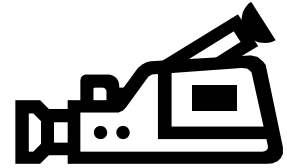


Video- & audio-recording options GP participant information sheet



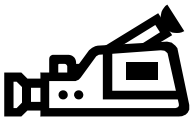
Patients and GPs taking part in the GoalPlan study need to consent to a recording of their care plan consultation(s). Analysing the recording(s) will help the research team to understand what is helping or hindering care plans, and setting goals for care plans.

This information sheet describes more options for video- and audio-recording.

- We would like to record the care plan consultation(s) you have. In addition to use of the recording(s) within the GoalPlan study, you are invited to agree to the recordings being used for other purposes, including teaching and research.
- We will only make the type of recording that you consent to, and we will only use the resultant recordings in the ways you have agreed.
- Before you decide whether to agree to the video or audio recording options read the following information and contact the research team if there is anything that is not clear or if you'd like more information.

Why have I been invited to consider video- and audio-recording options?

Recording of your appointment(s) is part of the GoalPlan study that you have been invited to participate in. If you decide to take part in the study, you will be asked to specify the ways in which the recordings can be used.



VIDEO RECORDING OPTIONS

Do I have to agree to a video-recording?

No, **taking part in video-recording is entirely voluntary**. If you decide to take part in a video-recording and then change your mind, you can ask for the recording to stop at any time.

What does video-recording involve?

We will ask you to set the video camera to ensure that the GP and patient can be seen and heard clearly on the recording.

Are there any possible risks with taking part in video-recording?

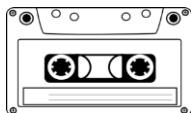
We will make every effort to reduce the impact of video-recording and will use a small video recorder.

What are the possible benefits of taking part in video-recording?

Video-recordings are a richer source of information than audio-recordings, as they show non-verbal communication and reveal more about the dynamics of an interaction. If you take part in video-recording you will contribute valuable data that will help us to make an in-depth comparison of how goal-setting consultations work compared with usual care plan consultations.

Will my taking part in video-recording be kept confidential?

If you take part in video-recording **your voice will not be altered** and **your face will not be obscured**. However, we will remove any references to people and place names that occur in the recording. The video-recordings will be transcribed and analysed by members of the research team. Your name will not be used in the transcriptions; you will be identified by a unique number.



AUDIO RECORDING OPTIONS

Do I have to agree to an audio-recording?

Yes, if you consent to take part in the GoalPlan study, your care plan consultation(s) with your patient will be audio-recorded as a **minimum** requirement.

What does audio-recording involve?

We will ask you to set to the audio-recorder at the care plan consultation(s). Please ensure you and your patient can be heard clearly on the recording.

Are there any possible risks with taking part in audio-recording?

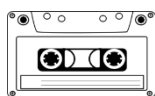
If you feel uncomfortable at the prospect of your care plan consultation(s) being recorded and analysed, you may not wish to take part in this research.

What are the possible benefits of taking part in audio-recording?

If you take part in audio-recording you will contribute valuable data that will help us to make a comparison of how goal-setting consultations work compared with usual care plan consultations.

Will my taking part in audio-recording be kept confidential?

If you take part in audio-recording **your voice will not be altered**. However, we will remove any references to people and place names that occur in the recording. The audio-recordings will be transcribed and analysed by members of the research team. Your name will not be used in the transcriptions; you will be identified by a unique number.



WHAT WILL HAPPEN TO THE RESULTING VIDEO-OR AUDIO-RECORDING(S) AND TRANSCRIPTIONS?

The research team will ensure that all information gathered during the study is stored in accordance with the Data Protection Act 1998. The recordings and transcriptions will be kept in electronic format on secure computer servers, and will be password protected. They will be kept for 15 years after the study finishes.

In addition to using the video- or audio-recording(s) for analysis within the GoalPlan study, we also invite you to consider whether you agree to the recording(s) being used for other purposes. **These are entirely optional**, and the

video- & audio-recording options consent form enables you to specify which of these uses you agree to, and which you don't. As stated earlier, it won't be possible for you to be anonymous, but any references to people or place names will be removed.

- **Use of clips in presentations about the GoalPlan study**

If you consent to this option, clips from the video- or audio-recording(s) may be used in presentations about the GoalPlan study to professional audiences of researchers, health and social care staff, and trainees. Video and audio clips can often help to put across the findings of research in a much clearer way than when using words only.

- **Use of recordings and transcriptions for future research**

The video- and audio-recordings produced as part of the GoalPlan study, and transcriptions from those recordings, are a valuable source of information. If you consent to this option, we would like other professional researchers in the field of health and social care to have the opportunity to study these recordings and transcripts in future research aiming to better understand health-related communication.

- **Use of recordings and transcriptions for teaching**

If you consent to this option, the video- and audio-recordings, and transcriptions from those recordings, may be used in teaching. This would include communication skills training with health and social care staff, trainees, and researchers.

What if there is a problem?

If you want to withdraw from the study, you can do so at any time without giving a reason. If you have a complaint about the study or how you have been treated, please contact the research team (see box below) or Clare Symms at NHS South Norfolk CCG at [Tel: 01603 257020, Email: clare.symms@nhs.net] in the first instance.

How to contact us

If you have any questions about audio- or video-recording in this research, please contact the study researcher or the project lead. Their contact details are provided below:-

- Liz Lenaghan (Researcher)
Tel: **01603 591694**, goalplan.study@nhs.net
- Professor Nick Steel (Project Lead), n.steel@uea.ac.uk

Thank you for taking the time to read this information sheet.