Plan Overview

A Data Management Plan created using DMPonline

Title: Evaluation of a workplace intervention to implement supported Wellbeing Centres in a healthcare workplace during and after the COVID19 pandemic: the COVID-WELL study

Creator: Holly Blake

Principal Investigator: Holly Blake

Data Manager: Holly Blake

Affiliation: University of Nottingham

Template: University of Nottingham generic Data Management Plan

ORCID iD: 0000-0003-3080-2306

Project abstract:

On 6th April, NUH Trust opened two brand new Wellbeing Centres, one at the QMC and the other at the City hospital. They are open seven days a week from 8am – 8pm, offering support from Wellbeing Buddies in a comfortable environment where staff can rest, recoup, talk and be supported. The spaces are flexible, and staff can use them to suit their needs – drinks, socialising, access resources or advice from support workers ('Wellbeing Buddies'). The Wellbeing Buddies are trained volunteers, NUH staff from various departments and roles, who can support and signpost. These centres are spaces for staff, run by staff, fostering peer support. To assess the value of the Wellbeing Centres during and after the COVID19 pandemic, and to determine the future sustainability of these facilities, we are now evaluating the Wellbeing Centres. This is a mixed-methods evaluation involving collection of quantitative monitoring data, a staff survey (to assess staff wellbeing and Wellbeing Centre access), and individual qualitative interviews with both hospital staff and Wellbeing Buddies (to assess views, perceptions and sustainability).

ID: 57799

Last modified: 19-05-2020

Copyright information:

The above plan creator(s) have agreed that others may use as much of the text of this plan as they would like in their own plans, and customise it as necessary. You do not need to credit the creator(s) as the source of the language used, but using any of the plan's text does not imply that the creator(s) endorse, or have any relationship to, your project or proposal

Evaluation of a workplace intervention to implement supported Wellbeing Centres in a healthcare workplace during and after the COVID19 pandemic: the COVID-WELL study

Data description

What data will you create?

Survey data - to be analysed using SPSS.
Survey data will include participant demographics and measures of mental wellbeing, job stressfulness, job satisfaction, turnover intentions, presenteeism, work engagement.
Digital audio recordings of individual interviews (25-30 staff, 10-15 wellbeing buddies).
Interviews will be approximately 30-60 minutes.
Recordings will be transcribed into word douments.

Data collection / generation

What are your methodologies for data collection / generation? How will you ensure data quality? What data standards will you use?

Survey data - skip questions and mandatory questions will reduce missing data.
Qualitative data - from individual interviews. These will be conducted by researchers that have undergone training prior to project start with an experienced interviewer. All interviewers have completed GCP training in May 2020. Interviews will be guided by a semi-structured topic guide. Recordings and transcriptions will be reviewed by members of the research team to ensure appropriateness.

Data storage and security

Where and how will data will be stored, backed-up, transferred, and secured during the active phase (short to medium term) of research?

Data will be recorded on digital audio recording equipment prior to transfer to the University of Nottingham. Files will be deleted from the recording devices following transfer to the UoN network. Transcripts of the files (Word documents) will be also stored on the UoN network.
We will use UoN-provided storage for our working data. UoN licenses Microsoft OneDrive, an ISO 27001 information security management compliant service that allows secure and controlled sharing of data amongst the research team. University of Nottingham OneDrive encrypts data both in transit and at rest and is approved against the University’s Handling Restricted Data Policy. The service provides continual failover support. This service provides up to 5TB free-at-pointof-use, and as we do not anticipating generating more than 5TB we we will not require any additional costs for use of this service.

Data management, documentation, and curation

What are your principles, systems, and major standards for data management and creation? What metadata and documentation will you keep?

Survey data will be stored in a password protected file accessible only to members of the research team.
Qualitative data will be anonymised and stored as Word documents on UoN password protected storage. Access will be restricted to members of the research team.
The nature, (limited) scope, and (small) amount of data generated here make it unlikely that anyone outside of the research could productively utilise this data (it is solely and explicitly concerned with the evaluation of the NUH Wellbeing Centres and is to be managed by the research team).
We do not intend to produce metadata.

Ethics & Privacy

Are there any ethical or privacy related issues associated with your data?

Personal data will be collected during this project, and the project has considered ethical and legal implications in its data storage, as well as appropriate security of personal data, including the anonymisation of personal data stored in the long term. All participants will be asked to agree to data collection and to the retention and, potentially, sharing of their anonymised data for the purposes of dissemination. Research will follow standard ethical procedures of the Faculty of Medicine and Health Sciences and the University of Nottingham. Specific aspects will be considered by the Faculty ethics committee as appropriate. Assumed consent will be taken for completion and submission of the survey. Participants will be asked for their informed consent for interviews to take place and notified that they can withdraw their participation at any stage during or after the interview. As we will be working with personal data we will ensure that we comply with the Data Protection Act 2018, including GDPR requirements. This will include providing research participants with the relevant privacy information and ensuring appropriate safeguards for the storage and handling of data are in place.

Where participants have not given consent for storage of their data, it will not be stored. Feedback will be held anonymously.

Data preservation

How will you ensure the long term storage and preservation of data?

Digital data will be held on a password protected computer, within a password protected file. All data will be stored on a secure dedicated web server with regular automatic back up. The personal data (address, telephone number) will be destroyed after the end of the study, unless participants have consented to its retention to allow contact for participation in future research studies. All other data (research data) will be stored for 7 years and the Chief Investigator will be the custodian of the data.

Data sharing and access

How will the data generated be shared and published?

The nature, scope of the study, and amount of data generated mean that there are no current plans for this data to be published or shared beyond the research team in the immediate or longer term. However, the research team will consider requests for data sharing on an individual basis.

Roles & responsibilities

Who will be responsible for managing data, data security, data quality, and data security both during the award and post-award?

The CI will be responsible for managing all data.

Other members of the team (especially those with substantive insight) will ensure the quality and appropriateness of the data generated.

Relevant policies

What are the relevant institutional, departmental or study policies on data sharing and data security?

The personal data (address, telephone number) will be destroyed after the end of the study, unless the participant has indicated that they would like to be re-contacted in the future about potential participation in future research. All other data (research data) will be stored for 7 years and the Chief Investigator will be the custodian of the data.
Data will be archived within the University of Nottingham data repository.
Following guidance from the The University of Nottingham Research Data Management Policy.

IPR

Who will own the copyright and IPR of any data that you will collect or create? Will you create a licence(s) for its use and reuse? If you are planning to use existing data as part of your research, do any copyright or other restrictions determine its use?

"The intellectual property of the data generated will remain with the University of Nottingham."

Budgeting

What are the costs or funding required for capturing, processing, storing, and archiving your data?

Question not answered.

Further Help

Would you like your plan to be reviewed by specialists in Libraries?

Question not answered.