Mental health training for line managers:
Information sheet for research participants

To participate in the study please ensure you click the link at the bottom of this document

1. What is this document for?

This document contains information you will need to be aware of before deciding whether to take part in RSSB’s research on ‘Mental health training for line managers’. It is important that you familiarise yourself with the contents before consenting to take part in the study.

1. What are the aims of this research?

The aim of this research is to find the best way to support the rail industry to begin training in this area. RSSB have chosen to look at training of line managers because their knowledge and behaviour has the potential to impact positively on all of the people they manage. This research will focus on the following questions:

1. What are the best mental health and wellbeing topics to teach to line managers?

2. How do different types of training for line managers compare?

1. What form will the training take and what is it designed to do?

Two types of training will be compared;

* Half a day of traditional face-to-face ‘classroom’ training and;
* An e-learning package, which will take approximately 45 minutes to 1 hour (but this will be shorter than the face to face training).

Both will be aimed at equipping managers with the skills and confidence to manage situations at work that impact on mental wellbeing.

One third of line managers put forward will participate as a **control group. While the control group will not receive any intervention, they will be expected to complete the questionnaires. This is vital so we can compare the effectiveness of receiving training over not receiving any training.**

1. Can I choose which training group I join?

Neither individuals nor their employers will be able to choose whether they receive training or not, which type of training they receive or whether they join the control group.

RSSB will allocate line managers to the various groups on a random basis. **The study design means that a third of volunteers (i.e. those in the control group) will not receive any training** but they will be asked to fill in some of research questionnaires that will be administered to the training groups.

**IES and RSSB will request that the control group do not receive any mental health training at all during the six months following the main training activities (i.e. until February 2019).** We need to request this so follow up research can be undertaken with the certainty that (among our sample) only managers allocated to the two training groups will have benefitted from an intervention of this type.

RSSB are currently in discussions with their members to explore the possibility of control group members being prioritised for similar training after February 2019.

1. Who is providing the training?

Mind, one of the UK’s largest mental health charities, has been selected as the training provider. Information about their workplace activities can be found here: <https://www.mind.org.uk/workplace/>

Mind’s involvement provides an opportunity for the two training groups to obtain state-of-the-art training from leading UK mental health experts. The training aims to help line managers improve their people management skills as well as their management of important health risks.

Mind have been working with RSSB to make sure the training is tailored to the rail industry and that its content is compatible with recommendations from an evidence review conducted at an earlier stage of this research.

Mind trainers will be providing the face-to-face training. The e-learning has been developed by Mind, and will be hosted online by Mediacorp.

1. How is the training being tested?

A research team at the Institute for Employment Studies (IES) is leading an evaluation of the training. Information about their research on workplace health and wellbeing can be found here:
<https://www.employment-studies.co.uk/what-we-know/health-work-and-wellbeing>

They will compare outcomes from groups receiving each type of the training with data collected from the ‘control group’, ie the group who have been given no training at all.

Data to be collected from study participants and approximate timeframe

|  |  |  |
| --- | --- | --- |
| **Study group** | **June-August(baseline and post -training)** | **Sept-Oct(follow-up surveys and interviews)** |
| Face-to-face trainingparticipants | \\ies-fs1\FolderRedirection$\SWI\Downloads\edit-document (2).png Data in paper format collected by Mind on behalf of IES with secure transfer to IES | \\ies-fs1\FolderRedirection$\SWI\Downloads\monitor.png Electronic data collected by IES | \\ies-fs1\FolderRedirection$\SWI\Downloads\telephone.png (Optional) Interview recorded with permission by IES(Note-taking offered as an alternative)  |
| E-learning participants | \\ies-fs1\FolderRedirection$\SWI\Downloads\monitor.pngElectronic data collected by IES  | \\ies-fs1\FolderRedirection$\SWI\Downloads\monitor.png Electronic data collected by IES |
| Control group | \\ies-fs1\FolderRedirection$\SWI\Downloads\monitor.png Electronic data collected by IES | Not applicable | \\ies-fs1\FolderRedirection$\SWI\Downloads\monitor.png Electronic data collected by IES  | Not applicable |

Paper

Electronic

Telephone interview

IES will be using the following methods to measure the impacts of the training:

* A **baseline questionnaire** (all groups) which will help IES understand background characteristics of participants and their ‘starting point’ with respect to knowledge and awareness of mental health topics and confidence to deal with management situations related to mental health (paper-based for the f-t-f training group, electronic for the other groups);
* **A ‘post-training’ questionnaire** (training groups), administered immediately after the training to look at any changes from baseline in the areas explored in the baseline survey (pen and paper format from for the f-t-f training group, online format for others);
* **A follow-up survey** (all groups) 2-3 months after the training in online format. This will look at any changes in the areas explored in the baseline survey and, for those in the training groups, whether new knowledge and skills have been retained and whether these have been useful in their manager roles;
* Optional **telephone interviews** (training groups) with a sample of trainees to explore reflections on the training experience and explore any impacts in their working lives;
* **Observations** of some face to face training sessions on location, an IES researcher would be present to take handwritten notes about the training process (not individuals).

IES will request that all participants provide their email each time they complete a survey or questionnaire. This will allow them to match questionnaire and surveys completed by the same person and track changes over time in individuals. ‘Matched’ data allows more powerful statistical tests to be undertaken adding certainty to findings. Individuals will not be judged and their scores will remain confidential, *the purpose of the study is to evaluate the training, not the performance of individual trainees*.

The table above illustrates the data collection process and its approximate timeframe.

1. How will my data be used?

RSSB will ensure that personal data is collected, shared and stored securely by all involved parties and that it is used for training administration and research purposes only. Personal information will be destroyed 3 years after the evaluation has finished, unless further consent is gained.

Electronic and paper-based data generated by questionnaires, surveys and research interviews will be used for research purposes only.

IES will produce a report in Plain English at the beginning of 2019 setting out their findings. All data will be anonymised so findings will not be linked to individual companies or their employees.

IES will share findings about training effectiveness and satisfaction with Mind in Autumn 2018 for their own internal evaluation purposes. This data will also be fully anonymised.

1. What’s in it for me?

The research team hope that you will find the research interesting. If you receive the training you may find it helps your work as a line manager. You will also receive a certificate to evidence your training on completion of the study. This will be emailed to you after the data collection is complete. Above all, we hope the information the researchers get from this study may help inform mental health training and support employees of the rail industry.

**To participate in the study please ensure you click the link at the bottom of this document**

Mental health training for line managers:
Consent form for research participants

### Introduction

Thank you for your interest in this evaluation of mental health training for line managers. The evaluation has been commissioned by RSSB and undertaken by the Institute of Employment Studies, the training itself will be provided by [Mind](https://www.mind.org.uk/about-us/contact-us/) and hosted online by [Mediacorp](https://www.mediacorp.co.uk/) (note that IES will provide findings to Mind for their own internal evaluation).

If you would like to take part in the evaluation, please read and complete this form in order to provide your consent. This consent form should be used together with the information sheet that accompanies it. If you have not yet read the information sheet, then please do so before completing this form.

**If you agree to all of the points made below and would like to take part in the evaluation, please click the button provided at the bottom of this form.**

### Participant consent

In consenting to participation, I agree with the following statements:

1. I have read and understood the information sheet provided and have had the opportunity to ask any questions I have regarding the evaluation.
2. I understand that by agreeing to participate in the evaluation I will be randomly allocated to one of three groups:
* a face-to-face training group; a
* an e-learning training group; or
* a control group.
1. If allocated to a training group (face-to-face or e-learning), I understand that the following organisations will have access to my personal data:
* Mind for use in training administration and for their own internal evaluation;
* Mediacorp for use in training administration
* IES, for use in this evaluation.

1. I understand that I will be required to complete the following:
* A baseline questionnaire (all groups);
* A post-training questionnaire (face-to-face and e-learning groups only)
* A follow-up survey (all groups).
1. If allocated to a training group, I understand that I will be given the opportunity at a later stage to consent to an interview with a researcher from IES.
2. If allocated to the face-to-face training group, I understand that a researcher from IES may be present during the training for research purposes.
3. I understand that all data I provide for the baseline and post-training questionnaires, follow-up survey and interviews will be shared with and processed by IES for evaluation purposes.
4. I understand that research data I provide will be kept strictly confidential and accessible only to members of the IES project team. I know that reported findings will not be identifiable to any individual.
5. I understand that I may be contacted about future research, but only if it is an extension of or pertinent to the current project.
6. I understand that my personal information and the data I provide will be stored and transferred securely. I am aware that my personal information will be destroyed 3 years after the evaluation has finished, unless further consent is gained from me.
7. I understand that no personal information will be shared with parties other than those specified in this document.
8. I am free to decide at any time during the research that I no longer wish to participate in this project. I also know that I can notify the researchers using the contact details below and withdraw from it immediately without having to give a reason: if I provide notification before the end of 2018 all of the data I have provided will be destroyed and removed from the analysis and any report drafts.
9. I know that my career, employment status, and any other dealing with RSSB or my employer will not be affected by my decision to participate in this study.

### Further information

Thank you for reading the contents of this document. If you have read and agreed with all points on the consent form and you would like to take part in the evaluation, please click the link at the bottom.

If you have any further questions about the evaluation, then please contact:

Kate Arnill-Graham

Email: kate.arnillgraham@employment-studies.co.uk

Telephone: 01273 763 409

If you have any further questions about the training, then please contact:

Michelle O’Sullivan

Email: michelle.o’sullivan@rssb.co.uk

Telephone: 0203 142 5353

**Please click:**

<https://forms.office.com/Pages/ResponsePage.aspx?id=Hnfo5LeLC0ukCsKK_wcnUN7ZIkLucitFi3OLLjrCQy1UME5RVFdFTElOOU5WWFBORjM4WDNYNVEwTC4u>