Reviewer checklist- Health Professions Ethics Committee

ETHICS FORM	Yes	No- please comment
Are the Section One details all complete?		
Are the start/end dates appropriate given the timing of the ethics application (start date far enough in the future to be after approval is received)?		
Is the anticipated research approach set out in Section 2.4 in a way that explains e.g. what will be done, with whom, and over what timescale?		
Are Sections 2.5a and 2.5b answered appropriately in the context of the applicant's proposal?		
Does the answer to Section 2.6 tally with the methods/participants the applicant sets out?		
Does Section 2.7 explain how the data to be collected will be treated?		
Does the answer to Section 2.8 tally with the approach the applicant proposes to take in their project? Is evidence of consent from e.g. NHS Trust, provided where applicable? Is evidence e.g. screenshots from HRA/IRAS provided, where applicable?		
Are the responses in Section 2.9 sufficiently detailed and comprehensive? Does Section 2.9 acknowledge that confidentiality is only guaranteed to within the limits of the law; and is there (where applicable) a comment about raising safeguarding concerns/acting within the expectations of the		

applicant's professional code of conduct?		
Do the responses in Section 2.9 match the information provided in the supporting documentation, e.g. consent form, PIS?		
Does Section 2.10 provide appropriately detailed and comprehensive information- such as including relevant risks and describing how these have been mitigated?		
Do the responses in Section 2.10 match the information provided in the supporting documentation, e.g. consent form, PIS?		
Do the responses in Section 2.9, 2.10, and supporting documentation, acknowledge that withdrawal of participants' data can only be up to the point of data processing?		
Does the response in Section 2.11 provide appropriately detailed and comprehensive information- such as how any participants will be approached, how they will be selected, and use of e.g. codes/pseudonyms (as applicable)?		
Do Sections 2.11/2.12/2.13 state that the data will be stored on the university One Drive (or an NHS server) and retained for 10 years following completion of the project? Does the applicant 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- how will these be managed to maintain data security/confidentiality?		

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CONSENT FORM	Yes	No- please comment
Does the consent form have the University of Wolverhampton logo?		
Does it have a version number?		
Is the title of the study stated on the form?		
Is the researcher's name on the form, and is there a space for the researcher to sign and date the form?		
Does each question on the form have a box, which is clearly stated as being for the participant's initials?		
Are the statements/questions suitably worded to make it clear what the participant is consenting to- such as having had the opportunity to ask questions/have them answered, voluntary participation, withdrawal (up to what point, and what happens to any collected data), any issues such as the impact of participation/withdrawal on care/student progression, what methods will be used, data processing/storage, and voluntary consent to participate?		
Is there a space for the participant to write their name, date and sign?		
PARTICIPANT INFORMATION SHEET	Yes	No- please comment
Does the PIS have the University of Wolverhampton logo?		
Does it have a version number?		
Are the title of the study and the name and position of the researcher stated on the form?		

Does the PIS explain the study: for example concepts such as the purpose/the aim/the necessity/value of the project?		
Does the PIS set out why the potential participant is being invited, and does it make it clear it is entirely their free choice?		
Are the methods/approaches clearly stated, including any risks/benefits?		
Is there a clear statement regarding confidentiality (which is stated as guaranteed only to within the limits of the law, indicating that any safeguarding concerns would be escalated- with a mention of being in accordance with a professional body if applicable), and does this match with the intended approach set out in the ethics form?		
Is anonymity set out appropriately (as applicable), and does this match with the intended approach set out in the ethics form?		
Is data management clearly described- how data will be used (including e.g. coding)/stored (on University One Drive) /retained (for 10 years post-project completion)?		
Is the time commitment for the potential participant set out?		
Is the right to decide not to participate/withdraw set out clearly: including when withdrawal can occur, what happens to any collected data, and any issues such as		

the impact of participation/withdrawal on care/student progression?		
Are the contact details of the researcher included, and indicated as to be used if the (potential) participant has any questions?		
Are the details of the supervisor/s or Director of Studies included (for student applications)?		
Are the applicable details included for if the (potential) participant has concerns (*Pro-Vice Chancellor for Research & Knowledge Exchange* - Professor Prashant Pillai, MBE *p.pillai@wlv.ac.uk or the administrative lead and Research Integrity Manager - Jill Morgan J.Morgan4@wlv.ac.uk)*?		
	YES- please comment	NO
Any other forms/documentation, such as flyers?		
Do these forms/documents comply with ethical expectations (e.g. as set out in questions above)?		