



INFORMATION SHEET FOR *Museum Volunteers* IN RESEARCH STUDIES
YOU WILL BE GIVEN A COPY OF THIS INFORMATION SHEET

Title of Study:

The Work of Medical Museums: Collaborative approaches to understanding methods, outcomes, and implications for well-being

Department: UCL Institute of Archaeology

Name and Contact Details of the Researcher(s):

Cornelia (Nina) Thompson, cornelia.thompson.18@ucl.ac.uk

Name and Contact Details of the Principal Researcher: Rachel King; tcrnrki@ucl.ac.uk

1. Invitation

You are being invited to take part in research for a PhD dissertation. Please take the time to read the following information which explains what participation will involve, and discuss it with others if you wish. Ask us if there is anything that is not clear, or if you would like more information.

2. What is the project's purpose?

This project aims to examine how visitors engage with medical museums and their collections including why they visit these museums, how they react to objects on display and what they feel they gain from these visits.

3. Why have I been chosen?

You are a volunteer who works in a medical museum context or in a related area and have been chosen to participate because of your expertise in the field.

4. Do I have to take part?

Taking part is entirely voluntary. If you do decide to take part, you will be given this information sheet to keep and asked to sign a consent form. You can withdraw consent at any time and without giving a reason until December 2023. If you decide to withdraw, you will be asked what you wish to happen to the data you have provided up to that point.

5. What will happen to me if I take part?

I will be in contact (most likely via e-mail) to schedule an interview. Interviews will be conducted remotely via Microsoft Teams, telephone or an emailed list of questions. Each interview will last from one to two hours. I may send follow-up questions over e-mail, or try to schedule a follow-up conversation, and you can choose if you wish to further engage.

Interviews will focus on your experience presenting medical history to museum visitors including questions around your professional background, why you have chosen to work in this field, your experience interacting with visitors and how you approach your work. You are free to skip or answer any questions asked as you wish.

6. Will I be recorded and how will the recorded media be used?

If you consent, I will record the audio of interviews. This will be used only for analysis. Audio will be stored in password-protected software until the interviews have been transcribed, and then it will be deleted. Transcription will be stored in password-protected software. No one outside of the research project will



have access to the audio recording. Portions of transcriptions may be quoted in the final research outcome. If you wish, I can send you your interview recording or an interview summary for your approval.

7. What are the possible disadvantages and risks of taking part?

You will be speaking on areas of professional expertise. Please ensure that this is allowed under your employment (or volunteer) contract. Other may see your expressed opinions and disagree with them, which could cause issues in professional or interpersonal relationships. You are also offering your time. I am not asking any questions intended to be personal, but if you feel distress you are free to pause or stop the interview at any time. You can choose to answer or not answer any questions as you wish.

8. What are the possible benefits of taking part?

Whilst there are no immediate benefits for taking part in this project, it is hoped that this research will contribute to the field of medical history and medical heritage. You will be credited (if you would like) for your contribution and for any thoughts of yours that are cited.

9. What if something goes wrong?

If you have any concerns or wish to make a complaint, please contact me at Cornelia.Thompson.18@ucl.ac.uk or +44 07743027090.

You may also contact the Principle Investigator at: rachel-king@ucl.ac.uk.

If you feel any complaint has not been handled to your satisfaction, please contact. UCL ethics committee at: ethics@ucl.ac.uk.

10. Will my taking part in this project be kept confidential?

You will be kept anonymous. You may still be identifiable because of the small nature of this professional field, but appropriate efforts to anonymise your contribution will be made in any research outputs. If you wish, you may choose a pseudonym to be referred to if quoted in any research outputs so that you can more easily recognize your contributions.

11. Limits to confidentiality

- Because of the small research sample and the small nature of this professional field, you may still be identifiable even if I make efforts to anonymize your participation.
- Any select portions of the interview you ask to keep confidential will be kept confidential (and deleted from the transcript if that is what you prefer).
- Agreements for confidentiality will be maintained unless I hear something that makes me worry that you or someone else may be in danger, in which case I may inform the relevant agencies.

12. What will happen to the results of the research project?

Research will be published as my PhD Dissertation. This dissertation will be completed between March - September 2024. If you wish to have a copy, it will be sent to you in a digital format. If you indicate you wish to have a copy, your email will be kept for this purpose and deleted after sending you the dissertation.

Research results may also be presented to research partners or to other interested parties through articles, blog posts, etc. You will be identified according to your wishes in all such presentations and publications.

For treatment of your data, see section 13 below.

13. Local Data Protection Privacy Notice

The controller for this project will be University College London (UCL). The UCL Data Protection Officer provides oversight of UCL activities involving the processing of personal data, and can be contacted at data-protection@ucl.ac.uk

This 'local' privacy notice sets out the information that applies to this particular study. Further information on how UCL uses participant information can be found in our 'general' privacy notice:

For participants in research studies, click [here](#)

The information that is required to be provided to participants under data protection legislation (GDPR and DPA 2018) is provided across both the 'local' and 'general' privacy notices.

The categories of personal data used will be as follows:

- Name
- Job Title/ Professional Affiliations
- Contact information (email, phone)

The lawful basis that would be used to process your *personal data* will be performance of a task in the public interest.

Your personal data will be processed so long as it is required for the research project. We will endeavour to minimise the processing of personal data wherever possible. Your personal data will be stored and handled in the following ways:

- Contact information, name and title will be stored on secure UCL servers in separate, password-protected files marked with interview ID numbers to allow me to link respondents to interview data and in case I need to contact you about the interview for any reason. All interviews will be identified only by ID number during data processing.
- Contact information will be deleted at the end of the study.
- If you request a digital copy of the dissertation, your email will be stored in a separate, secure file with no other identifying data for that purpose and deleted once the dissertation is sent.
- If you **do** consent to be identified, name and title will be retained to identify interview data and will be deleted within eighteen months of the completion of the study.
- If you **do not** consent to be identified, all identifying information will be deleted at the end of the study. [This is also the outcome of all museum volunteer contact information, which will be specified on that specific form]
- Any remaining audio files will be deleted at the end of this study.
- All data remaining in my possession will be deleted within 18 months of the completion of the study.

Personal data will not be shared with any other parties or participants in this project and will only be available to the researcher.

If you are concerned about how your personal data is being processed, or if you would like to contact us about your rights, please contact UCL in the first instance at data-protection@ucl.ac.uk.

14. Who is organising and funding the research?

The research is occurring as part of my degree program at UCL and in collaboration with the Anaesthesia Heritage Centre and Old Operating Theatre Museum & Herb Garrett. No one is funding this research.

16. Contact for further information

Cornelia (Nina) Thompson at cornelia.thompson.18@ucl.ac.uk

You will be given a copy of the information sheet and, if appropriate, a signed consent form to keep.

Thank you for reading this information sheet and for considering to take part in this research study.

Interview ID Number:

CONSENT FORM FOR *Museum Volunteers* IN RESEARCH STUDIES

Please complete this form after you have read the Information Sheet and/or listened to an explanation about the research.

Title of Study: The Work of Medical Museums: Collaborative approaches to understanding methods, outcomes, and implications for well-being

Department: Institute of Archaeology

Name and Contact Details of the Researcher(s): Cornelia (Nina) Thompson,
cornelia.thompson.18@ucl.ac.uk

Name and Contact Details of the Principal Researcher: Rachel King, tcrnrki@ucl.ac.uk

Name and Contact Details of the UCL Data Protection Officer: data-protection@ucl.ac.uk

Thank you for considering taking part in this research. The person organising the research must explain the project to you before you agree to take part. If you have any questions arising from the Information Sheet or explanation already given to you, please ask the researcher before you decide whether to join in. You will be given a copy of this Consent Form to keep and refer to at any time.

I confirm that I understand that by ticking/initialling each box below I am consenting to this element of the study. I understand that it will be assumed that unticked/initialled boxes means that I DO NOT consent to that part of the study. I understand that by not giving consent for any one element that I may be deemed ineligible for the study.

		Tick Box
1.	*I confirm that I have read and understood the Information Sheet for the above study. I have had an opportunity to consider the information and what will be expected of me. I have also had the opportunity to ask questions which have been answered to my satisfaction and would like to take part in an individual interview.	
2.	*I consent to participate in the study.	
3.	I understand that my personal information (such name, job title, email address) will be used for the purposes explained to me. [for museum volunteer interviews, no names will be collected]	
4.	Information gathered in these interviews will be used for this project only and full recordings will not be shared with any parties besides the researcher. Your name and participation status will not be shared with other parties. Your participation will be anonymous. However, I will collect information about your volunteer role, length of volunteer term, and institution that could lead to someone	



	<p>recognizing you. I will work to obscure identities as much as possible in all research outcomes, but want you to be aware that full anonymity may not be possible due to the small nature of the field.</p> <p>If you would like to be referred to by a pseudonym when quoted in the research outcomes, please write what pseudonym you would like here:</p> <p>Any particular comments can be removed from the record during the interview or up until December 2023.</p>	
5.	*I understand that my information may be subject to review by responsible individuals from the University for monitoring and audit purposes.	
6.	<p>*I understand that my participation is voluntary and that I am free to withdraw at any time without giving a reason. I understand that if I decide to withdraw, any personal data I have provided up to that point will be deleted unless I agree otherwise.</p> <p>I understand that I can choose to withdraw from the study at any point up until December 2023.</p>	
7.	I understand the potential risks of participating.	
8.	No promise or guarantee of benefits have been made to encourage me to participate. I understand that I will not benefit financially from this study or from any possible outcome it may result in in the future	
9.	I understand that the data will not be made available to any commercial organisations but is solely the responsibility of the researcher(s) undertaking this study.	
10.	I agree that research data may be used by others for future research based on what is published in the final research outcome of this project.	
11.	<p>I understand that the information I have submitted will be published as part of a dissertation and I wish to receive a copy of it. Yes / No</p> <p>I consent to the email provided being stored separately for this purpose: Yes / No</p> <p>I wish to provide an alternate email to be stored separately for this purpose: _____</p>	
12.	I consent to my interview being audio recorded and understand that the recordings will be stored using password-protected software on secure UCL server and will be destroyed upon the completion of the project. Interview transcripts will be stored in password-protected software and deleted within eighteen months of the completion of the study.	
13.	I request a copy of the audio recording and/ or an interview summary be sent after the interview for my own use and to allow me to review what was said in the interview (please circle what you would like sent to you).	
14.	<p>I consent to be quoted in the final research outcome</p> <p>(You can still take part in the study if you do not wish to be quoted)</p>	

15.	I am aware of who I should contact if I wish to lodge a complaint.	

If you would like your contact details to be retained so that you can be contacted in the future by UCL researchers who would like to invite you to participate in follow up studies to this project, or in future studies of a similar nature, please tick the appropriate box below.

	Yes, I would be happy to be contacted in this way	
	No, I would not like to be contacted	

 Name of participant Date Signature
 [will not be recorded for museum volunteers or if participant does not want to give name]

 Researcher Date Signature

Interview ID Number: