



Evaluation of the Pharmacy Integration Fund Learning Pathways

Participant Information Sheet (PIS) – Employers/Managers

You are invited to take part in a research study that aims to evaluate the education and training programmes within the Pharmacy Integration Fund (PhIF). 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

➤ What is the purpose of the research?

The Pharmacy Integration Fund is an NHS England (NHSE) fund that aims to develop and support pharmacists and pharmacy technicians to fulfil roles within new integrated local models of care. The PhIF commissions a range of training and development pathways to support the development of the pharmacy profession through a partnership arrangement with Health Education England. The aim of this study is to explore the degree to which the various PhIF training pathways have impacted upon the roles, professional practice, and career aspirations of the pharmacy workforce. The learning pathways in scope of this evaluation include the following:

- Medicines Optimisation in Care Homes (delivered by CPPE)
- Integrated Urgent Care Clinical Assessment Services / NHS 111 (delivered by University of Derby)
- Postgraduate pathways and modules (delivered by the Universities of Manchester, Keele, Bath, De Montford and Exeter)
- Accuracy Checking for Pharmacy Technicians (delivered by Coventry University and CPPE)

These pathways, whilst having some commonalities, are also quite different. Some focus on training without pharmacy professionals moving to a new role or setting, others encompass employment in a new role accompanied by a programme of learning. We have chosen the term 'pathway' (rather than 'course' or 'programme') as this allows us to capture the range of what is included in our PhIF evaluation.

As part of the evaluation we are interested in the gathering the views of managers and employers who have supported learners undertaking one or more of the PhIF learning pathways.

➤ **Who will conduct the research?**

The research will be conducted by the Centre for Pharmacy Workforce Studies (CPWS) and ICF. ICF is an independent research organisation. CPWS is part of the University of Manchester. The research team includes:

CPWS: Prof Ellen Schafheutle, Dr Sally Jacobs, Dr Sarah Willis, Dr Elizabeth Seston, Dr Jayne Astbury, and Dr Ali Hindi

ICF: Mr Colin Howat, Mr Aidan Moss, Ms Catherine Fenton, Mr Paul Mason, Ms Selma Stearns, and Ms Priya Shah.

CPWS will conduct all telephone and face to face interviews with managers.

Will the outcomes of the research be published?

The outcomes of the research will be published in academic journals, conference presentations, and in a report to the funders NHS England. The findings will also been made available via a publicly accessible website developed by ICF. The website can be accessed at: <https://europe.icf.com/PhIF>

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

The study has been reviewed by The University of Manchester Proportionate Research Ethics Committee (UREC 7358).

➤ **Who is funding the research project?**

The research project is funded by NHS England.

What would my involvement be?

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

Taking part will involve a telephone or face-to-face interview regarding your views and experiences of the PhIF training pathway. More specifically we will explore:

- Your experiences of working with learners
- Your views on the barriers learners may encounter in relation to the learning pathways
- The main impacts of the learning pathways for learners, patients, and employers/workplace(s).
- The extent to which learning and training supported by the Pharmacy Integration Fund is addressing the major challenges to community pharmacy, the primary care pharmacy workforce and the NHS in England.

The interview will last approximately 30 – 45 minutes. The interview will take place at a time that is convenient for you. Interviews will be audio recorded.

Will I be compensated for taking part?

You will not be paid or compensated for taking part in this research.

➤ **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 wish to take part, please contact Dr Jayne Astbury using the contact details at the end of this information sheet. If you do decide to take part you will be asked to sign a consent form. 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 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. You will also be free to stop the interview at any time should you feel uncomfortable.

Data Protection and Confidentiality

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

In order to participate in this research project we will need to collect information that could identify you, called “personal identifiable information”. Specifically we will need to collect:

- Name
- Professional role
- Employing organisation
- Training provider

➤ **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 your 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](#).

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

In accordance with data protection law, ICF and the University of Manchester, are both acting as Data Controllers for this project. This means that both organisations 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 teams at ICF and CPWS 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. Your consent form and contact details will be retained for 5 years.

Potential disclosures:

If, during the study, you disclose information about misconduct/poor practice, we have a professional obligation to report this and may need to inform your employer/professional regulator.

If, during the study, you disclose information about any current or future illegal activities, we have a legal obligation to report this and will therefore need to inform the relevant authorities.

Individuals from the University of Manchester, ICF, and regulatory authorities may need to review the study information for auditing and monitoring purposes or in the event of an incident.

Audio recordings:

Audio recordings of interview will be transcribed verbatim. Transcription will be undertaken by an ICF or University of Manchester approved supplier. Personal identifiable information will be removed in the final transcript. All audio recordings will be deleted following transcription. Interview transcripts will be retained for five years in accordance with ICF and the University of Manchester retention schedule, on encrypted computers.

Only the study teams at ICF and CPWS will have access to your personal information. Audio recordings will be voice only recordings obtained during face-to-face or telephone interviews. Audio recordings will be transcribed and anonymised as soon as possible. Your name and any other identifying information will be removed and replaced with a random ID number that is stored separately to the transcript. All audio recordings will be deleted following their upload to the University approved transcription service. Only anonymised transcripts will be stored and shared between the research teams at ICF and the University of Manchester. Your consent form will be retained for 5 years.

What if I have a complaint?

➤ Contact details for complaints

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

Professor Ellen Schafheutle | 0161 275 7493 | ellen.schafheutle@manchester.ac.uk

Mr. Colin Howat | 020 3096 4906 | Colin.Howat@icf.com

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:

The Research Governance and Integrity Officer, 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 about complaints relating to your personal identifiable information](#) Tel 0303 123 1113

Contact Details

If you have any **questions about the study** or **if you are interested in taking part** then please contact:

Jayne Astbury | 0161 275 8354 | jayne.astbury@manchester.ac.uk