

Enhancing staff data collection and analysis to foster race inclusivity

Focus Group Participant Information Sheet

The National Institute for Health and Care Research (NIHR) Birmingham Biomedical Research Centre (BRC) and NIHR Clinical Research Facility (CRF) are regional research programmes dedicated to patient-focussed research. We are currently undertaking a study funded by University of Birmingham ASPIRE (Access to Success Pathways for Inclusive Research Excellence). ASPIRE aims to enhance career development and progression opportunities for racially minoritised researchers into senior leadership roles.

Our study will explore why people decide to share or not share personal information about themselves with their employers. This is information such as their age, gender, ethnicity, experiences of discrimination and other potentially sensitive information. Often there are particular challenges when collecting this information from racially minoritised staff, including not responding to requests for information and a high number of “prefer not to say” responses when reporting ethnicity. Collecting this information may provide insights into factors that may or may not impact the career progression of racially minoritised staff.

We would like to invite you to take part in a focus group to shape our study. The study lead, Freen Mehdi, will lead the focus groups so we can explore your views and those of others about what helps and prevents people from sharing their personal information.

Why are we conducting a focus group?

We would like to gather insights from a variety of perspectives in this focus group, your experiences and insights into this issue will help us gather further information on the barriers that exist and how we can overcome them.

What will happen during the focus group discussion?

The focus group will have approximately 30 participants in total, these participants will be split into smaller groups of approximately 6 people. The study team will share some background information and participants will take part in the discussions. The discussions will be transcribed by a Senior Administrator using a password protected University of Birmingham laptop with University of Birmingham Licensed software, stored on a University of Birmingham password protected server. We have the following ground rules for participants:

- Respect the views of others, even if you do not agree,
- There are no right or wrong answers. We want to hear about your perspective, whatever it is,
- It is our job to keep the discussion on topic,
- Everyone has been invited because of their expertise. Everyone's contribution is equally valuable,
- You will have the opportunity to write responses if you do not feel confident to share them verbally within your subgroup,
- If there is anything you wanted to share but could not, please feel free to get in touch afterwards using the contact information in this sheet,
- Remember to keep the discussions confidential and not share outside of the group and study team.

Do I have to take part and what will I receive?

No, you do not have to take part in this focus group discussion. Taking part is completely voluntary. There is no direct reward or compensation for taking part in this focus group discussion.

What are the possible risks and disadvantages of taking part?

The focus group discussion will require an hour of your time and may include sensitive topics that you may find upsetting. We will provide details of Health and Wellbeing and independent support services that you can access if you need to. The focus groups have processes to mitigate risks as detailed below. For your discretion, we will arrange the focus groups outside of working hours with the option of in person or online. We will also share the names of your allocated subgroup, if you wish to change groups due to conflict of interest or confidentiality issues, you will have the opportunity to change groups.

What are the possible advantages of taking part?

By taking part, your experiences and insights into this issue will help us understand the barriers that exist and how we can overcome them. We will share the anonymised responses and report with all participants before they are shared with stakeholders to ensure you are confident with the anonymity of the data.

Based on your feedback, we will make anonymised recommendations to key stakeholders including, Senior Managers, HR, Staff Survey teams and Communications team members to make improvements on data collection and suggest how this can help with the development of career progression for racially minoritised staff.

Will my contribution to the study be kept confidential?

If you take part in the focus group, you will need to share your name and contact information. This contact information will only be held by the University of Birmingham and University Hospitals Birmingham Foundation Trust for the purposes of this study. You will need to respect the confidentiality of others in the focus group and not disclose discussions outside of the focus group activity. **The research team is composed of colleagues from University of Birmingham and University Hospitals Birmingham Foundation Trust. All information collected about you during the research will be kept strictly confidential. It will only be used by members of this research team and will not be shared with any third party.** All information will be anonymised, you will not be identified in any reports or publications that come from this research. All names and identifiable information will be removed, and no comments will be linked to you.

What about data protection?

The focus group data is being collected electronically using Microsoft software linked with the secure University of Birmingham and University Hospitals Birmingham Foundation Trust servers. All study data will be saved on the secure University of Birmingham server, it will be protected by a password. To do this research, we will need to collect information about you, and some of this information will be your personal data. Under data protection law, we must provide you with extremely specific information about what we do with your data and about your rights. The University of Birmingham's webpage <https://www.birmingham.ac.uk/privacy> sets out much of this information, including how to ask any questions you may have about how your personal data is used, exercise any of your rights or complain about the way your data is being handled.

Who is the data controller?

The University of Birmingham, Edgbaston, Birmingham B15 2TT and University Hospitals Birmingham Foundation Trust Mindelsohn Way, Edgbaston, Birmingham, B15 2GW is the data controller for your personal data in this study.

For how long will my personal data be kept?

Your data will be retained for 10 years after which time it will be securely destroyed.

Right to withdraw if I do not want to carry on with the study

As this is a focus group discussion, we will not be able to withdraw your discussion points made as they will be anonymised therefore, we would not be able to identify individual responses.

What will happen to the results of the focus group discussion?

We will review the information shared in the focus group discussion to summarise the reasons why people do and do not share their personal information. We will use this information to shape our evaluation and key recommendations. The results of our study will be presented in several ways:

- A short-written summary of the results will be available
- A detailed report with recommendations will be written and will be available on request
- We will publish the results in academic journals.

Your personal details will not be shared at any time, and you will not be identified in any of the reports from the study.

Who is organising and funding the research?

This research is funded by the ASPIRE Award University of Birmingham.

Who has reviewed the study?

The research project has been reviewed by University of Birmingham

The Research Team:

Miss Freen Mehdi - NIHR Birmingham Biomedical Research Centre

Dr. Victoria Day – NIHR Birmingham Biomedical Research Centre

Dr Dhruv Parekh - University of Birmingham

Dr Ameeta Retzer - University of Birmingham

Rebecca Moyles – University of Birmingham

What if there is a problem?

If you have any questions or concerns in relation to the focus group activity and how the information gathered will be used, please contact;

Freen Mehdi - NIHR Birmingham Biomedical Research Centre, Research Inclusion Manager

Contact: freen.mehdi@uhb.nhs.uk or Dr. Victoria Day – Head of Infrastructure, NIHR

Birmingham Biomedical Research Centre Contact: victoria.day@uhb.nhs.uk