

Participant Information Sheet

SPSP Acute Adult Collaborative Social Network Analysis

We would like to invite you to take part in a social network analysis that we are carrying out as part of our evaluation of the SPSP Acute Adult Collaborative. Before you decide, it is important for you to understand why the network analysis is being done and what it would involve for you. Please take the time to read the following information carefully before deciding whether you wish to take part. Ask us if there is anything that is not clear or if you would like more information. **The link to the questionnaire is at the end of this document.**

Key things to know about this social network analysis

- This social network analysis aims to understand the structure of the improvement networks in the SPSP Acute Adult collaborative
- Networks are key to collaboration, sharing learning, and improving care. Using social network analysis to understand the networks within the SPSP Acute Adult collaborative will help us evaluate the collaborative and can be used to inform development of future improvement connections within teams, and across Scotland.
- We are seeking the views of people who have participated in the SPSP Acute Adult Collaborative. Taking part in this social network analysis will involve completion of one online questionnaire. The questionnaire will take about 20 minutes to complete.
- It is entirely up to you whether you want to take part. Your confidentiality will be maintained at all times. You can withdraw at any time by emailing the evaluation team at his.acutecare@nhs.scot. Withdrawing from the social network analysis will not adversely affect your rights or relationships with Healthcare Improvement Scotland.

More detail about the social network analysis is provided in the sections below.

What is the purpose of the social network analysis?

Connecting people to share knowledge and information and support collaboration for improvement is a key aim for the Collaborative. The purpose of the social network analysis is to understand the structure and strength of networks in the SPSP Acute Adult collaborative. The social network analysis will help us to understand these networks better and will provide insights that we can use to plan for future improvement support.

We will share the results of the social network analysis in the form of anonymised network maps with the participating health boards, so that they can use the information to continue to develop and support networks for improvement in their area.

Who can take part?

You can take part in the questionnaire if you have participated in any way in the SPSP Acute Adult Collaborative.

What would I have to do if I agreed to take part?

If you decide to take part, you will be asked to complete one online questionnaire. The questionnaire will first ask you some questions to seek your consent to participate in the social network analysis and then ask for some information about you. The main questionnaire will ask you to name up to five people within and five people out with your health board or organisation that you have connected with in your improvement work. It will ask for some information about your connections. The questionnaire itself will take approximately 20 minutes to complete. The social network analysis map will be available by August 2024.

How does social network analysis work?

In a social network analysis we gather data about people's connections by asking about activities and things they might do together in their improvement work. This might range from conversation, sharing ideas, collaborating, and so on. From this information we are able to create a visual map of the network. We can also analyse the network through standard statistical measures that have been developed through network analysis research. This will provide insight into how networks are structured, and what actions might be useful for developing them further.

Do I have to take part?

It is up to you whether or not you decide to take part. If you do decide to participate you can access the questionnaire via the link in the email. You are free to withdraw from the social network analysis at any time and without giving a reason by contacting his.acutecare@nhs.scot. It may not be possible to remove data that has already been submitted to the online questionnaire. A decision to withdraw at any time, or a decision not to take part, will not affect your rights or relationships with the collaborating organisations of this social network analysis.

How will my data be used?

Your participation in this social network analysis will be anonymous and information shared by you which names individuals, groups or organisations will be anonymised. Data from anonymised online survey responses will be stored securely by Healthcare Improvement Scotland as password protected files with access limited to the evaluation team. The anonymous data will be kept for 3 years on Healthcare Improvement Scotland's secure drives with review for longer retention thereafter in compliance with [Healthcare Improvement Scotland's retention and protection of information policy](#).

Data gathered from you and other participants will be used in writing up the findings of this social network analysis and generating statistics and network maps, which are visualisations of social networks. Although direct quotes from you may be used in the report or other publication, your name and other identifying information will be kept anonymous.

Will the social network analysis benefit me?

It may not benefit you directly but by taking part in this social network analysis, you will be contributing to the development of a network map of the SPSP Acute Adult collaborative which can be used to support future improvement work. It will also contribute to evaluation of the collaborative and developing a national model for applying social network analysis to support quality improvement in Scotland.

Are there any risks to taking part?

The questionnaire will take approximately 20 minutes of your time. You can skip questions which you would prefer not to answer and you can withdraw from the social network analysis at any time.

If you want to make a complaint at any time about anything related to this social network analysis please contact Joanne Matthews, Associate Director of Improvement and Safety, Healthcare Improvement Scotland at joanne.matthews1@nhs.scot

What will happen to the results of this social network analysis?

The results of this questionnaire will be used to develop a map of the Scottish Patient Safety Programme Acute Adult collaborative.

The final report will be available to participants. The results may be published in academic journals and conferences. The results of this social network analysis will be shared with leaders in health and care, the public, and Scottish Government.

Who has reviewed and organised the social network analysis?

This social network analysis meets the definition of 'service evaluation/improvement/development' in the HRA framework¹ according to the IRAS submission process and does not require formal review.

If you have any further questions

For any additional queries please contact Meghan Bateson, Senior Improvement Advisor, SPSP Acute Care team, Healthcare Improvement Scotland at Meghan.bateson@nhs.scot

[I would like to take part – take me to the questionnaire](#)

Thank you

¹ https://www.hra-decisiontools.org.uk/research/docs/DefiningResearchTable_Oct2022.pdf