**Participant Information Sheet**

**Research Evaluating Staff Training Online for Resilience (RESTORE): A single-arm feasibility study of an online Acceptance and Commitment Therapy intervention to promote staff wellbeing in palliative care settings.**

You are invited to take part in a research study examining the usefulness of online training in Acceptance and Commitment Therapy (ACT) for staff working in palliative care settings. Please take time to read the following information and decide whether you wish to take part.

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| **What is the purpose of the study?** |
| Clinicians working in palliative care settings commonly experience stress and distress related to caring for people with a terminal illness and their families. General stresses include unmanageable workload and staff shortages. Specific stressors are stressors caring for patients with complex physical conditions patients (especially those of similar age, or circumstances to the staff member); stress associated with difficult/demanding patients who are terminally ill; and stress because of regular exposure to death, loss and grief. There is a clear need for interventions to support palliative care staff to manage work-related stress and distress, and to engage with strategies which foster resilience.  We have developed an Acceptance and Commitment Therapy (ACT) based psychological skills training course to help hospice staff to manage work-related stress and distress. This will be delivered online over 8 weeks. The aim of our study is to explore whether participation in this type of training results in any lasting changes in work-related quality of life and wellbeing. |
| **Why have I been invited to take part?** |
| You have been invited to take part as you are a member of staff providing care for people with a terminal illness, and their families. |
| **Do I have to take part?** |
| No, it is up to you to decide whether or not to take part. If you are interested, please discuss this with your line manager. If you do decide to take part, you will need to sign a consent form before starting the study (<https://edinburgh.onlinesurveys.ac.uk/restore-consent-form-2>). You can stop participating in this study at any time. If you withdraw from the training course, we will retain any research data gathered up to the point of withdrawal for analysis. If you withdraw from the training, with your permission, we may invite you for a follow-up interview – it will be up to you whether you want to participate at that time or if you would instead like us to delete your contact information. Deciding not to take part or withdrawing from the study will not affect your employment with Marie Curie in any way. |
| **What will happen if I take part?** |
| If you choose to take part, you will be asked to participate in an online course consisting of 8 online sessions focused on psychological skills for people working in palliative care settings (approx.7 hours training in total). The training will take place via MS Teams and will involve approximately 15 participants per session.  The course will consist of 4.5 hours of virtual classroom learning, and 2.5 hours of self-directed learning. You will be asked to complete one module per week over 8 weeks. Five modules can be undertaken in your own time during the given module week; 3 sessions will run in real time via MS Teams. We will provide you with a course handbook to support the online material. This will be posted to your workplace, or home address if you prefer, by a member of the research team. Between each session you will be given some ‘homework’ which you will be encouraged to complete, though this is not obligatory (e.g. a brief mindfulness exercise, an exercise focusing on your values). This would take no more than 10 minutes each day. You will be encouraged to share your experiences of the training, and any questions you might have, via the online chat function within MS Teams.  Before the training begins, you will be asked to complete a set of online questionnaires relating to wellbeing. You will also be asked to complete the same questionnaire set during and after the course (4 times in total). The questionnaires will be used to evaluate whether the course impacts wellbeing over time.  You will need to be able to access MS Teams to participate; so you will need access to a laptop or desktop computer. A webcam is not essential but is preferrable when joining the virtual classroom sessions. A member of the research team will be available to help assist you in accessing the online resources, and to answer any questions you have. You can do the training at home, or at your usual workplace (or both), depending on what fits with your routine.  You will be provided with a participant ID at the beginning of the study. Your participant ID, name and role will be stored confidentially at the University of Edinburgh. Only the Principal Investigators, Dr David Gillanders and Dr Anne Finucane, and the researcher employed for this study, will have access to your personal information (e.g. name, age band, role). All files generated for data analysis will contain your participant ID only, and you will not be identifiable.  On completion of the training, you will be invited to take part in an interview or focus group via MS Teams. The aim of this will be to gather feedback on the training course – what worked well, and what could be improved. It will take no more than one hour. You can choose whether or not you would like to take part. The interview or focus group will be recorded. It will then be anonymised and transcribed by a member of the research team or professional transcriber. If you withdraw from the training, you may still be invited for an interview, as it is important to understand why people drop out, as well as why they complete a course. You can choose whether you wish to participate in an interview at that point. You will be given the opportunity to comment on the interview and focus group findings, should you wish to. |
| **What are the possible benefits of taking part?** |
| We hope that you will find participation in the psychological skills training course enjoyable and informative; that the content will be relevant to you and that you find some new approaches for dealing with stress and distress and enhancing wellbeing. |
| **What are the possible disadvantages of taking part?** |
| There are no anticipated disadvantages. However, you will need to discuss participation with your line manager and ensure that your work-shifts can be covered to allow you to participate. You will also need to make time to complete the questionnaires before each training session, and one month following the final session. If you experience heightened stress or distress while undertaking the training, the course facilitator will signpost you to additional resources and support that may be helpful. |
| **Will my taking part be kept confidential?** |
| Your data will be processed in accordance with Data Protection Law. All information collected about you will be kept strictly confidential. You will be provided with a Participant ID before you begin. Questionnaire information gathered will only contain your Participant ID. Questionnaire data and consent forms will be stored at the University of Edinburgh. Your consent form will be stored separately from your study data in order to minimise risk of you being identified. Only the research assistant, and the Principal Investigators, Dr David Gillanders and Dr Anne Finucane, will have access to both. The only time your name and ID will be accessed together will be if you forget your ID and a member of the research team needs to check this for you. With your consent, the training sessions, interviews and focus groups will be audio recorded. Audio recordings will be stored securely and will be deleted once transcribed.  The University of Edinburgh is the sponsor for this study, and will act as the data controller for this study (i.e. has overall responsibility for the study and data collected). This means that the University and research team are responsible for looking after your information and using it properly. Your personal data will be deleted within two years of study completion. Anonymised data will be retained indefinitely and may be used in future ethically approved research. Any personal information collected as part of this study will not be disclosed to any other organisation.For general information about how we use your data go to: <https://www.ed.ac.uk/records-management/privacy-notice-research> |
| **What will happen to the results of the study?** |
| The results of the study will help us determine whether brief training in ACT-based psychological skills is useful for staff working in palliative care settings. If we find that the training is effective and acceptable, we would share information on the training more widely so that it can be further developed and delivered more widely.  We aim to publish the results of this study in a peer-reviewed journal. All data will remain anonymised and you will not be identified from any published results of this study. |
| **Who has organised and reviewed the study?** |
| This study has been organised by Dr David Gillanders, Head of Clinical Psychology at the University of Edinburgh, and Dr Anne Finucane, Marie Curie Senior Research Fellow in Clinical Psychology at the University of Edinburgh. It is sponsored by the University of Edinburgh. The study proposal has been independently reviewed by academic staff at the and ethical approval has been obtained from The Clinical Psychology Ethics Committee at the School of Health in Social Science, University of Edinburgh. |
| **Researcher Contact Details** |
| If you have any further questions about the study, please contact:  Project Research Assistant, Brigid Lydon: email: [brigid.lydon@marie.curie.org.uk](mailto:brigid.lydon@marie.curie.org.uk)  Co-Principle Investigator: Dr David Gillanders. email: [david.gillanders@ed.ac.uk](mailto:david.gillanders@ed.ac.uk).  Co-Principle Investigator: Dr Anne Finucane. email: [anne.finucane@mariecurie.org.uk](mailto:anne.finucane@mariecurie.org.uk). |
| **Independent Contact Details** |
| If you would like to discuss this study with someone independent of the study contact:  Dr Helen Sharpe,  Research Lead for Clinical Psychology,  Head of School for Health and Social Science  The University of Edinburgh  Email: [helen.sharpe@ed.ac.uk](mailto:helen.sharpe@ed.ac.uk)  Phone: 0131 651 3949 |
| **Complaints** |
| If you wish to make a complaint about the study, please contact:  Prof Matthias Schwannauer  Head of School of Health and Social Science  The University of Edinburgh  Email: m.schwannauer@ed.ac.uk  Tel: +44 (0)131 651 3954 |