## Additional file 8: Workshop documents - information leaflet, invitation email (WP 3)



 **Information leaflet: Evaluation of the HSE medication safety campaign and patient held medication lists – A Systems Dynamic Modelling Workshop**

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| ***Title:*** *Workshop evaluation of findings from a study of the ‘Know Check Ask’ medication safety campaign amongst patients/carers and healthcare professionals using a systems dynamics modelling approach*  |

 **Instructors: Dr Sinéad Duane, National University of Ireland, Galway**

 **Dr Dmitry Brychkov, National University of Ireland, Galway**

 **Principal investigator: Professor Kathleen Bennett, RCSI University of Medicine and Health Sciences**

 **Date and Time: 26/10/22, 10.30-4.30pm**

You are being invited to take part in a research workshop in conjunction with the RCSI University of Health Sciences (Professor Kathleen Bennett), NUI Galway (Dr Duane and Dr Brychkov) and the HSE (National Quality Improvement Team). Participation in this workshop is optional. Before you decide whether or not you wish to take part, you should read the information provided below carefully. You should clearly understand the risks and benefits of taking part so that you can make a decision that is right for you.

**What is the purpose of the study?**

The HSE National Quality Improvement (NQI) team launched the ‘Know Check Ask’ campaignin July 2019 to support people using medication and healthcare professionals engaging with them. It encourages people taking medicines to keep a list of their medications and encourages people (and carers of those taking medications) to **know** the medication they use, **check** they know how to use them correctly and **ask** if unsure. The first two phases of the research project examined whether the campaign, which includes patient-held medication lists, is used in practice and how it could be improved. These two phases involved firstly interviewing patients, carers and healthcare professionals about their thoughts and views of the campaign and secondly asking them to complete a questionnaire. This final phase of the project will use system dynamics approach to evaluate the ‘Know Check Ask’ campaign and patient held medication lists. This system dynamics approach will examine how interactions between different stakeholders, including patients/carers, might impact on implementation of the campaign.

 **What is system dynamics approach?**

System dynamic modelling is an analytical approach which seeks to frame and discuss complex issues and problems. It is widely used to understand the dynamic behaviour of complex systems including healthcare. This approach explains system behaviour by focusing on components within the health system and the interrelationships between these different elements. The system dynamics approach uses techniques, such as mapping, to visually map any blockages or underlying elements that may affect interactions within the health system.

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

The study is in conjunction with the HSE and researchers at RCSI and it is funded through a HRB Research Collaborative in Quality and Patient Safety (RCQPS) funding stream.

**Why have I been invited?**

You have been selected as a person involved in medication safety and/or the first phase (qualitative study) of the research project.

**Do I have to take part?**

Your involvement is on voluntary basis and you are free to withdraw at any time and without giving a reason. If you do decide to participate in the workshop you will be asked to sign a consent form.

**What will happen if I take part?**

You will be invited to attend a one day workshop at the Ashling Hotel, Dublin 8, on October 26th 2022. Your travel will be covered to attend the workshop and subsistence will be available.

**What do I have to do?**

You will participate in a systems dynamic modelling workshop on the barriers and enablers to implementation of the ‘Know Check Ask’ campaign and patient held medication lists.

You will be provided with a summary of the information from the first two phases of the ‘Know Check Ask’ mixed methods study and invited to provide insights based on your own experiences.

**What are the risks of taking part?**

There are no risks to you taking part and participation is voluntary and your decision alone. If you choose you can decide to withdraw from the workshop at any time.

**What are the benefits of taking part?**

There are no immediate direct benefits to you, but the information you provide will assist in facilitating the HSE NQI team in further implementation and development of patient held medicine lists and approaches to medication safety in Ireland.

**Is the study confidential?**

No new data will be collected only the mapping of the existing barriers and enablers will be reported. Your details will not be shared with any third party. This study has been approved by RCSI University of Medicine and Health Sciences ethics committee. Workshop materials and the final mappings will be stored securely on a password protected computer at RCSI and only accessed by named researchers. No individuals will be identified and all aggregated findings presented. Processed workshop data may become part of publications and other dissemination activities. All information will be deleted after the publication of findings.

**Where can I get further information?**

 B O’ Donovan,

 Email: bernadineodonovan@rcsi.ie

 RCSI University of Medicine and Health Sciences, St Stephens’ Green, Dublin 2

 **Thank you for taking the time to read this information sheet.**

 Draft text for invitation email (policy/HCPs)

Salutation –.

We are a research group in RCSI University of Medicine and Health sciences conducting research in the area of medication safety. As part of this work we have collaborated with the HSE (National Quality Improvement team) on a HRB RCQPS medication safety project titled:

‘A mixed methods approach to the evaluation of the ‘Know Check Ask’ medication safety campaign amongst Healthcare professionals and patients/carers.’

The first two phases of the project are now completed, that includes qualitative and quantitative data collection from stakeholder groups. The final phase of the research study is to undertake a workshop with relevant stakeholder groups to review the evidence. **Therefore, we would like to invite you as a participant for the workshop**. Our HSE collaborators Ciara Kirke and Muriel Pate (National Quality Improvement Team) have supplied your contact details as a potential participant. An overview is provided below and further information in the attached participant information.

The workshop, in conjunction with researchers from the RCSI University of Medicine and Health Sciences and the HSE, is scheduled to take place on Wednesday October 26th in xxxx, Dublin. Key stakeholders, made up of those involved in medication safety and patient representatives, will examine the barriers and enablers to implementation of the ‘Know Check Ask’ campaign and patient held medication lists. The group will include stakeholders from key groups (e.g. policy, public, HCPs) and information will be sent in advance of the workshop. You will be reimbursed for your travel to this event and subsistence will be available. Bernadine O'Donovan (copied in the email) is the postdoctoral researcher who is working on the project and can be contacted if any further information is required.

If you are interested in taking part we can send on further information about the research and/or make arrangements to discuss the project further with you.

I look forward to hearing from you soon

Kind regards

K Bennett