

**Participant Information Sheet (Line Manager)****Study Title:**

*Supporting employers and their employees with **M**ental **h**Health problems  
to remain **e**Ngaged and **prod**uc**T**ive at **wOR**k (MENTOR)*

**Invitation**

You are being invited to take part in this research project. Before you decide to do so, it is important you 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. Take time to decide whether or not you wish to take part. Thank you for reading this.

**Who is organising and funding the study?**

This project is funded by the Midlands Engine in partnership with Midlands Universities, Local Authorities, and mental health charity Mind. This UK Government initiative was set to help Midlands employers of all sizes, to improve workplace mental health and wellbeing and improve productivity. The University of Birmingham is the sponsor for the MENTOR study.

**What is the study about?**

Mental health problems affect one in six workers each year and are the leading cause of sickness absence, and stress, anxiety and depression are responsible for approximately half of the working days lost. Often, employees with mental health problems who are in contact with NHS services do not have the support at work to remain engaged and productive and overcome barriers. This project aims to address this gap by supporting employees with a clinical diagnosis of mental health problems who are receiving treatment by an NHS healthcare provider to remain engaged and productive in the workplace with the assistance of a specifically trained Mental Health Employment Liaison Worker (MHELW). These workers will work at the interface between employees, businesses, and NHS healthcare health providers. We want to test the effectiveness of a MHELW in supporting the mental health and productivity of employees with a clinical diagnosis of mental health problems compared to a control group who will be placed on a waiting list and offered a MHELW later on.

### **Why have I been chosen?**

You have been chosen to take part in this study because you are the line manager of an employee taking part in this study and we require your support to set goals and plan the service.

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

Participation in this study is completely voluntary and you can withdraw your involvement at any time. You can also choose to withdraw your participation at any time, without giving a reason by contacting our study team (details below). Should you lose capacity to continue with the MHELW sessions, your participation to the study will be withdrawn and identifiable data already collected with consent will be retained and used for the study. Further details about withdrawing from the study are provided later on in this document.

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

You will be asked to attend 3 one-to-one sessions with an MHELW and 4 joint sessions with your employee and complete some intervention related activities during those sessions. The intervention will enable you and the employee to feel well and engaged at work. It also provides understanding and increased awareness around mental health issues at work and how to increase communication with your employees, in the form of open conversations about mental health. The intervention will also help you improve resilience skills and ability to deal with challenging situations at work. You will be asked to complete six online validated questionnaires at the start of the study and then at 3- and 6-months interval on mental health awareness, line management skills and job demand. You will also be invited to take part in an interview which is expected to last between 45 to 90 minutes. The interview will be scheduled at a time and location of your convenience. Your employer is under no obligation to support you taking part in this trial. You may be allowed to complete the interventions during working hours, otherwise you may need to complete these in your own time outside working hours.

### **Expenses and Payments**

Participants will be paid a £10 voucher at the end of the study intervention. Further, of those who have completed any of the intervention and have been selected and agreed to take part in the qualitative interview, will also receive an additional £10 voucher

### **What are the possible disadvantages, side effects or risks, of taking part in this study?**

We do not anticipate any disadvantages in taking part. We understand that there are many demands on your time and there will be some inconvenience in taking part in the study. We hope you feel it is worthwhile taking this time to help evaluate the effectiveness of the MHELW intervention and help us identify any barriers/facilitators to improve the interventions. The University has in force a Public Liability Policy and/or Clinical Trials policy which provides cover for claims for "negligent harm" and the activities here are included within that coverage.

### **Will my taking part be kept confidential?**

All the information that we collect about you during the course of the research will be kept strictly confidential. You will not be able to be identified or identifiable in any reports or publications. Your organisation will also not be identified or identifiable. Any data collected about you will be password protected. No identifiable information will be used for analysis nor be stored in the system for longer than necessary. Furthermore, any notes the MHELW makes will also be uploaded and made anonymous in the same way. This data will be stored at University of Birmingham servers with standard access procedures which ensure security of the data collected. A study researcher will lead and organise the data collection. Your anonymous data will be kept for no longer than 10 years. In the event of an emergency or life-threatening situation (e.g., abuse) which may warrant sharing of sensitive or confidential information, the researchers will have to report to the adult safeguarding committee (this is a joint NHS and social care group). The delivery partner involved in this study (the charity Mind) who will manage the MHELW has safeguarding policies which all staff has to comply if engaged in role requiring them. Your participation and individual data collected from the study will not be shared with your employer, nor are you under obligation to report your participation to your employer. It will also not be possible to identify you or infer your employment within an organisation from publications stemming from this study. Your employer is under no obligation to support you in taking part in this trial

### **What will happen to the data collected about me?**

If you participate in the study, information collected about you will be used to help us evaluate the effect of a Mental Health Employment Liaison Worker on employees with a clinical diagnosis of mental health problems productivity, as well as wellbeing and other measures like job satisfaction. This information will be stored in a secure computer database at the University of Birmingham under the provisions of the provisions of the General Data Protection Regulation and Data Protection Act 2018. As a publicly funded organisation, the University of Birmingham must ensure that it is in the public interest when we use personally identifiable information from people who have agreed to take part in research. This means that when you agree to take part in a research study, such as this, we will use your data in the ways needed to conduct and analyse the research study. Our partner organisation (Mind) and the University of Warwick Research Fellows will also have access to your data (email address and phone number) to undertake this research and conduct the process evaluation interviews if you decide to take part in this phase of the study. The University of Birmingham will act as the data controller for this study. We are committed to protecting the rights of individuals in line with data protection legislation. Research data will be anonymised as quickly as possible after data collection. This means all direct and indirect identifiers will be removed from the research data. Your rights to access, change or move your information are limited, as we need to manage your information in specific ways for the research to be reliable and accurate. The University of Birmingham has in place policies and procedures to keep your data safe. This data may also be used for future research, including impact activities following review and approval by an independent Research Ethics Committee and subject to your consent at the outset of this

research project. For further information, please refer to the University of Birmingham Research Privacy Notice which is available here: <https://www.birmingham.ac.uk/privacy/index.aspx>

### **What happens if I change my mind during the study?**

Participation is entirely voluntary. You can withdraw from the study at any time, and it will not affect your job in any way. Please contact the study team (details below). If you withdraw from the study, it will often not be possible to withdraw your data which has already been collected and anonymised after the final follow-up data collection of the trial. To safeguard your rights, we will use the minimum personally identifiable information possible and keep the data secure in line with the University's Information and Data Compliance policies.

### **Who should I contact if I wish to make a complaint?**

We will of course take great care that nothing goes wrong. If you have a concern about any aspect of this study, you should ask to speak to the researchers who will do their best to answer your questions. In the first instance please contact Dr Feroz Jadhakhan/Dr Arianna Prudenzi or Professor Steven Marwaha on the details below. Regardless of this, if you wish to complain, or have any concerns about any aspect of the way that you have been approached or treated during the course of this study, please contact the University of Birmingham Research Governance Office ([researchgovernance@contacts.bham.ac.uk](mailto:researchgovernance@contacts.bham.ac.uk)). If you remain unhappy and wish to complain formally and wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter: [dataprotection@contacts.bham.ac.uk](mailto:dataprotection@contacts.bham.ac.uk). If you are not satisfied with our response or believe we are processing your personal data in a way that is not lawful you can complain to the Information Commissioner's Office (ICO).

## **GDPR**

### **Will the use of our data meet GDPR rules?**

GDPR stands for the General Data Protection Regulation. In the UK we follow the GDPR rules and have a law called the Data Protection Act. All research using patient data must follow UK laws and rules. Any information that could show who you are will be held safely with strict limits on who can access it in a secure area or on a secure computer system.

### **What will happen to the results of the study?**

Once we have analysed the results, we will publish them in peer-reviewed medical or healthcare journals. We will also publish our results on our Mental Health Productivity Pilot (MHPP) website (<https://mhpp.me/>), and the study findings will also be summarised in the final study report. You will not be identified in any publication. We will provide you with a lay summary of our findings in the form of a newsletter and provide you with further information about existing services should you wish to access after the study has ended.

### **Who has reviewed the study?**

This study has been reviewed and given favourable opinion by **the University of Birmingham's Science, Technology, Engineering and Mathematics Research Ethics Committee. Ref: ERN-20-1813**

### **Who should I contact if I want further information?**

For more information contact the MHPP research team, (details below).

Any queries or further information please contact:

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**Thank you for taking the time to read this Participant Information sheet**