The Dental Health Unit
Williams House
Manchester Science Park
Lloyd Street North, Manchester
M15 6SE

Dr Michaela Goodwin

Tel: 0161 226 1211

MANCHESTER 1824
The University of Manchester

Dental Team/Stakeholder Information Sheet

The PANDA Study

An evaluation of an alternative Dental Pathway

Dear Dental Team/ Stakeholder,

You are being invited to take part in a research study to look at children's dental services in Greater Manchester. Below is some information about the study. Please take some time to consider your participation. If you have any questions, please use the contact details listed at the end of this letter.

Who will conduct the research?

Researchers at the University of Manchester and University of Liverpool alongside colleagues working in the NHS will carry out this research.

What is the purpose of this study?

There are a large number of children who are referred for dental treatment through specialist services such as the Community Dental Service (CDS) or for treatment within a hospital setting. Unfortunately waiting times for Community Dental Service and hospital referrals have increased dramatically over the last few years. Given the long waiting list a potential alternative for treating children was introduced; known as a "Child Friendly Dental Practice" (CFDP). These practices have been designed to allow them the time to manage children who may need additional support during their treatment. This option could reduce the demand on other services and allow them to deal with complex cases.

In order to understand how well these different services work, who they work for and in what circumstances we would like to explore these services, by looking at the impact they have on patients attending and the opinions of the health professionals working in or closely with the service. We will do this by understanding the impact both from a professional and patient perspective.

Am I suitable to take part?

Your work within dentistry is connected to the services we will be studying. The aim of the study is to understand how CFDP work, what aspects work well, the barriers and the attitudes and opinions of those connected to the services in order to determine if these should be expanded across the country.

What would my involvement be?

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

You will be asked to take part in an interview to explore your opinions, personal and professional experiences. We will explore barriers and facilitators in incorporating and utilising the child friendly practices initiatives, level of acceptability and practicability and what needs

to change (or be sustained) for the initiative to be successful and easily incorporated into routine practice. If you agree the interview will last 30-60 minutes and will be audio recorded. Transcripts of the interviews will be created.

Participation in this study is entirely voluntary. You may choose to withdraw from the study at any time and you do not have to give us a reason.

Length of Participation

You will be invited to attend one interview which will last 30-60 minutes, all interviews need to be recorded. You should be comfortable with the recording process at all times and you are free to stop recording at any time.

Consent

If you agree to participate you can sign the consent form which will give us permission record the interview

Risks to the Subject

There are no perceived risks in taking part in this interview

Will I be compensated for taking part?

in recognition of your professional time, you will receive payment at the standard British Dental Association (BDA) guild rate for participating in the interview.**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
- Address
- Contact details
- Email address

We will also be recording the interview and creating transcripts to help us with future analyses. As soon as recordings are transcribed the recording will be deleted. Interviews will be transcribed by an external company who hold a confidentiality agreement Recordings will not use names or other identifiable information and they will be handled securely throughout the project.

Under what legal basis are you collecting this information?

We are collecting and storing this personal identifiable information in accordance with UK 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 my 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. Sometimes your

rights may be limited if it would prevent or delay the research. If this happens you will be informed by the research team.
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 (https://documents.manchester.ac.uk/display.aspx?DocID=37095).

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

- In accordance with the data protection law, The University of Manchester is the Data Controller for this project. This means that we are responsible for making sure your personal information is secure, confidential and used only in the way you have been told it will be used. We would not share information with other people or organisations about you or pass on your contact details without your permission. All researchers and staff members are trained in data protection, and your data will be looked after in the following way:
- The study team will store your identifying information (name and contact details) securely and separately from your study data. Your data will be marked with an ID number and not your name. The key for linking your ID number to your identity will be accessible only to the research team. The data itself will be pseudo- anonymised as your unique ID number connects to the identifiable data provided by yourself. Data will be stored on University of Manchester approved and securely backed up servers or computers and data will be stored in encrypted files, folders, computers, or devices. We will also ask for your permission to keep your contact details on file and contact you about future studies that you might be interested in.
- Your consent form (including your name and signature) will be retained separately for 2 years after the end of the study, only the research team will have access to these (after this period the data will be fully anonymised and you will no longer be able to withdraw your data and information from the study). After the end of the project, data will be kept for 5 years and will be securely transferred to an alternative safe storage solution.
- This will be the DHU Research Data Storage (RDS) system, also known as Isilon.
- When you agree to take part in a research study and with your informed consent, the information about you may be provided to researchers running other studies here or at other organisations. With your consent your anonymised information will be shared in order to support additional research in accordance with The University of Manchester's Research Privacy Notice.
- This information will not identify you and will not be combined with other information in a way that could identify you. The information will only be used for the purpose of future research and cannot be used to contact you regarding any other matter. It will not be used to make decisions about future services available to you.
- If you chose to conduct the interview over zoom your participation in this research will be recorded in Zoom and your personal data will be processed by Zoom. This may mean that your personal data is transferred to a country outside of the European Economic Area, some of which have not yet been determined by the United Kingdom to have an adequate level of data protection. Appropriate legal mechanisms to ensure these transfers are compliant with the Data Protection Act 2018 and the UK General Data Protection Regulation are in place. The recordings will be removed from the

above third party platform and stored on University of Manchester managed file storage as soon as possible following the completion of data collection.

- *If you would like more general information on how researchers use data about patients, please visit: www.hra.nhs.uk/information-about-patients/*

Sharing data:

When you agree to take part in a research study and with your informed consent, the information about you may be provided to researchers running other studies here or at other organisations. With your consent your anonymised information will be shared in order to support additional research in accordance with the UK Policy Framework

This information will not identify you and will not be combined with other information in a way that could identify you. The information will only be used for the purpose of dental research, and cannot be used to contact you regarding any other matter. It will not be used to make decisions about future services available to you.

Potential disclosures:

Individuals from the University, the site where the research is taking place and regulatory authorities may need to review the study information for auditing and monitoring purposes or in the event of an incident.

Please also note that individuals from The University of Manchester or regulatory authorities may need to look at the data collected for this study to make sure the project is being carried out as planned. This may involve looking at identifiable data. All individuals involved in auditing and monitoring the study will have a strict duty of confidentiality to you as a research participant.

Will the outcomes of the research be published?
The information from this study will be published in a peer reviewed journal and presented at conferences. We will create an animated video and infographic to explain the results and present this through social media/online. We will also feedback the results to participants if they wish.

Disclosure and Barring Service (DBS) Check
Any researcher who will have access to children will have undergone an appropriate level of DBS check

Who has reviewed the research project?
The project has been reviewed by (*xxx REC reference xx/xx/xx*).

Who is funding the research project?

This project is funded through the National Institute for Health Research (NIHR151661).

Who is running this study and what if I have a question?

Dr Michaela Goodwin is the Chief Investigator of the study and works at the Division of Dentistry, University of Manchester her contact details are at the end of this email.

What happens if I do not want to take part or if I change my mind?

It is up to you if you want to take part in this study. If you do decide to take part, you will be given this information sheet to keep and you will be asked to sign a consent form. You are free to withdraw from the study at any time without giving a reason and without detriment to yourself. However, it will not be possible to remove your data from the project once it has been anonymised as we will not be able to identify you. This does not affect your data protection rights. If you decide not to take part, you do not need to do anything further.

What if I have a complaint?

Minor complaints
If you have a complaint that you wish to direct to members of the local team, please contact:
Name: MICHAELA GOODWIN
Email: Michaela.goodwin@manchester.ac.uk
Telephone number: +44 (0)161 2324711

Formal Complaints
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 Ethics Manager, Research Office,
Christie Building, The University of Manchester,
Oxford Road,
Manchester, M13 9PL.

Or by emailing: research.complaints@manchester.ac.uk
Or by telephoning 0161 306 8089.

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 https://ico.org.uk/make-a-complaint/

Contact Details

If you have any queries or questions about the information provided, please contact –

Name: Michaela Goodwin
Email: Michaela.goodwin@manchester.ac.uk
Telephone number: +44 (0)161 2324711

What do I do now?
If you are happy to take part in this study, please complete the attached consent form and contact sheet and return it to the researcher who provided it or you can return via the post to:
The Dental Health Unit
Williams House
Manchester Science Park
Lloyd Street North, Manchester
M15 6SE

I would like to thank you for reading this information sheet and considering your inclusion in the study.

Yours sincerely,





Dr Michaela Goodwin