended channels (i.e. University student support services, Student Health, GP referral for counselling). It is not anticipated that there are any perceived disadvantages or risks involved in taking part in the study.

**Are there any benefits in taking part?**
There are no direct benefits in taking part in the study. However, participation may be beneficial in terms of promoting your reflective practice, and enhancing your personal-professional development with regard to your interactions with patients and other staff.

**What will happen to the results of the study?**
It is planned that the findings of the project will be disseminated via presentations (University and external conferences) and publication in one or more appropriate educational journals.

**What will happen if I want to stop taking part?**
You will be able to attend the Schwartz Round (as this is voluntary) but you do not need to complete the evaluation form if you wish to withdraw from the study, without explanation. You can attend Schwartz Rounds and choose not to complete the evaluation form.

**What if I am unhappy or if there is a problem?**
If you are unhappy, or if there is a problem, please feel free to contact Dr. Laura Golding (Principal Investigator, tel. 0151 795 5454, schwartz@liverpool.ac.uk) and Dr. Golding and/or the Project Steering Group will try to help. If you remain unhappy, or have a complaint which you feel you cannot contact Dr. Golding or the Steering Group with, then you should contact the Research Governance Officer at ethics@liv.ac.uk. When contacting the Research Governance Officer, please provide details of the name or description of the study (so that it can be identified), the researcher(s) involved, and the details of the complaint you wish to make.

**Who can I contact if I have further questions?**
Please contact Dr. Laura Golding (Principal Investigator, tel. 0151 795 5454, schwartz@liverpool.ac.uk) if you have any further questions.