****

**GUIDELINES for PARTICIPANT INFORMATION SHEET**

A Participant Information Sheet, which clearly identifies the purpose of the study and what will be required of the participant, must accompany each Ethics Application. The following guidelines are a modified version of the guidelines provided by the Chief Scientist Office of the Scottish Executive. However, the principles and much of the content will be of use to researchers writing information sheets in their particular fields, for trials involving healthy volunteers. You will find it helpful to refer also to other guidelines produced for writing participant information sheets.

<http://www.hra-decisiontools.org.uk/consent/examples.html>

Potential recruits to your research study must be given sufficient information to allow them to decide whether or not they want to take part. An Information Sheet should contain information under the headings given below where appropriate, and in the order specified. It should be written in simple, non-technical terms and be easily understood by a lay person. Use short words, sentences and paragraphs. The information sheet should carry the University logo and clearly identify the Department or Institute where the research is being carried out.

**The text in italics under each heading is given as an example only and may be modified to suit the purposes of each individual study.**

|  |
| --- |
| 1. **Study title**
 |
| International Medical Graduates and the Social Environment |
| 1. **Invitation paragraph**
 |
| You are being invited to take part in a research study. Before you decide, it is important for you to understand why the research is being done and what it will involve. Please take time to read the following information carefully and discuss it with others if you wish. Ask us if there is anything that is not clear or if you would like more information. If you decide to take part in this study, you will be given a copy of this Participant Information Sheet and the signed consent form to keep. |
| 1. **What is the purpose of the study?**
 |
| The background and aim of the study should be given here. You should also mention the duration of the study. If the study is contributing towards an educational qualification, details of this should be included here. The purpose of this study is to understand the social environment into which International Medical Graduates (IMGs) immigrate to. Specifically, we are interested in exploring the views and perceptions of doctors (Both IMGs, and UK or Domestic Medical Graduates [DMGs]) of the friendliness and openness of society to receiving IMGs both at work and in society at large. We would like to explore how IMGs form friendships and interpersonal relationships and with whom.This study is part of a series of studies conducted by Mo Al-Haddad in part fulfilment of a PhD at the University of Glasgow. Mo is supervised by Prof Susan Jamieson and Dr Evi Germeni who are both experienced researchers at the University of Glasgow.  |
| 1. **Why have I been invited to participate?**
 |
| You have been invited because you are a doctor practicing in Scotland and are registered with NHS Education Scotland as either a trainee or a trainer. You have also expressed an interest in potentially participating in the study. We aim to recruit about 60 participants to this study. |
| 1. **Do I have to take part?**
 |
| No, it is up to you to decide whether or not to take part. If you do decide to take part, you will be given this information sheet to keep and be asked to sign a consent form. If you decide to take part, you are still free to withdraw at any time and without giving a reason.If you are trainee, participating in this study will not affect your progress, nor will withdrawing from it at any time.  |
| 1. **What will happen to me if I take part?**
 |
| If you agree to take part in this study, Mo Al-Haddad will contact you by email or phone (as you prefer) to organise a time and date that is suitable for you to take part in a one-one interview that will take around one hour. The interview will be conducted by mutual agreement either via Zoom or Microsoft Teams. During the interview, you will be asked about interpersonal relationships and life in Scotland at work and out with. The interview will be recorded and then transcribed. A copy of the transcript will be emailed to you for an accuracy check. We will analyse the data (transcripts) from your and other participants’ interviews and produce a report. The report will by anonymised and no identifiable information about you or anyone you mention in the interview will be published. If you like, we will notify you when the report is published. 1. **What do I have to do?**
 |
| Attend the online interview and check the transcript for accuracy and comments. Correspond with Mo Al-Haddad to set up the interview and check the transcript.  |
| 1. **What are the possible disadvantages and risks of taking part?**
 |
| The main burden is the time it takes to conduct the interview and to check the transcript for accuracy. In addition, you will need time to go through this information sheet and correspond with/talk to Mo Al-Haddad to arrange a suitable time and date for the interview.  |
| 1. **What are the possible benefits of taking part?**
 |
| There are no direct benefits from participating, but we are hoping that the report we produce will help all doctors understand the social environment for IMGs at work and outside. Ultimately, we hope to promote easier formation of interpersonal relationships.  |
| 1. **Will my taking part in this study be kept confidential?**
 |
| All information collected about you, or responses that you provide, during the course of the study will be kept strictly confidential. You will be identified by an ID number, and any information about you will have your name and email address removed so that you cannot be recognised from it; see point 11. Please note that assurances on confidentiality will be strictly adhered to unless evidence of serious harm, or risk of serious harm, is uncovered. In such cases, the University may be obliged to contact relevant statutory bodies/agencies. |
| 1. **What will happen to my data?**
 |
| We will store your name, gender, ethnic group, contact details that you provide (email), your country of primary medical qualification and specialty in a file on secure University of Glasgow servers. This file will also contain the name of the linked file storing the interview recording, and the anonymised interview transcript. Both the interview recording, and the anonymised transcript will also be stored on secure University of Glasgow servers. This means that the University is responsible for looking after your information and using it properly. The data will be stored in archiving facilities in line with the University of Glasgow retention policy of up to 10 years. After this period, further retention may be agreed, or your data will be securely destroyed in accordance with the relevant standard procedures.Your rights to access, change or move the information we store may be 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. To safeguard your rights, we will use the minimum personally-identifiable information possible. You can find out more about how we use your information from Mo Al-Haddad (mo.alhaddad@glasgow.ac.uk)Researchers from the University of Glasgow collect, store and process all personal information in accordance with the General Data Protection Regulation (2018). |
| 1. **What will happen to the results of the research study?**
 |
| After analysing the data, we aim to present our findings at National and International Conferences. We will discuss our findings in social media platforms such as twitter and Facebook. We will also produce a written report which we aim to publish in a peer-reviewed journal. Our presentations and written reports will include anonymised quotes from participants. To maintain the context we will attribute the quotes to participants using codes e.g. IMG\_Trainee1, DMG\_Trainer1..etc. We expect to complete recruitment for our study in 2023, and present and publish our results in 2023. If you would like to be notified of the publication, please let Mo Al-Haddad know in an email or during the interview.  |
| 1. **Who is organising and funding the research?**
 |
| This study is not funded.  |
| 1. **Who has reviewed the study?**
 |
| The project has been reviewed by the College of Medical, Veterinary & Life Sciences Ethics Committee at the University of Glasgow (application no 200210145) |
| 1. **Contact for Further Information**
 |
| You can receive further information from Mo Al-Haddad (mo.alhaddad@glasgow.ac.uk), Prof Susan Jamieson (Susan.Jamieson@glasgow.ac.uk) or Dr Evi Germeni (Evi.Germeni@glasgow.ac.uk) Thank you very much for reading this information sheet and considering participating in our study. If you are happy to proceed, please make sure you read and sign the consent form as well as the data privacy form. If you are not, we would appreciate it if you could let us know. Mo Al-HaddadProf Susan JamiesonDr Evi Germeni |