**FEHW Health Ethics Checklist**

**(to be used in conjunction with the Ethics submission form)**

**Researcher name:**

**Title of project:**

**Review/comments by:**

**1-**

**2-**

**3-**

**Please detail REQUIRED changes (elements that impact upon the ethical suitability of the project)**

|  |  |  |
| --- | --- | --- |
| ETHICS FORM | Yes | No- please comment |
| Section One correctly identifies:   1. the category of the project 2. proposed start date for **data collection** (**not** the start of the project) | a)  b) | a)  b) |
| The anticipated research approach set out in Section 2.4 must clearly explain the specific approaches e.g. what will be done, with whom, and over what timescale |  |  |
| Section 2.5a **must** be a ‘no’ unless the project is Category B  (all Cat B projects must be sent to the Health Professions Ethics committee) |  |  |
| Section 2.6 must be in accord with the methods/participants the applicant sets out in section 2.4 |  |  |
| Section 2.8:  a) does the section tally with the explanations in section 2.4  b) is evidence of consent from e.g. NHS Trust, provided where applicable  c) is evidence e.g. screenshots from HRA/IRAS provided, where applicable  (Projects requiring NHS/IRAS permission must be sent to the Health Professions Ethics committee) | a)  b)  c) | a)  b)  c) |
| Section 2.9 must detail the specific ethical considerations for this project |  |  |
| The information in Section 2.9 must match the information provided in the supporting documentation, e.g. consent form, PIS |  |  |
| Section 2.13 must set out how data will be handled and stored during and after the project.  The applicant must take account of issues such as if data is going to be collated by others and sent to the applicant, or if paper surveys/consent forms will be used. |  |  |
| The information in Section 2.13 must match the information provided in the supporting documentation, e.g. consent form, PIS |  |  |
| CONSENT FORM | Yes | No- please comment |
| The consent form requires the University of Wolverhampton logo |  |  |
| The title of the study must be stated on the form |  |  |
| The researcher’s name must be on the form  There should be space for the researcher to sign and date the form unless the form will be completed online |  |  |
| Each question on the form must have a box, which is clearly stated as being for the participant’s initials, or for an ‘x’ only if the form will be completed online |  |  |
| The statements/questions must be suitably worded to make it clear what the participant is consenting to, such as:   * such as having had the opportunity to ask questions/have them answered * withdrawal * any issues such as the impact of participation/ withdrawal on care/student progression * what methods will be used * data processing/ storage * voluntary consent to participate   The information should match that provided in the ethics form |  |  |
| There should be space for the participant to write their name, date and sign- unless the form will be completed online |  |  |
|  |  |  |
| PARTICIPANT INFORMATION SHEET | Yes | No- please comment |
| The PIS should have the University of Wolverhampton logo |  |  |
| The title of the study and the name and position of the researcher should be stated on the form |  |  |
| The PIS must explain the study:   * the purpose/the aim/the necessity/value of the project * methods/approaches of the project * any risks/benefits * why the potential participant is being invited * time commitment * confidentiality * anonymity (where applicable) * data management * withdrawal   The information should match that provided in the ethics form |  |  |
| The contact details of the researcher must be included, with an indication they can be used if the (potential) participant has any questions |  |  |
| The details of the supervisor/s or Director of Studies must be included (for student submissions) |  |  |
| All of the following information must be included, with an indication it can be used if the (potential) participant has concerns:  *Pro-Vice Chancellor for Research & Knowledge Exchange -* Professor Prashant Pillai, MBE [*p.pillai@wlv.ac.uk*](mailto:p.pillai@wlv.ac.uk) A*dministrative lead and Research Integrity Manager - Jill Morgan* [*J.Morgan4@wlv.ac.uk*](mailto:J.Morgan4@wlv.ac.uk)*)* |  |  |
|  |  |  |
|  | YES- please comment | NO- please comment |
| Any other forms/documentation, such as flyers? |  |  |
| Do these forms/documents comply with ethical expectations (e.g. as set out in questions above)? |  |  |

**Researchers must be advised that only the approved versions of all documentation can be used during their project. Any amendments require approval before use. This includes amendments made following a pilot study.**