Participant Information Sheet: Care Home Staff: Focus Group and Interview

Study title: An evaluation of a multi-faceted intervention to reduce antimicrobial prescribing in care home residents [REducing Antimicrobials in Care Homes (REACH)]: a non-randomised feasibility study and process evaluation

You are being invited to take part in a research study (REACH). Before you decide whether to take part, 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 contact XXXX (using the details provided below) if there is anything that is not clear or if you require more information.

What is the purpose of the study?

There have been concerns about the high level of prescribing of antimicrobials (antibiotic, antifungal and antiviral medicines) in care homes for older people, meaning that these medicines may not work as well as they should. A Canadian study found that education and training of nurses and doctors about antimicrobials was useful in reducing their use in Canadian care homes. In the REACH study, we want to develop an education and training intervention for care home staff and general practitioners, based on one that was used in Canadian care homes. We will then test this education and training programme in six care homes and the general practices the homes work with, and see if it is practical and straight-forward to use. We will also check how we will collect information about residents from care homes, community pharmacies and large databases.

We are interested in the views of care home staff on what we plan to do, and their views of the study after it has finished.

- **Why have I been chosen?**

Six care homes have agreed to take part in this study-three from Northern Ireland and three from Coventry and Warwickshire. You have been chosen because you work in one of the care homes that have agreed to take part. We are interested in your views on the training and education programme and what you think about the study when it is finished.

- **What will happen to me if I take part?**

You will be asked to take part in a focus group with other members of staff from your care home. A focus group is like a group discussion. There will be between six to eight people in the focus group. A researcher will be present who will ask the group for their views about the training material and the training programme which the research team has put together. Everything that is discussed during the focus group will be recorded so that there is an accurate record of what was said. The recording will be typed up word for word, so that the research team can read and analyse what was said. Each focus group will be held during September/October 2016 at a time and place convenient to you. **Each focus group will last no longer than 90 minutes, and in some cases will be shorter than this**. You will receive a payment of £50 (cheque) for taking part in the focus group.

At the end of the study, we would also like you to take part in a face-to-face interview. A researcher will ask you for your views about putting training into practice, using the flow charts or algorithms and anything else that they think is important. The interview will last approximately one hour and will be recorded. The recording will be typed up word for word, so that the research team can read and analyse what was said. This interview will take place in September/October 2017. There will be a payment of £50 (cheque) for taking part in this interview.

- **Do I have to take part?**

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. You will then be contacted by a researcher to arrange a time to participate in the focus group. You will be asked to sign a consent form, and given a copy of the signed form. Later, towards the end of the study, the researcher will be in contact with you again about the interview.

You are free to withdraw at any time without giving a reason. A decision to withdraw at any time, or a decision not to take part, will be accepted without causing any displeasure.

- **How long will the study last?**

The whole study started in April 2016 and will run for two years. The focus groups will take place in September/October 2016, and the interviews will be held in September/October 2017.

- **What happens to the results of the research study?**

After the data has been collected and analysed, the information will be written up in a report for the funder. The results from this study may be presented at conferences and published in academic journals. No names of care homes, GP practices, staff or residents or family members will appear on any report or publication arising from this work. We will also provide you with a summary of the study findings.

- **Are there any risks or disadvantages to taking part in this study?**

We do not anticipate that there are any risks to the care homes or its staff by taking part in the research.

- **What are the possible benefits?**

It is hoped that this study will help to develop a useful way for ensuring better prescribing of antimicrobials for care home residents. The results from this study will tell us how easy staff find putting the training into practice and if they think the new approach will work in practice. This might allow us to develop a bigger study in the future.

- **What about Confidentiality?**

All information will be kept strictly confidential in accordance with and limited by legislative requirements. Care home staff and the care home in which they work will not be identified. Anything that is said during focus groups or interviews will not be linked to anyone who takes part. Analysis and storage of the data will be carried out on encrypted password protected computers. All documents and audio digital recordings will be stored in a locked fireproof cabinet, either in the School of Pharmacy, Queen's University Belfast or in the Warwick Clinical Trials Unit. When the study has been completed, the documents and audio recordings will be securely stored for 5 years and then destroyed. If anything is mentioned during the focus groups or interviews which suggests that a resident might have been put at risk or poor practice was being carried out, members of the research team will inform the Chief Investigator (Carmel Hughes), who will notify the care home manager and the relevant professional body (e.g. NMC) if required.

- **What happens if something goes wrong?**

If you have a concern about any aspect of this study, you can contact the Chief Investigator of the study, Professor Carmel Hughes, from the School of Pharmacy at Queen's University Belfast who will do her best to answer your questions: Telephone 028 90 972147.

If you have a complaint in relation to the study, you can contact the Head of Research Governance at Queen's University Belfast, Mrs. Louise Dunlop: Telephone 028 9097 2572.

In the event that something does go wrong and you are harmed during the research due to someone's negligence then you may have grounds for a legal action for compensation but you may have to pay your own legal costs. It is extremely unlikely that an individual would be harmed as a result of taking part in focus groups/interviews. In the unlikely event where harm would be caused, claims for negligent harm against researchers employed by Queen's University Belfast and the University of Warwick are covered by each university's indemnity provisions.

- **Who is organising or funding the research study?**

  The study is being funded by the National Institute for Health Research.

- **Who has reviewed the research study?**

This study has been reviewed by members of the National Institute for Health Research Review Board. It has received ethical approval from a Research Ethics Committee (REC approval number 16/NI/0003) and research governance approval has been obtained from Queen's University Belfast (approval number B15/58).

- **Who can I contact if I have more questions?**

You can contact XXXX, School of Pharmacy, Queen's University Belfast/Warwick University (*to be deleted as appropriate*), for further information. (Tel:) (Email:)

Stakeholder Information Sheet for Participation in Consensus Meeting

Study title: A consensus meeting to evaluate the content of a decision making tool to assist care home staff to manage urinary tract infections (UTI), respiratory tract infections (RTI) and skin and soft tissue infections (SSTI) in older people living in care homes. Part of the **RE**ducing **A**ntimicrobials in **C**are **H**omes (REACH) study.

The above study is being undertaken within the Clinical and Practice Research Group at The School of Pharmacy, Queen's University Belfast and the Warwick Clinical Trials Unit, The University of Warwick. You are being invited to take part in a consensus group at the School of Pharmacy, Queen's University, Belfast. Before you decide whether to take part, it is important for you to understand why the consensus group is being done and what it will involve. Please take time to read the following information carefully and if you have any queries or concerns, do not hesitate to contact Catherine Shaw (CS) at the address and telephone number given above.

What is the purpose of the study?

Care homes (with or without nursing) provide care for older people who can no longer live independently. The most frequent acute health care intervention which care home residents receive is prescribing of medication (Hughes & Tunney, 2013). There are serious concerns about the quality of prescribing generally, for care home residents, and antimicrobial prescribing in particular (Hughes & Tunney, 2013). This has important implications for individual residents, and may have broader public health considerations due to the development of antimicrobial resistance (AMR). A number of antimicrobial prescribing decisions for care home residents may be made by telephone, (Schweizer *et al*., 2005), and this can lead to medicines management problems, with erratic review of medicines and prescribing errors. A more 'whole-systems' approach, involving education, diagnosis, treatment and feedback, may help improve practice.

There are promising data from Canada suggesting that a multi-faceted intervention on antimicrobial prescribing for urinary tract infections (UTIs), may be

effective in reducing antibiotic use (Loeb *et al*., 2005). The original algorithm, focussing only on UTIs, has been updated through rapid reviews of the current literature and discussion within the research team, and expanded to include respiratory tract infections (RTIs) and skin and soft tissue infections (SSTIs). We now want to present this updated and expanded algorithm to a panel of experts for comment, review and consensus.

Why have I been chosen?

You have been identified by the researchers within this study as someone who possesses the clinical expertise to be involved in a consensus meeting to obtain feedback on the content of the updated algorithm.

Do I have to take part?

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. You are still free to withdraw at any time without giving a reason. A decision to withdraw at any time, or a decision not to take part, will be accepted without causing any displeasure.

What will happen to me if I take part?

You will be invited to attend a consensus meeting at the School of Pharmacy. You will be provided with a copy of the algorithm and supporting evidence by email a week beforehand to enable you to familiarise yourself with the material. During the consensus meeting you will join other key stakeholders to discuss the content, layout and proposed use of the algorithm.

How long will the study last?

The consensus meeting with be held in August/September and will take one day.

What are the possible benefits?

This research is timely and relevant, particularly in light of the Chief Medical Officer's Report and the UK AMR Strategy (Davies, 2013; Department of Health, 2013). The overall study addresses an issue of strategic importance to the NHS and our findings may lead to changes in practice that will have a significant impact on a large number of patients across the UK. Four per cent of those over 65 years live in care homes in the UK, and this population has often been excluded from research that may have the potential to improve the quality of care (delivery and outcomes) that they receive. The outcomes from the proposed research may also help us understand the organisation of care within this setting as the way in which primary care is delivered is variable. A number of prescribing decisions (not just antimicrobials) may be made over the telephone, and this can lead to medicines management problems, with erratic review of medicines and prescribing errors. A more 'whole-systems' approach, involving education, signs/symptoms' recognition, treatment and feedback as outlined for this study, may help improve practice.

What are the side effects of any treatment received when taking part?

No treatment is involved and therefore, no side-effects will be experienced.

What if something goes wrong?

In the unlikely event that you are harmed by taking part in this research project, there are no special compensation arrangements. If you are harmed due to someone's negligence, then you may have grounds for a legal action but you may have to pay for it.

Will taking part in this study be kept confidential?

Any information which is collected during the consensus meeting will be kept confidential. You will not be identified in any documentation relating to the study.

What will happen to the results of the research study?

A copy of published information about the study (reports, scientific papers etc) can be obtained from the School of Pharmacy, Queen's University on request. You will not be identified in any report or publication arising from this work.

Who is organising and funding the research?

This study is being funded through the Health Services and Delivery Research (HS&DR) stream of the National Institute for Health Research, and specifically the Antimicrobial Resistance themed call.

Who has reviewed the study?

This study has been reviewed by the School of Pharmacy Research Ethics Committee.

Further information may be obtained from:

Ms Catherine Shaw

Research Fellow

School of Pharmacy,

Queen's University Belfast

Tel. 028 90 972033

<u>If you wish to take part you will be given a copy of this information sheet.</u>

Information Sheet: Family members: Focus Groups

Study title: The REducing Antimicrobials in Care Homes (REACH) Study: a new approach to reducing the amount of prescribing of antimicrobial medicines

You are being invited to take part in a research study called REACH. Before you decide whether to take part, 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 contact XXXX (using the details provided below) if there is anything that is not clear or if you require more information.

What is the purpose of the study?

There have been concerns about the high level of prescribing of antimicrobials (antibiotic, antifungal and antiviral medicines) in care homes for older people, meaning that these medicines may not work as well as they should. In the REACH study, we want to develop an education and training course for care home staff and general practitioners (GPs), based on one that was used in a study in Canadian care homes. In the Canadian study, the education and training programme led to a fewer antimicrobials being prescribed for care home residents. The REACH research team are going to use the education and training course that they have developed in care homes and general practices and see if it is acceptable to staff and general practitioners (GPs). We will also test how we will collect information about residents from care homes, community pharmacies and large databases.

We are interested in the views of family members of care home residents on what we hope to do.

Why have I been chosen?

Six care homes have agreed to take part in this study-three from Northern Ireland and three from Coventry and Warwickshire. You have been chosen because you have a family member living in one of the participating care homes, and we are interested in your views on the training and education course and prescribing of antimicrobial medicines.

What will happen to me if I take part?

You will be asked to take part in a focus group with other people who have family members in the care home. A focus group is like a group discussion. There will be between six-eight people in the focus group. A researcher will be present at the focus group who will ask the members of the group what they think about the training course which the research team has put together. Everything that is talked about during the focus group will be recorded so that there is an accurate record of everything what was said. The recording will be typed up word for word, so that the research team can read and analyse what was said. Each focus group will be held during September/October 2016 at a time and place convenient to you. **Each focus group will last no longer than 90 minutes, and in some cases will be shorter than this.** You will receive a payment of £50 (cheque) for taking part in the focus group.

Do I have to take part?

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. You will then be contacted by the care home manager to arrange a time to take part in the focus group. You will be asked to sign a consent form to say that you agree to take part, and given a copy of the signed form. You are still free to withdraw or decide not to take part at any time without giving a reason. A decision to withdraw at any time, or a decision not to take part, will be accepted without causing any displeasure.

How long will the study last?

The whole study started in April 2016 and will run for two years. The focus group will take place in September/October 2016.

What happens to the results of the research study?

After the data has been collected and analysed, the information will be written up in a report for the funder. The results from this study may be presented at conferences and published in academic journals. No names of care homes, GP practices, staff or residents or family members will be present on any report or publication arising from this work. We will also provide you with a summary of the study findings.

Are there any risks or disadvantages to taking part in this study?

We do not anticipate that there are any risks to family members taking part in focus groups.

What are the possible benefits?

It is hoped that this study will help to develop a useful way for ensuring better prescribing of antimicrobials for care home residents. The results from this study will tell us how easy staff find putting the training course into practice and if they think the new approach will work in practice. This might allow us to develop a bigger study in the future.

What about Confidentiality?

All information will be kept strictly confidential in accordance with and limited by legislative requirements. No participants or care homes will be identified. Anything said during the focus groups will not be linked to anyone taking part. Analysis and storage of the data will take place on computers which will need passwords. All documents and recordings will be stored in a locked fireproof cabinet, either in the School of Pharmacy, Queen's University Belfast or in the Warwick Clinical Trials Unit. When the study is finished, the documents and recordings will be securely stored for 5 years and then destroyed.

What happens if something goes wrong?

It is extremely unlikely that anyone would be harmed as a result of taking part in focus groups. If you have a concern about any aspect of this study, you can contact the Chief Investigator of the study, Professor Carmel Hughes, from the School of Pharmacy at Queen's University Belfast who will do her best to answer your questions: Telephone 028 90 972147. If you have a complaint in relation to the study, you can contact the Head of Research Governance at Queen's University Belfast, Mrs. Louise Dunlop: Telephone 028 9097 2572.

In the event that something does go wrong and you are harmed during the research due to someone's negligence, then you may have grounds for a legal action for compensation but you may have to pay your own legal costs. In the unlikely event where harm would be

caused, claims for negligent harm against researchers employed by Queen's University Belfast and the University of Warwick are covered by each university's indemnity provisions.

Who is organising or funding the research study?

The study is being funded by the National Institute for Health Research.

Who has reviewed the research study?

This study has been reviewed by members of the National Institute for Health Research Review Board. It has received ethical approval from a Research Ethics Committee (REC approval number 16/NI/0003) and research governance approval has been obtained from Queen's University Belfast (approval number B15/58).

Who can I contact if I have more questions?

You can contact XXXX, School of Pharmacy, Queen's University Belfast/Warwick University (*to be deleted as appropriate*), for further information. (Tel:) (Email:)

Information Sheet: General Practitioners: Interview

Study title: An evaluation of a multi-faceted intervention to reduce antimicrobial prescribing in care home residents [REducing Antimicrobials in Care Homes (REACH)]: a non-randomised feasibility study and process evaluation.

You are being invited to take part in the above research study (REACH). Before you decide whether to take part, 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 contact Dr Anne Montgomery (using the details provided below) if there is anything that is not clear or if you require more information.

What is the purpose of the study?

There have been concerns about the level of prescribing of antimicrobials (antibiotic, antifungal and antiviral medicines) in care homes for older people which might lead to resistance. A Canadian study found that education and training of nurses and doctors was useful in reducing the use of antimicrobials in Canadian care homes. In the REACH study, we plan to develop an education and training intervention for care home staff, based on one that was used in Canadian care homes, which successfully led to a reduction in the prescribing of antimicrobials that were not needed. We will then test if this new approach of education and training is practical and feasible to implement in six care homes. We will also test how we will collect information about residents from care homes, community pharmacies and large databases.

We are interested in the views of GPs on what we plan to do in terms of the education and training programme.

Why have I been chosen?

Six care homes have agreed to take part in this study - three from Northern Ireland and three from Coventry and Warwickshire. You have been chosen because your practice provides care to residents in one of the participating care homes, and we are interested in your views on the training and education programme that we are developing.

What will happen to me if I take part?

You will be asked to take part in a face-to-face interview with a researcher who will ask for your views about the training material and the training programme which the research team has put together. Everything that is discussed during the interview will be digitally recorded so that there is an accurate record of what was said. The recording will then be transcribed word for word. The interview will be held in early 2017 at a time and place convenient to you and will last for no longer than 45 minutes. You will receive a payment of £50 for taking part in the interview and a certificate of participation which can be added to your Continuing Professional Development portfolio. Towards the end of the study, in late 2017, we would like to interview you again. There will be a further payment of £50 for taking part in the interview and a certificate of participation which can be added to your Continuing Professional Development portfolio.

Do I have to take part?

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. You will then be contacted by a researcher to arrange a time to participate in the interview. You will be asked to sign a consent form, and given a copy of the signed form. You are still free to withdraw at any time without giving a reason. A decision to withdraw at any time, or a decision not to take part, will be accepted without causing any displeasure.

How long will the study last?

The whole study started in April 2016 and will run for two years. The first interview will take place in early 2017, and will last no longer than 45 minutes. The second interview will take place in late 2017, and will also last no longer than 45 minutes.

What happens to the results of the research study?

After the data has been collected and analysed, the information will be summarised in a report for the funder. The results from this study may be presented at conferences and published in academic journals. No names of any participants will appear on any report or publication arising from this work.

Are there any risks or disadvantages to taking part in this study?

We do not anticipate that there are any risks to GPs taking part in an interview.

What are the possible benefits?

It is hoped that this study will help to develop a useful approach for ensuring better prescribing of antimicrobials for care home residents. The feasibility of the training and education programme will be assessed and this may lead to the approach being fine-tuned for further use in a larger scale study.

What about Confidentiality?

All information will be kept strictly confidential in accordance with and limited by legislative requirements. You or your practice will not be identified. Comments from interviews will not be attributed to any named participant. Analysis and storage of the data will occur on encrypted pass-word protected computers. All documents and audio digital recordings will be stored in a locked fireproof cabinet, either in the School of Pharmacy, Queen's University Belfast or in the Warwick Clinical Trials Unit. When the study has been completed, the documents and audio recordings will be securely stored for 5 years and then destroyed. In the unlikely event where inappropriate practice is uncovered or detected, members of the research team will inform the Chief Investigator (Carmel Hughes), who will notify the care home manager and the relevant professional body if required.

What happens if something goes wrong?

It is extremely unlikely that an individual would be harmed as a result of taking part in an interview. If you have a concern about any aspect of this study, you can contact the Chief Investigator of the study, Professor Carmel Hughes from the School of Pharmacy at Queen's University Belfast who will do her best to answer your questions: Telephone 028 90 972147. If you have a complaint in relation to the study, you can contact the Head of Research Governance at Queen's University Belfast, Mrs. Louise Dunlop: Telephone 028 9097 2572.

In the event that something does go wrong and you are harmed during the research due to someone's negligence then you may have grounds for a legal action for compensation but you may have to pay your own legal costs. It is extremely unlikely that an individual would be harmed as a result of taking part in interviews. In the unlikely event where harm would be caused, claims for negligent harm against researchers employed by Queen's University Belfast and the University of Warwick are covered by each university's indemnity provisions.

Who is organising or funding the research study?

The study is being funded by the National Institute for Health Research.

Who has reviewed the research study?

This study has been reviewed by members of the National Institute for Health Research Review Board. It has received ethical approval Research Ethics Committee (REC approval number 16/NI/0003) and research governance approval has been obtained from Queen's University Belfast (approval number B15/58).

Who can I contact if I have more questions?

You can contact Dr Anne Montgomery in the School of Pharmacy, Queen's University Belfast for further information by telephoning 028 9097 2348 or by emailing a.montgomery@qub.ac.uk.

Information sheet for Manager/CEO of care home

Re. An evaluation of a multi-faceted intervention to reduce antimicrobial prescribing in care home residents [REducing Antimicrobials in Care Homes (REACH)]: a non-randomised feasibility study and process evaluation

Your care home is invited to take part in the above research study (REACH), which is being conducted by the School of Pharmacy, Queen's University Belfast, Warwick Medical School, the University of Warwick, McMaster University in Canada and the Northern Ireland Clinical Trials Unit. Please read and consider the following information before deciding to allow your care home to participate in the study. If you would like any additional information, please do not hesitate to contact the researcher, XXXX using the details supplied at the end of this information sheet.

1. What is the purpose of the study?

There have been concerns about the level of prescribing of antimicrobials (antibiotic, antifungal and antiviral medicines) in care homes for older people, which might lead to resistance. A Canadian study found that education and training of nurses and doctors was useful in reducing the use of antimicrobials in Canadian care homes. We have based our study on this work. We want to recruit six care homes to the study: three in Northern Ireland (NI) and three in Coventry and Warwickshire. We will develop training material and a training programme about antimicrobial prescribing that will be provided to care home staff in the six homes and the associated general practitioners (GPs). We will ask for feedback from care home staff, GPs and family members of residents about the training material and programme. We will then test if this new approach of education and training in the six homes and associated practices is practical and feasible to implement. We will also test how we will collect information about residents from care homes, community pharmacies and large databases. Members of the research team will interview the staff to explore how they have found the new approach, if there are any particular difficulties and if they have any suggestions for improvements. The entire study will run for 2 years.

2. Why has this home been invited to take part?

You may remember receiving a telephone call from the research centre based at [The School of Pharmacy, Queen's University Belfast/Warwick Medical School, University of Warwick (*delete as appropriate*)] about this study, during which you told us that you were

interested in hearing more about the study. Your home has been approached because you meet the requirements for taking part in this study i.e. having a minimum of 20 permanent residents, working with a small number of general practices, and having an exclusive arrangement with one pharmacy for dispensing medicines. Your care home is also reasonably close to the research centre based at [The School of Pharmacy, Queen's University Belfast/Warwick Medical School, University of Warwick (*delete as appropriate*)].

3. What will the study involve?

Following recruitment of the care homes, the study will involve several stages:

I. Focus groups with care home staff and family members of residents in the homes, and interviews with GPs, to seek their views and opinions about the training material and training programme that we intend to develop. We would like your help in identifying care home staff and family members to take part in focus groups. All participants who agree to take part will receive a small payment for their time (£50 per person), their travel expenses will be covered and light refreshments will be provided. Focus groups for staff will last for **no longer than 90 minutes, and in some cases will be shorter than this** and will be recorded.

II. Care home staff attendance at one education and training session on how best to manage infections, including the use of flow charts or algorithms which may help guide decisions as to whether or not an antimicrobial is needed. We plan to hold a session for senior staff, and another session for care assistants. There will be opportunities to ask questions and to discuss all the material that is presented. The training session will last for two hours. To encourage attendance at the training session, we will offer a £10 voucher to each staff member, along with a certificate of attendance which can be used for Continuing Professional Development (CPD) purposes. We would also like you, as the Manager, to nominate two members of staff who will train staff who may not be able to attend the training sessions that will run in your home. Members of the research team will train these two staff members in how to do this.

III. Staff will be asked to put the training into practice and use the flow charts or algorithms. We will also want staff to collect some information, using paperwork provided by the research team. Members of the research team can advise staff on how to complete this paperwork. Members of the research team will visit the home on a regular basis to speak to you and the staff who are collecting the

information. We will not want you to identify any individual resident. This part of the study will run for 6 months. The home will receive a payment of £500 to recognise time given to taking part in this study.

IV. Collecting information from the community pharmacy which dispenses the medication needed for the residents in the home. This information will provide us with details about the antimicrobial medicines that have been dispensed for the residents in your home. We will not be able to identify any of the individual residents from this dispensing information.

V. Participation in an interview towards the end of the study. The research team will be interested in what care home staff thought about putting the training into practice, using the flow charts or algorithms and anything else that they think is important. The interview will last approximately for one hour and will be digitally recorded. Again, staff will receive a small payment for taking part (£50).

4. Do I have to take part?

It is up to you to decide whether or not the home takes part. If you do decide to take part, you will be required to sign a consent form. The team will arrange a suitable time to go over the information with you and to complete the consent form if you are happy to continue. Once this is complete, the team will liaise with you about getting started in the study.

You are still free to withdraw at any time without giving a reason. A decision to withdraw at any time, or a decision not to take part, will be accepted without causing any displeasure.

5. How long will the study last?

The study started in April 2016. It is estimated that we will run the focus groups with staff and family members of residents, and interviews with GPs from August/September 2016, train care home staff in January/February 2017, and staff will put the training into practice in March/April 2017 for 6 months. In September/October 2017, the research team will run further interviews with care home staff to see what they thought about the study. After this, the research team will analyse the results and write a report for the funding body.

6. What happens to the results of the research study?

After the data has been collected and analysed, the information will be summarised in a report for the funder. The results from this study may be presented at conferences and

published in academic journals. No names of nursing homes, GP practices, staff, residents or family members will appear on any report or publication arising from this work. We will also provide you with a summary of the study findings.

7. Are there any risks or disadvantages to taking part in this study?

We do not anticipate that there are any risks to the care homes or its staff by taking part in the research.

8. What are the possible benefits?

It is hoped that this study will help to develop a useful approach for ensuring better prescribing of antimicrobials for care home residents. The feasibility of this approach and its acceptability to staff will be assessed and this may lead to the approach being fine-tuned for further use in a larger scale study.

9. What about Confidentiality?

All information will be kept strictly confidential in accordance with and limited by legislative requirements. Care homes, and their staff will not be identified. Residents will be given unique numbers and no specific names will be recorded on any data collection forms which leave the care homes. Comments from focus groups or interviews will not be attributed to any named participant. Analysis and storage of the data will be carried out on encrypted pass-word protected computers. All documents and audio digital recordings will be stored in a locked fireproof cabinet in the School of Pharmacy, Queen's University Belfast/Warwick/NICTU. When the study has been completed, the documents and audio recordings will be securely stored for 5 years and then destroyed. In the unlikely event where inappropriate practice is uncovered or detected, members of the research team will inform the Chief Investigator (Carmel Hughes), who will notify the care home manager and the relevant professional body if required.

10. What happens if something goes wrong?

It is extremely unlikely that an individual would be harmed as a result of taking part in this study. The training provided will be based on findings from the literature and the algorithms/flowcharts which staff will be encouraged to use have been developed from widely recognised infection criteria for use in nursing homes. It will be made clear that in complex cases, nurses must contact the resident's GP and each GP must use his/her clinical judgement regardless of the study's recommendations.

If you have a concern about any aspect of this study, you can contact the Chief Investigator of the study, Professor Carmel Hughes from the School of Pharmacy at Queen's University Belfast who will do her best to answer your questions: Telephone 028 90 972147. If you have a complaint in relation to the study, you can contact the Head of Research Governance at Queen's University Belfast, Mrs. Louise Dunlop: Telephone 028 9097 2572.

In the event that something does go wrong and you are harmed during the research due to someone's negligence then you may have grounds for a legal action for compensation but you may have to pay your own legal costs. It is extremely unlikely that an individual would be harmed as a result of taking part in focus groups/interviews. In the unlikely event where harm would be caused, claims for negligent harm against researchers employed by Queen's University Belfast and the University of Warwick are covered by each university's indemnity provisions.

11. Who is organising or funding the research study?

The study is being funded by the National Institute for Health Research.

12. Who has reviewed the research study?

This study has been reviewed by members of the National Institute for Health Research Review Board. It has received ethical approval from a Research Ethics Committee (REC approval number 16/NI/0003) and research governance approval has been obtained from Queen's University Belfast (approval no. B15/58).

13. Who can I contact if I have more questions?

You can contact XXXX, School of Pharmacy, Queen's University Belfast/Warwick University (*to be deleted as appropriate*), for further information. (Tel:) (Email:)

REducing Antimicrobials in Care Homes (REACH): Survey of care homes: Participant information sheet

Why are you being asked to participate in this survey?

Researchers at the School of Pharmacy at Queen's University Belfast, the Clinical Trials Unit at Warwick University and the Northern Ireland Clinical Trials Unit recently ran a feasibility study in three care homes in Northern Ireland and three homes in England to help care home staff understand how best to manage infections in older people and to help reduce the number of antimicrobials prescribed in care homes. We are now in the early stages of planning a future larger study and would appreciate your views on how we are proposing to carry it out.

Why are we carrying out the study?

There has been growing concern about the high level of prescribing of antimicrobials (antibiotic, antifungal and antiviral medicines) in care homes for older people. One of the things that is of particular concern is that too much prescribing of these medicines could lead to the development of resistance. This could mean that in the future, these medicines would no longer be effective against infections.

How are we carrying out the study?

We have based our study on evidence from a similar study in Canada that helped to reduce the number of antimicrobials prescribed in care homes and from a smaller study of care homes in the UK. We plan to:

- Ask nursing and residential care homes to commit to our study for a period of 18 months.
- Conduct a two hour education and training programme for care home staff to understand more about antimicrobial resistance, recognise infection in older people, and learn how to use a decision-making aid tool to help them decide when to contact a GP if they suspect a resident has an infection. We will also provide residential care home staff with training and equipment for measuring residents' temperature.
- Encourage care home staff to use the decision-making tool over the course of a year, each time they suspect an infection in a resident.

- Investigate whether the number of antimicrobial drugs prescribed in each care home reduces over the duration of the study

Anonymity and confidentiality

All the information gathered will be anonymous and cannot be linked to you. Hard copies of the returned surveys will be stored in a locked filing cabinet at the School of Pharmacy, Queen's University Belfast for a minimum period of five years, after which time they will be destroyed.

What will happen to the results of the survey?

The results from the analysis of the completed questionnaires may be presented within academic journals or conferences. Your name or the name of your care home will not appear in any presentation.

Risks and benefits of participation

Due to the nature of the study, there is little risk associated with participation. Although it is unlikely that you will derive any direct benefits from taking part in this survey, the findings from this research may help to inform the development of a future trial evaluating the effectiveness of an intervention and training programme to reduce antimicrobial prescribing in care home residents. You may also wish to consider your participation in the study when recording your required annual Continuing Professional Development.

Who has reviewed the research study?

This study has been reviewed by members of the School of Pharmacy Ethics Committee at Queen's University, Belfast (Ref: 022PMY2017). It is being funded by the National Institute for Health Research.

Who can I contact if I have more questions?

You can contact Professor Carmel Hughes, School of Pharmacy, Queen's University Belfast (XXXXX) (Email: XXXX)