# An example of a letter seeking participants’ involvement via implied consent

University College, Badlands

24th October 2021

Dear Parent

Say something about you

**My case study in your child’s class**

I am a student at University College, Badlands, and as part of my course I am doing a case study research project on the way in which teaching assistants help children in school. In my spare time work as a volunteer helper at Badlands Primary School and Mrs Tumbleweed, Headteacher, has kindly agreed to allow me to contact parents to ask for their permission to allow their children to be involved in my project.

Briefly explain your project

We know that teaching assistants provide a great deal of help to teachers. In my research I want to find out how teaching assistants work with teachers and children. I hope this will contribute to our understanding of the ways in which teaching assistants work, and I hope that I will emerge with suggestions about how they may work more effectively.

I will be observing the work of the teaching assistant in your child’s class and I may be asking children about their work.

Say what the participants are being asked to do

If you would prefer that I avoid observation of your child and that I do not talk to him/her, no questions will be asked and there will, of course, be no consequence for your child.

I will not be sharing any personal information I gather with anyone, even school staff. No names will be recorded: any information about individuals will have a code on it instead of a name. After my write-up, all information I have collected will be destroyed.

Explain anonymity, data security and feedback

**If you are happy for me to undertake my project as outlined in this letter, you don’t need to do anything**. However, if you would prefer that I do not observe or talk to your son/daughter as part of my research, please complete the tear-off slip below and return it with your daughter or son to give to their teacher. Or, if you have any questions at all, please email me on \_\_\_\_\_\_\_\_\_\_\_\_\_ or text or phone me on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Many thanks

Consent is implied

Lucy Bloggs

Student in educational studies

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If you do not wish your son/daughter to be involved in my project or if you have any questions at all, please complete the following and return to your child’s teacher:

I’d rather my daughter/son is not involved

Delete as appropriate

I’m not sure: I have some questions

My son/daughter’s name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone me on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Text me on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email me on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# An example of an information sheet for a study on patients’ experience of a dental practice



## Background

I am planning a research study to try to find out patients’ real experience when they use our dental surgery. My colleagues and I will use the findings to help us understand patients’ experience and to try to build an environment which is stress-free and comfortable.

*Photo by* [*H Shaw*](https://unsplash.com/@hikeshaw?utm_source=unsplash&utm_medium=referral&utm_content=creditCopyText) *on* [*Unsplash*](https://unsplash.com/?utm_source=unsplash&utm_medium=referral&utm_content=creditCopyText)

## Who is leading this research?

I, Nav Bhakta, am leading this research as part of my postgraduate degree studies at the University of Gotham. The dental surgery (Santa Prisca Dental Practice) where I work is a partner in the research and all findings (which will be anonymised, see ‘Confidentiality’, below) will be shared with the staff here.

## Why have I been asked to take part?

I have selected a number of our patients who have different backgrounds and may have different experiences at our surgery.

## What is involved?

My research looks at all of our communications with our patients (emails, phone calls, texts, etc) alongside a review of our patients’ experience as assessed by my interviews with patients. In the interviews I will be asking patients about

* our emails, texts and phone calls with you,
* your experiences at reception,
* your wait in our waiting room,
* your experience during treatment,
* how you felt when you left the dental centre.

The interview should take around 45 minutes, and I may ask if I can contact you again to ask you more about aspects of your experience. If you are happy about being contacted again, I may contact you by phone or email two to four weeks after your first interview.

## Confidentiality

I can assure you of complete confidentiality. Your name will not be used in any records about your involvement and you will not be identifiable from the information you give in your interviews. In any write up of the research there will not be any personal information which could identify you (e.g. name, age, gender, ethnicity). I will not refer to you by name, either in writing or the spoken word.

All the raw data from my study will be stored securely and will be deleted 12 months after I have completed my degree.

## Do I have to take part?

No. It’s entirely up to you. And you can stop taking part in the study at any time – even halfway through an interview, if you wish.

## How will this research help others?

We know that coming to the dentist can be a stressful and sometimes frightening experience. We want to try to reduce any stress or anxiety and any information we can gather from our patients about their experiences here will help us to make the experience as comfortable as possible for other patients in the future.

## Are there any risks for me in taking part?

I cannot foresee any at all. I will be drawing on your time, of course, and for this I am very grateful.

## What will happen to the findings of this study?

At the end of the study, the findings will be collated and discussed with my colleagues in the dental centre and in my doctoral thesis, and I may write articles or give lectures summarising the findings. However, no names will be mentioned.

## Who has reviewed the study?

To protect your interests, the research proposed has been reviewed and approved by the Research Ethics Committee of the University of Gotham.

## Questions?

If you have any questions at all please contact me at [Navdentist@SantaPrisca.com](mailto:Navdentist@SantaPrisca.com)

## Thank you for reading this information sheet

Remember that the circumstances for all research studies are different and this is just an example. Checklists for what should be in an information sheet can be found online. A good one is at <https://www.tcd.ie/swsp/assets/pdf/Participant%20information%20sheet%20template.pdf>