

Participant Information Sheet for WISHES trial participants

[FOR USE WITH STANDARD PRIVACY NOTICE FOR RESEARCH PARTICIPANTS]

Name of department: Work, Employment & Organisation, Strathclyde Business School, University of Strathclyde

Title of the study: Workplace Intervention for Sustainable Health and Employment Support (WISHES)

Introduction

The project lead for this research study is Professor Adam Whitworth, Strathclyde Business School, University of Strathclyde. If you wish to contact him his email address is adam.whitworth@strath.ac.uk and his telephone number is 0141 548 6064.

If you require this Participant Information Sheet in another format then please contact the research team on: wishes-project@strath.ac.uk

What is the purpose of this WISHES job crafting research study?

The research study examines how job crafting affects the employment, health and wellbeing of UK-based workers. 'Job crafting' is when employees are upskilled and empowered to make positive changes to their jobs, with the support of their employer and line manager. Job crafting can include changes to tasks, timing, location, activities, goals and relationships at work, among other things, to better achieve job requirements and goals. Evidence shows that sometimes even small job crafting changes can make a big difference to people's workplace wellbeing, job satisfaction and work engagement. The research has received ethical approval from the University of Strathclyde.

Who is eligible to take part in the WISHES job crafting trial?

Participation in the WISHES trial is open to all UK-resident workers who would like to make their work more manageable, engaging and enjoyable through job crafting. Although all workers are eligible, WISHES may be of particular interest to those who self-identify as having any type of disability, long-term health condition and/or workplace support needs (e.g. caring responsibilities, faith practices, combining multiple jobs) and we have designed training to be inclusive and accessible for people in these groups.

Do you have to take part?

It is entirely voluntary to take part in the research. You can decline to take part without any detriment. If you do decide to take part but later change your mind, then you can withdraw from the research at any time without detriment. If you wish to withdraw then please contact the research lead on the contact details above. If you choose to withdraw from the study then all of your data in the study will be deleted, up to the point at which anonymised data have been included in the analysis.

What will you do in the research?

The research will take place between Jan 2026 – July 2028. Participants in the WISHES trial will be allocated at random to one of two groups: a job crafting workshop group and a job crafting information group. The job crafting workshop group will take part in: two half-day workshops (available face-to-face or online, with face-to-face workshops planned to be held at or near to your place of work); one online 60min crafting session; and optional online job crafting sessions with our research team and your peers. The research team may take general (i.e.

The place of useful learning

The University of Strathclyde is a charitable body, registered in Scotland, number SC015263

non-personal) notes during these sessions. The job crafting information group will receive support in the form of an information pack on job crafting.

All trial participants will be asked to complete four short (approx. 20mins each) online surveys that ask questions about you and your household, employment, health and wellbeing, job crafting, and work experiences.

Some trial participants will be invited to take part in one online interview of approximately 45-60mins duration to explore further their experiences around trial participation and their workplace job crafting. We will ask you what suits you best when arranging the interviews and you can choose the day of the week and time of the interviews. Usually interviews will be conducted online by video meeting (e.g. Zoom) but if you require interviews to take place via telephone then you can ask for this. All interviews will have their video, audio and live transcripts recorded and saved, subject to your consent.

Accessibility

If you require the Participant Information Sheet in another format then please contact the research team on: wishes-project@strath.ac.uk

We will ask you about your access requirements at the start of the research and we will seek to ensure that we remove the barriers to participation so that all job crafting activities in the trial are accessible to all participants. Please tell us if you have any access requirements.

Please let us know if you would like to bring a support worker or personal assistant with you to any of the job crafting activities. We will provide them with information about the study and ask them to sign a confidentiality agreement and consent form.

Payments and Expenses

To thank you for your participation and insights in the trial we offer each trial participant a £27.50 shopping voucher which you can use at a wide range of supermarkets and high street stores. Individuals will be considered to be trial participants at the point when they have been randomised to the job crafting workshop group or the job crafting information group. In order to randomise individuals to the trial we first need to receive your consent to join the trial and your baseline survey responses so we know your access requirements and delivery preferences.

It is important that the trial is able to collect the quantitative data that it needs to across the 4 short Qualtrics surveys for trial participants. All trial participants who complete and submit all four Qualtrics surveys will be entered into a draw where five individuals will be randomly selected to win a £1000 shopping voucher redeemable at a wide range of supermarkets and high street stores.

Some trial participants will be invited to participate in a research interview to understand your experiences of job crafting in your organisation. If you are invited to participate in an interview about your trial experiences, and you choose to participate in that interview, then we will offer an additional £27.50 shopping voucher redeemable at a wide range of supermarkets and high street stores to thank you for sharing your time and experiences.

What are the potential risks to you in taking part?

Taking part in the study is not expected to cause any distress. The research will invite you to participate in a voluntary job crafting trial to seek to support you to make positive changes to your employment and to evaluate changes to your work, health and wellbeing as a result. Trial participation is not expected to cause any distress, but as a safety precaution the project has a distress protocol in place that all researchers are trained to follow. If you prefer not to answer something, or wish to pause or stop the interview, then please just tell the interviewer.

The place of useful learning

The University of Strathclyde is a charitable body, registered in Scotland, number SC015263

Although job crafting evidence is generally positive, we cannot guarantee improved workplace experience or outcomes in the trial.

What information is being collected in the project?

The research project will seek to collect the following data from you:

- your name and contact details to arrange an initial conversation with you and maintain contact throughout the research;
- quantitative data about your demographic characteristics, household, employment and benefits, health and wellbeing, trial participation, job crafting activities, and work and health experiences in short online/smartphone Qualtrics surveys;
- we seek your consent to contact your line manager (and if so request their contact details) so that we can invite your line manager to a trial information and Q&A session – if you do consent to this then we will not identify you to your line manager, we will simply say that somebody that they line manage is in the trial;
- if interviewed, qualitative interview data about your experiences of trial participation and of job crafting within your organisation. This will help us understand why and how job crafting works best for different workers and the role that organisational contexts play in this;
- you do not have to share any information that you do not wish to in any aspect of the WISHES trial, including but not limited to the job crafting sessions, the Qualtrics surveys and/or interview.

You will not be identifiable in any outputs from the research (e.g. reports, slide packs, academic publications). We are happy not to use certain of your data in outputs if you prefer us not to, please just tell us which data.

Who will have access to the information?

Within this research project only members of the research team who need to access the data for the purposes of the research will have access to your data. Minimum data access will be enacted within the research team such that only those research team members who need access to your data will be granted access to it. These individuals will be named in the project's ethics approvals from University of Strathclyde and none of your data will be shared with any individual beyond those named in that approved ethics documentation. Members of the research team are employed by the Universities of Strathclyde, Sheffield, Oxford, Westminster, UEA, King's College London, and Leicester as well as Disabled People's Organisations (DPOs) Breakthrough UK, Speakup Self Advocacy, and Sick in the City and there is one self-employed expert by experience (Catherine Hale) on the research team.

We will not share any identifiable information that you provide with your employer. It may not be practicable for your participation to remain anonymous from your line manager (e.g. participating in job crafting workshops if randomised to the workshop group, trying out job crafting at work, seeking line manager support for some of your job crafting) and line managers may be an important support to your job crafting. We encourage you to talk to your line manager about participation in the trial. We will seek to engage line managers in a one hour WISHES job crafting information and Q&A session to help them understand the trial, job crafting, and how they can support staff to take part in the research and experiment with crafting their jobs.

The research funders National Institute for Health and Care Research (NIHR) support the sharing of suitably anonymised, non-identifiable data with third parties to maximise the value of data collected through their funding. We will seek to place the anonymised, non-identifiable data in a suitable secure research data repository so that it can be re-analysed in future by the wider research community to maximise social benefit. In line with NIHR requirements, third-party request access to the data collected in this research project then the University of Strathclyde will facilitate access to anonymised, non-identifiable data subject to satisfaction of the relevant data sharing policies and practices at the University of Strathclyde and the NIHR.

If you disclose information that suggests that you are a risk to yourself or to others, then there are limits to our ability to keep your information confidential. In this situation we may need to contact the authorities.

The place of useful learning

The University of Strathclyde is a charitable body, registered in Scotland, number SC015263

How will my consent be taken and saved?

The final page of this document contains the Consent Form. To give your consent to participate in the WISHES trial, we ask that when you complete the short online Qualtrics sign-up form [link to sign-up form here] to join the WISHES trial that you select 'Yes' to the final question that asks for your Consent to those items.

If required, it is also possible to take your consent verbally within a video recording on Zoom or to provide a signed Consent form in writing. Please let us know if this is needed.

Where will the information be stored and how long will it be kept for?

Data collection and storage will adhere to GDPR, the UK Data Protection Act 2018, University institutional ethical protocols and, where appropriate, NHS ethical review. Data will be stored on secure, access-controlled servers provided by the University of Strathclyde. If you return a physical signed consent form then we will store it in a locked drawer accessible only to the research team. The Principal Investigator will act as named Data Steward and have overall responsibility for data governance.

All identifiable data collected during the research project will be deleted from our secure university OneDrive folders within 48 months after the project end. Before this point, if you wish to know what data you have provided to the research then you can ask us to securely provide to you all identifiable data that you have provided. It will not be possible to delete your data after this point once all identifiable data have been deleted since we will then not be able to identify your data. Anonymised, de-identifiable data will be deleted from our secure university OneDrive folders no later than 10 years after the project end date. Anonymised, de-identifiable data placed within a secure data repository will remain there indefinitely.

All personal data will be processed in accordance with data protection legislation. Please read our Privacy Notice for Research Participants (available on this link:

<https://www.strath.ac.uk/research/researchknowledgeexchangeservices/universityethicscommittee/informationsetconsentform/>) for more information about your rights under the legislation.

What happens next?

Thank you for reading this information – please ask any questions if you are unsure about what is written here.

If you would like to take part in the research, want more information, or have questions then please contact the project research team at: wishes-project@strath.ac.uk

If you do not wish to take part then that is absolutely fine, thank you for your interest.

Chief Investigator details:

If you have questions or wish to discuss the research project further then please feel free to contact the research project lead: Professor Adam Whitworth, Department of Work, Employment and Organisation, Strathclyde Business School, University of Strathclyde, 199 Cathedral St, Glasgow, G4 0QU. Email: adam.whitworth@strath.ac.uk Tel: 0141 548 6064

This research was granted ethical approval by the University of Strathclyde University Ethics Committee. If you have any questions/concerns, during or after the research, or wish to contact an independent person to whom any questions may be directed or further information may be sought from, please contact: Secretary to the University Ethics Committee, Research & Knowledge Exchange Services, University of Strathclyde, Graham Hills Building, 50 George Street, Glasgow, G1 1QE. Telephone: 0141 548 3707 Email: ethics@strath.ac.uk

The place of useful learning

The University of Strathclyde is a charitable body, registered in Scotland, number SC015263

Consent form for WISHES trial participants [this Consent form will be typed onto the online Qualtrics trial participation sign-up form]

Name of department: Work, Employment & Organisation, Strathclyde Business School, University of Strathclyde

Title of the study: Workplace Intervention for Sustainable Health and Employment Support (WISHES)

- I confirm that I have read and understood the Participant Information Sheet above for this project and the researcher has answered any queries to my satisfaction.
- I confirm that I have read and understood the [Privacy Notice for Participants in Research Projects](#) and understand how my personal information will be used and what will happen to it (i.e. how it will be stored and for how long).
- I understand that my participation is voluntary and that I am free to withdraw from any element of the project at any time, up to the point of completion, without having to give a reason and without any consequences.
- I understand that I can request the withdrawal from the study of some personal information and that whenever possible researchers will comply with my request. This includes the following personal data:
 - Qualtrics survey responses;
 - Video and/or audio recordings (and their transcripts) of interviews involving myself;
 - Sections of video and/or audio recordings (and their transcripts) of group focus groups or workshops where I am talking;
 - my personal information from transcripts.
- I understand that anonymised data (i.e. data that do not identify me personally) cannot be withdrawn once they have been included in the study.
- I understand that personal information recorded in the research will remain confidential to the research team and that information that identifies me will not be made publicly available by the research team. I understand that it may not be practically possible for me to remain anonymous to my line manager given the potential need to attend job crafting workshops or gain line manager support for my job crafting.
- [on the Qualtrics trial sign-up form online there is a consent checkbox here to select] I consent to being a participant in the project and I consent to being audio and/or video recorded as part of the project. [Yes / No]