**Information Sheet: Patient and Public Involvement and Engagement (PPIE) in Patient Safety Research**

**Invitation to take part**

Thank you for your interest in this study. We would like to invite you to take part. Before agreeing to take part, please read this information sheet which tells you more about the study. The study has been approved by The University of Leeds School of Psychology Ethics Committee (Ref: PSYC-155, Date: 27/01/2021).

**Background**
Limited research has been conducted to understand researchers training needs to support their design and delivery of Patient and Public Involvement Engagement (PPIE) activity. The recently published UK Public Involvement Standards provide a framework of six standards, with statements based on values and principles, required to achieve high quality public involvement. These include inclusive opportunities, working together, support and learning, communications, impact and governance.

We are interested in identifying what support researchers would benefit from when planning and delivering PPIE activities by administering a questionnaire that uses the COM-B model (Capability, Opportunity, and Motivation) to measure self-rated PPIE behaviours within each area of the UK standards for public involvement.

**What is the purpose of the study?**The purpose of the study is to identify barriers and enablers for health researchers when undertaking PPIE activity. The COM-B PPIE questionnaire will enable greater understanding of how PPIE is conducted and how to support researchers to conduct effective PPIE. It will also help identify PPIE training needs for healthcare researchers by exploring self-reported PPIE behaviours.

**What will be involved if I agree to take part in the study?**If you consent to participate, you will be asked to complete an online questionnaire (referred to as the COM-B PPIE questionnaire) about your capabilities, opportunity and motivation to conduct patient and public involvement and engagement activities in your research. The questionnaire consists of a series of statements that you will rate your agreement or disagreement with.

You will also be asked to complete the questionnaire at two further time points (directly after PPIE training and then after 3 months) to understand how your capability, opportunity and motivation has changed over time. You will have up to two weeks to consider whether you would like to participate from when you receive the questionnaire and information sheet via email.

**Can I take part?**All researchers working within the Patient Safety Translational Research Centres are eligible to participate.

**Can I withdraw from the study at any time?**Yes. You may withdraw from the study, or not take part in any subsequent questionnaires at any time without providing a reason. You can also ask for your data to be withdrawn up until the point of analysis which we expect will be approximately 4 weeks after submitting your responses, but this may be shorter. When completing the online questionnaire you will be asked to provide a memorable date. This will be used to identify your questionnaire responses to be deleted if you wish to withdraw from the study.

**Will the information obtained in this study be confidential?**

This data will be analysed by the research team, and will not be discussed outside of the aims of the study. Anonymous survey responses will be stored securely for 5 years after which they will be destroyed (at least 2 years after publication). **All data will be treated confidentially and participants will remain anonymous in all circumstances.

What will happen to the results of the research study?**

The results of the study may be included in articles for academic journals, presentations at academic conferences and local educational meetings. It will not be possible to identify you in any publication or presentation about the study. If you would like to be notified of how to access a summary of the study results once available, you should provide an email address after you have completed the interview. Your email address will be stored securely and will not be matched to any data for the purpose of analysis.

 **What will happen with my data?**

The University of Leeds is the sponsor for this study based in the United Kingdom. They will be using information from you in order to undertake this study and will act as the data controller for this study. This means that they are responsible for looking after your information and using it properly. We will keep identifiable information for 1 year. For example, e-mail addresses for those who have indicated they would like to receive an overview of the study findings. Anonymous survey data will be stored securely for 5 years after which it will be destroyed (at least 2 years after publication). This allows enough time to re-visit the data if this is required. Your rights to access, change or move your information are limited, as we need to manage your information in specific ways in order for the research to be reliable and accurate. If you withdraw from the study, we will keep the information about you that we have already obtained if you do not request otherwise within approximately 4 weeks of withdrawing. To safeguard your rights, we will use the minimum personally-identifiable information possible. As a university, they use personally-identifiable information to conduct research to improve health, care and services. As a publicly-funded organisation, they have to ensure that it is in the public interest when they use personally-identifiable information from people who have agreed to take part in research. This means that when you agree to take part in a research study, they will use your data in the ways needed to conduct and analyse the research study. Health and care research should serve the public interest, which means that they have to demonstrate that their research serves the interests of society as a whole. They do this by following the UK Policy Framework for Health and Social Care Research. You can find out more about how we use your information by contacting Abigail.Albutt@bthft.nhs.uk

 **What are the possible benefits of taking part?**
We hope that you will find this study interesting, and will see the potential benefits that this may have on research more widely, as well as supporting effective PPIE in healthcare research.

**What are the possible disadvantages or risks of taking part?**
There are no expected disadvantages involved in taking part in this study.

**What if there is a problem?**

The study researchers (Abigail.Albutt@bthft.nhs.uk and Faiqah.Quyyam@bthft.nhs.uk) will be there to help with any minor problems. You can speak with them prior, during or after the study or via email. If you have any other issues you wish to discuss without the researcher, you can contact the School of Psychology Ethics Committee or the Principal Investigator (Abigail.Albutt@bthft.nhs.uk).

**What do I do now?**If you are still interested in taking part, please return to Survey Monkey to complete the questionnaire. If you have decided that you no longer wish to take part in this study then you do not have to do anything. Thank you for taking your time to read this information sheet.