

PARTICIPANT INFORMATION SHEET -- COMMUNITY PHARMACY STAFF --

Key information about this research:

Research study name: The PHARM-LC Study – What role can community PHARMacy play in support the support of people with Long Covid?

Chief Investigator: Professor Carolyn Chew-Graham

Research is funded by: National Institute for Health and care Research

Research team contact details: Email: fmhs.longcovid@keele.ac.uk Telephone: 01782 731974

Document reading time: approximately 15 minutes

We invite you to consider taking part in our research: **The PHARM-LC Study**. This research is led by Keele University and conducted in collaboration with Midlands Partnership University NHS Foundation Trust, and universities of Aston, Kent and Manchester. Participation is voluntary. Before you decide whether to take part or not, please read this information sheet to find out what this research is about, what taking part involves, and how we will use your data.

If you have any questions about this research or would like to take part, please contact a member of our research team by email (fmhs.longcovid@keele.ac.uk) or telephone 01782 731974.

What is the PHARM-LC study about?

We want to know about the role Community Pharmacy could play in supporting people with Long Covid (prolonged symptoms following a Covid-19 infection). Current research evidence is lacking about this potentially important area of healthcare for people with Long Covid. As a part of this research, we would like to interview a broad range of community pharmacy staff to better understand their experiences of supporting people with Long Covid and views on future roles and training.

As part of this research, we are also interviewing people with Long Covid to understand their views on the role of community pharmacy. Together, these interviews will us to plan the next steps of our research to design and evaluate a new training resource for community pharmacy staff.

Why have you been invited?

You have received this information because you have been identified as a community pharmacy staff member in the UK, either by making direct contact with the research team or as a member of a relevant professional network. Pharmacists, dispensers and counter assistants who are 18 years of age and above working in a community pharmacy in the UK are eligible to take part.

Do you have to take part?

No, taking part in this research is entirely voluntary. It is up to you to decide if you want to participate in this research. If you have any questions about this research, please contact a member of our research team to discuss these: fmhs.longcovid@keele.ac.uk. Or ring a member of the team on 01782 731974.

How do you take part?

If you would like to take part, please contact a member of the research team (details below) and they will answer any questions you may have and arrange a time for an interview to take place.

What will happen to you during the interview?

We anticipate that interviews will take place online via Microsoft Teams – you will not need a Microsoft account to access Microsoft Teams. Equivalent online calling providers will be considered for ease of access (e.g. Zoom, Google Meets). Alternatively, we can conduct interviews over the telephone.

Ahead of the interview, you will be asked to complete an online consent form – a web link will be provided. At the start of the interview, the trained researcher will ask for some information about you such as age, sex, ethnicity, employment role, pharmacy name/location. You will then be asked about your awareness of Long Covid, experience of supporting service users with Long Covid, your thoughts on future roles and training requirements related to Long Covid. With your permission, we would like to record your interview for transcription purposes. The original recording will be deleted once the interview transcript has been checked for accuracy. All information that you provide will be kept confidential. We may report information that you provide in our research outputs (e.g. publications, website materials), but not to the extent that you will be identifiable.

The interview is expected to last up to 45 minutes.

What will happen if you want to stop participating in this research?

You can stop taking part at any time, without giving a reason. Please inform the researcher and they will stop the interview to talk to you about your decision. Refer to the section on ‘How will information about you be used?’.

What are the possible disadvantages / advantages to taking part?

We do not anticipate there being any disadvantages to taking part. We appreciate that you may need to take time out of your day to participate. In recognition of this, you will be offered with a £25 e-voucher after the interview has been completed. Hearing your experiences and views on this topic will provide valuable insight that will help inform our research now and in the future.

How will information about you be used?

All data collected as part of this research will be managed in accordance with relevant UK Data Protection Law and in-line with Keele University standard operating procedures. We will need to use your data to complete this research study, this includes: your name, age, sex, employment role, contact details and any personal opinions that you share about the research topic. Access to your contact details will be restricted to only those team members with responsibility for arranging your interview. All data will be held by the research sponsor (Keele University). The sponsor may conduct an audit of the research files to make sure that the research is being conducted in line with policy and procedures.

The recording of your interview (an electronic audio file) will be transferred securely to an external company (The Transcription Company Ltd) to be transcribed. This company has a confidentiality agreement in place with Keele University to ensure your information is kept confidential. The transcript of your interview will be ‘cleaned’ prior to storage to remove personally identifiable information, such as, your name, age, place of work, names of colleagues. The transcript will then be stored electronically on a secure network with a unique code number instead of your name. The cleaned version will be shared with the wider research team, which involves researchers from universities of Aston, Kent and Manchester.

Research data will be retained for a minimum of 10 years. When it is no longer required, the data will be disposed of securely (e.g. electronic media and paper records / images) destroyed. Any outputs (e.g. reports, papers) produced using data that you have provided will be reported in such a way so as to protect your identity from others.

What are your choices about how your information is used?

After completing your interview, you will have up to 2 weeks to request to withdraw yourself and your data from the research. 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. We will always have in place

appropriate safeguards to protect your personal data. If you agree to take part in this study, you will have the option for your data to be used in future research – this data will not include information that makes you identifiable.

Where can you find out more about how your information is used?

You can find out more about how we use your information:

- Read our leaflet available from our website: <https://www.keele.ac.uk/privacynotices/privacynotice-researchparticipants/>
- Ask a member of the research team
 - By sending an email to t.e.fisher1@keele.ac.uk or
 - By ringing us on [01782 731974].
- Alternatively, contact the University's Data Protection Officer at dpo@keele.ac.uk.

What if there is a problem?

If you have a query, concern or complaint about any aspect of this study, you should contact the research team in the first instance. Alternatively, you may wish to speak to someone outside of the research team.

To speak to the research study lead:

Professor Carolyn Chew-Graham
Chief Investigator for PHARM-LC study
School of Medicine
Keele University
Staffordshire
c.a.chew-graham@keele.ac.uk

For complaints or to speak someone outside of the research team:

Head of Project Assurance
Directorate of Engagement and Partnerships
IC2 Building
Keele University, ST5 5NH
research.governance@keele.ac.uk

If you have any questions or concerns about taking part in research, you can also contact the NHS England Customer Contact Centre on Tel: 0300 3112233 or email: england.contactus@nhs.net.

Who is funding the research?

This research is being funded by the National Institute for Health Research, Research for Patient Benefit programme (NIHR205384).

Has this research been reviewed?

This research has been reviewed by an independent panel of experts during the funding application process. This study has since been given favourable ethical opinion by the Faculty of Medicine and Health Sciences Research Ethics Committee at Keele University (Reference: 0791).

Will findings from this research be made available to you?

Yes. A summary of findings will be made publicly available on our website as soon as this is practically possible. <https://www.keele.ac.uk/research/ourresearch/medicine/primarycareresearchthemes/mentalhealth/PHARM-LC/>

Thank you for taking the time to read this PHARM-LC participant information sheet. If you have any questions about this research, or would like to take part, please contact the research team Email: fmhs.longcovid@keele.ac.uk Telephone: 01782 731974