



Nuffield Department of Primary Care Health Sciences  
Radcliffe Primary Care Building, Radcliffe Observatory Quarter, Woodstock Rd, Oxford OX2 6GG

## **The usage of data within NHS primary care commissioning: a realist synthesis and evaluation**

### **PARTICIPANT INFORMATION SHEET (PPI)**

Central University Research Ethics Committee (CUREC) Approval Reference: R68193/RE001

#### **1. *Why is this research being conducted?***

NHS commissioners have access to an unprecedented amount of data that can be used to inform commissioning decisions. In addition, government health policies state that commissioners should incorporate data into their decision making. However, this process is complex, and there is limited understanding about how data is used to inform commissioning decisions.

The main part of this study is exploring the contexts that influence the usage of data within NHS primary care commissioning. In this project, data is defined as quantitative, statistical evidence. We will conduct interviews with NHS commissioners, including laypeople who provide Patient and Public Involvement (PPI) for the NHS primary commissioning cycle.

Prior to interviewing this particular group of commissioners, we would like to speak to people who have experience of providing PPI for the NHS primary care commissioning cycle in order to better understand:

- Which documents or research you have used during your involvement of commissioning
- If the phrasing of proposed questions could be improved
- If, based on your experience, you think there are particular questions or topics that should be addressed when we speak to people with experience of providing PPI for the NHS primary care commissioning cycle

#### **2. *Why have I been invited to take part?***

You have been invited because you have experience of providing PPI for NHS primary care commissioning.

To be eligible to take part, you must be:

- willing and able to give informed consent for participation in the study
- Aged 18 years or above
- Someone who has experience (this can be past experience, i.e. you do not currently have to be actively involved in this) of providing PPI for NHS primary care commissioning



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3. ***Do I have to take part?***

No. You can ask questions about the research via email or a phone call before deciding whether to participate. If you do agree to participate, you may withdraw yourself from the study at any time, without giving a reason, by advising the researcher of this decision. There will be no negative consequences to you if you decide not to take part.

4. ***What will happen to me if I take part in the research?***

If you are happy to take part in the research, you will be asked to meet the researcher (who is a doctoral student) at a mutually agreed location. This can be your place of work, or another location more convenient for you, e.g. a meeting room at the University of Oxford. It is also possible to arrange a remote interview via a phone or Microsoft Teams call.

When the interview starts, you will have the chance to ask any questions about the research. If you are still happy to take part, you will then be asked to sign a consent form (this can be done electronically) or complete an oral consent process.

The interview will last for about 30 minutes and we ask you to put aside this time, though it may well be shorter (or longer) depending on how much you wish to say. You can also ask to pause or stop the interview at any time. We will be discussing your experience of providing PPI for the NHS commissioning cycle.

The interviews will be audio-recorded and then professionally transcribed. The transcribed text will be de-identified from your personal data. If you do not wish to be audio recorded, the researcher can instead take notes during the interview.

5. ***Are there any potential risks in taking part?***

There are no specific preparatory requirements.

To reduce potential risks, your data will be pseudonymised so that only a brief description of your role will be included (i.e. that you are a person with experience of providing PPI for the NHS commissioning cycle). Following the interview, the recordings will be transferred to a secure, password protected computer. You will be given the opportunity to review the interview transcripts.

6. ***Are there any benefits in taking part?***

We hope that you will find this an interesting discussion which may involve useful reflection on your involvement with commissioning.

7. ***Expenses and payments***

There will be no payment for taking part in this study. If you are required to travel to a location outside of your place of work, travel expenses will be reimbursed.

8. ***What happens to the data provided?***

The information you provide as part of the study is the **research data**. Any research data from which you can be identified (e.g. your name, email address, audio recording), is known as **personal data**.



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We will minimise our use of personal data in the study as much as possible. **Personal data** will be stored confidentially on Nexus OneDrive for business.

The audio-recordings will be transcribed into text by professional transcribers. This text, along with any notes taken by the researcher during the interview will form the **research data** which will be stored confidentially on secure, password protected University of Oxford computers. It will then be read, analysed and summarised using Microsoft Office and NVivo software.

The **research data** will be separated from your **personal data**. This means your name, email address and any other contact information will be held in a separate securely stored electronic document and given a numerical code which will then be used to label the **research data**. The content of what you say in the interview will not be published alongside any personal data in order to preserve your confidentiality.

The researcher, their supervisors and university-approved professional transcribers will have access to **personal data** and **research data**. Responsible members of the University of Oxford may be given access to data for monitoring and/or audit of the research. The audio recordings will be deleted as soon as they have been transcribed.

We would like your permission to use anonymous direct quotes. If you say anything during the interview which you would not like to be directly quoted, then you are free to say, and we will not do so.

All **research data** will be stored for at least 3 years after publication of the research. We will retain and store your **personal data** only as long as it is needed for the purposes of the study, after which time it will be deleted. The linkage data linking the research and personal data will be stored on a secure, password protected network drive at the University of Oxford only as long as it is needed for the purposes of the study, after which time it will be deleted. Hard copies of your signed consent forms will be stored in a secure location for at least 3 years following the publication of the research. If oral consent has been given, a recording of the oral consent as well as the researcher record of oral consent will be stored in a secure location for at least 3 years following the publication of the research.

## **9. Will the research be published?**

The research may be published in peer-reviewed journals and presented at scientific conferences. We would like to be able to use quotes linked to your job title in educational materials, e.g. conference presentations or on-line content.

The University of Oxford is committed to the dissemination of its research for the benefit of society and the economy and, in support of this commitment, has established an online archive of research materials. This archive includes digital copies of student theses successfully submitted as part of a University of Oxford postgraduate degree programme. Holding the archive online gives easy access for researchers to the full text of freely available theses, thereby increasing the likely impact and use of that research.

The research will be written up as a student's doctoral thesis. On successful submission of the thesis, it will be deposited both in print and online in the University archives to facilitate its use in future research. If so, the thesis will be openly accessible.



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**10. Who is funding the research?**

This research is funded by an NIHR School for Primary Care Research studentship.

**11. Who has reviewed this study?**

This study has been reviewed by, and received ethics clearance through, the University of Oxford Central University Research Ethics Committee (Reference number: R68193/RE001).

**12. Who do I contact if I have a concern about the study or I wish to complain?**

If you have a concern about any aspect of this study, please speak to the researcher, Alexandra Jager [alexandra.jager@exeter.ox.ac.uk] or her supervisor Dr. Geoffrey Wong [geoffrey.wong@phc.ox.ac.uk] who will do their best to answer your query. The researcher should acknowledge your concern within 10 working days and give you an indication of how they intend to deal with it. If you remain unhappy or wish to make a formal complaint, please contact the relevant chair of the Research Ethics Committee at the University of Oxford who will seek to resolve the matter in a reasonably expeditious manner:

Chair, **Medical Sciences Inter-Divisional Research Ethics Committee**; Email: [ethics@medsci.ox.ac.uk](mailto:ethics@medsci.ox.ac.uk); Address: Research Services, University of Oxford, Wellington Square, Oxford OX1 2JD

**13. Data Protection**

The University of Oxford is the data controller with respect to your personal data, and as such will determine how your personal data is used in the study.

The University will process your personal data for the purpose of the research outlined above. Research is a task that is performed in the public interest.

Further information about your rights with respect to your personal data is available from <http://www.admin.ox.ac.uk/councilsec/compliance/gdpr/individualrights/>.

**14. Further Information and Contact Details**

If you would like to discuss the research with someone beforehand (or if you have questions afterwards), please contact:

Alexandra Jager

Nuffield Department of Primary Health Care Sciences,

Radcliffe Observatory Quarter,

Woodstock Road,

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[alexandra.jager@exeter.ox.ac.uk](mailto:alexandra.jager@exeter.ox.ac.uk)