

NOTEPAD Participant Information pack

Invitation Pack consisting of an Invitation Letter, a Participant Information Sheet, a postal Screening Questionnaire with a consent to contact form and a stamped addressed envelope. (see appendix 5)

Our ref: [Study ID]
Practice ref: [Practice Code]

[Date]

[Title] [Forename] [Surname]
[House Name] [Street Name]
[Town]
[County]
[Postcode]

The NOTEPAD research study



Dear [Title] [Surname]

Our practice is working with Keele University and Age UK on a research study called NOTEPAD, which has an aim to improve mental wellbeing and decrease loneliness. We are writing to our patients who are over 65 years of age, with a possible opportunity to take part in this research.

Enclosed with this letter is a Participant Information Sheet giving further details about the study, which we would like you to read.

We would be grateful if you could complete the enclosed questionnaire. It should take you no more than 10 minutes to complete and you can send it back to us in the pre-paid envelope provided (no stamp is needed).

If your questionnaire shows us that you might be suitable to participate, a Research Nurse from Keele University will telephone you to discuss the study further and to determine whether the study is right for you.

We can assure you that your details will be kept in the strictest confidence. You are free to decide whether you complete the questionnaire or not and either way your right to use health services at this practice or elsewhere will not be affected.

If you have any queries please contact a member of the NOTEPAD research team at Keele University by telephone on 01782 734863 or by email at notepad.study@nhs.net

Thank you for taking the time to read this letter and for your help with this research.

Yours sincerely,

[Lead GP]

[Practice address] Enclosed: Participant Information Sheet, questionnaire, prepaid envelope.



Participant Information Sheet

NOTEPAD is a feasibility study for **NON**-Traditional providers to support the management of **Elderly People** with **Anxiety** and **Depression**.

We invite you to take part in a research study conducted by Keele University and Age UK.

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 your time to read the following information carefully. Discuss it with friends and relatives if you wish.
- Ask us if there is anything that is not clear or you would like further information.

And remember:

- You are free to decide whether to take part in the study or not. If you choose not to take part, this will not affect the care you receive from your GP.

If you decide to take part, please complete your details on the back sheet of your completed questionnaire. Please return these in the pre-paid envelope.

Important things you need to know

- Any information that you provide will be treated in the strictest of confidence.
- We want to find out more about whether one-to-one and/or group activities can help older people with low mood and stress.
- If you agree to take part in the study, you may receive one-to-one and groups activities in addition to care that you already receive from your GP throughout the study.
- To measure whether activities are helpful we will ask you to complete some questionnaires at the beginning of the study and then again 4 months later.
- You can stop participating in the study at any time without giving a reason.

Contents

1. Why the study is being done
2. How the study works
3. Why am I being asked to take part?
4. What will I have to do if I take part?
5. Will my details be kept confidential?
6. Possible benefits and disadvantages of taking part
7. What will happen at the end of the study?
8. More information about taking part
9. How the study is being funded and supported
10. Contact for further information

If you have any questions about this study please contact:

Lead Researcher
Heather Burroughs
Email: h.burroughs@keele.ac.uk
Phone: 01782 734983

Tel: 01782 734 983
Email: h.burroughs@keele.ac.uk





Registered charity number: 1087774



[Date]

[Title] [Forename] [Surname]

[House Name] [Street Name]

[Town]

[County]

[Postcode]

NOTEPAD Study: Confirmation of Contact Details

Dear [Title] [Surname]

We are writing to you as you have recently expressed interest in the NOTEPAD study.

We have received your consent to contact slip but unfortunately your >Mobile Number or/and home telephone number< >is not/ are not provided or does not/ do not work<. As we are unable to contact you by phone, we have not been able to call you to discuss the NOTEPAD study.

If you are still interested in this study, please contact a member of the NOTEPAD research team by telephone on 01782 734863, or by email notepad.study@nhs.net, to let us know the best telephone number and time to call you.

Thank you for your time and consideration. We hope to hear from you soon.

Yours sincerely,

Heather Burroughs

Principal Investigator for NOTEPAD

Research Fellow



The NOTEPAD study is funded by the National Institute for Health Research's Health Services & Delivery Research Programme ref 13/54/34.