

## **Pharmacy technicians' views on education and training**

### **Participant Information Sheet (PIS): Pharmacy technicians**

You are being invited to take part in a research study exploring the views of pharmacy professionals on education and training. Before you decide whether to take part, it is important for you to understand why the research is being conducted and what it will involve. Please take time to read the following information carefully and discuss it with others if you wish. Please ask if there is anything that is not clear or if you would like more information. Take time to decide whether or not you wish to take part. Thank you for taking the time to read this.

#### **About the research**

##### **Who will conduct the research?**

The research is being led by Dr Jenny Silverthorne at the Division of Pharmacy and Optometry, School of Health Sciences, University of Manchester. The research team also includes Professor Ellen Schafheutle, Dr Sarah Willis and Dr Liz Seston

##### **What is the purpose of the research?**

This research aims to capture views on pharmacy education and training and to gather views on options for its reform. As part of this, we are undertaking a study of pharmacy technicians. You are being invited to participate in the research as you are a registered pharmacy technician who has registered with the Centre for Pharmacy Postgraduate Education (CPPE).

##### **Who has reviewed the research project?**

The project has been reviewed by The University of Manchester Proportionate Research Ethics Committee (REF: 5798).

##### **Who is funding the research project?**

Health Education England are funding this project.

#### **What would my involvement be?**

##### **What would I be asked to do if I took part?**

Taking part involves completing an anonymous **online survey** about your education and training. The survey also seeks your views on the fitness for purpose of your education and training including any suggestions you have for potential future reform.

##### **Will I be compensated for taking part?**

No, you will not receive payment for participating in the research.

## **What happens if I do not want to take part or if I change my mind?**

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 confirm your consent to participate by ticking a box at the start of the online survey. Once you have submitted your survey responses it will not be possible to withdraw your data from the study, as the data are anonymous. This does not affect your data protection rights. If you decide not to take part you do not need to do anything further.

## **Data Protection and Confidentiality**

### **What information will you collect about me?**

The online survey is anonymous and therefore does not collect information that could identify you ("personal identifiable information"). However, you will be asked about your gender, ethnicity, and about your route to registration as a pharmacy technician. This will help the research team to identify whether those completing the survey are representative of the pharmacy technician register as a whole. Ethnicity is what is called "special category" data.

### **Under what legal basis are you collecting this information?**

The research team are collecting and storing this special category information in accordance with data protection law which protects your rights. These state that there must have a legal basis (specific reason) for collecting your data. For this study, the specific reason is that it is "a public interest task" and "a process necessary for research purposes."

### **What are my rights in relation to the information you will collect about me?**

You have a number of rights under data protection law regarding your personal information. For example you can request a copy of the information we hold about you.

If you would like to know more about your different rights or the way we use your personal information to ensure we follow the law, please consult our [Privacy Notice for Research \(http://documents.manchester.ac.uk/display.aspx?DocID=37095\)](http://documents.manchester.ac.uk/display.aspx?DocID=37095).

### **Will my participation in the study be confidential and my personal identifiable information be protected?**

In accordance with data protection law, The University of Manchester is the Data Controller for this project. This means that the research team are responsible for making sure your personal information is kept secure, confidential and used only in the way you have been told it will be used. All researchers are trained with this in mind, and your data will be looked after in the following way:

The data from the online survey are anonymous. Data will be stored and managed on secure University servers. Only members of the research team will have access to this information. Data will not be stored on laptops, mobile devices or USB storage. Data will be retained at the University for 5 years.

Analysis based on anonymised data will be shared with the funder in the form of a report of findings. Findings may also be published in peer-reviewed or professional journals and shared at conferences.

Please also note that individuals from The University of Manchester or regulatory authorities may need to look at the data collected for this study to make sure the project is being carried out as planned. This may involve looking at identifiable data. All individuals involved in auditing and monitoring the study will have a strict duty of confidentiality to you as a research participant.

### **What if I have a complaint?**

#### **Contact details for complaints**

If you have a complaint that you wish to direct to members of the research team, please contact **JENNY SILVERTHORNE** on **0161 306 0601** or via email on [jennifer.silverthorne@manchester.ac.uk](mailto:jennifer.silverthorne@manchester.ac.uk).

**If you wish to make a formal complaint to someone independent of the research team or if you are not satisfied with the response you have gained from the researchers in the first instance then please contact**

The Research Governance and Integrity Manager, Research Office, Christie Building, University of Manchester, Oxford Road, Manchester, M13 9PL, by emailing:

[research.complaints@manchester.ac.uk](mailto:research.complaints@manchester.ac.uk) or by telephoning 0161 275 2674.

If you wish to contact us about your data protection rights, please email [dataprotection@manchester.ac.uk](mailto:dataprotection@manchester.ac.uk) or write to The Information Governance Office, Christie Building, The University of Manchester, Oxford Road, M13 9PL at the University and we will guide you through the process of exercising your rights.

You also have a right to complain to the [Information Commissioner's Office about complaints relating to your personal identifiable information \(https://ico.org.uk/make-a-complaint/\)](https://ico.org.uk/make-a-complaint/) Tel 0303 123 1113.

#### **Contact Details**

If you have any queries about the study or if you are interested in taking part then please contact the researcher(s):

**JENNY SILVERTHORNE** on **0161 306 0601** or via email on [jennifer.silverthorne@manchester.ac.uk](mailto:jennifer.silverthorne@manchester.ac.uk) or **LIZ SESTON** on **0161 275 2420** or via email on [liz.seston@manchester.ac.uk](mailto:liz.seston@manchester.ac.uk) .

### **What Do I Do Now?**

If you have any queries about the study or if you are interested in taking part then please contact the researcher(s):

**Jenny Silverthorne** on **0161 306 0601** or [jennifer.silverthorne@manchester.ac.uk](mailto:jennifer.silverthorne@manchester.ac.uk) or

**Liz Seston** on **0161 275 2420** or [liz.seston@manchester.ac.uk](mailto:liz.seston@manchester.ac.uk).