Plan Overview

A Data Management Plan created using DMPonline

Title: OPD Workforce Evaluation

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Template: University of Manchester Generic Template

Project abstract:

Commissioned by NHS England and His Majesty's Prison and Probation Service (HMPPS), the Offender Personality Disorder (OPD) Pathway is a programme designed to manage and support individuals with traits of a 'personality disorder' and who pose a high risk of harm (NHS, 2023). The OPD pathway is based on the principle that effective work with this population requires OPD service staff who understand and apply psychological principles, and positive relationships between service-users (SUs) and staff (NHS, 2023). A key focus within the pathway is thus to develop the skills, attitudes, and competences of the OPD workforce through various workforce development initiatives or activities, such as training, and support from clinical professionals. The evidence base for such initiatives is limited on a national scale.

This research programme, funded by the Ministry of Justice, comprises three concurrent studies designed to investigate workforce development initiatives within OPD custodial services. Study 1 aims to examine staff perceptions of workforce activities, and the barriers and facilitators to engaging with these activities. Initially case study sites will be identified through an audit-style questionnaire that indicates the level of implementation of workforce activities within sites, which will then be utilised to select sites for interviews. The aims will then be addressed through interviews with OPD staff in selected case study sites. These interviews will also explore staff perspectives on behaviours indicative of working confidently and competently in OPD settings. Study 2 consists of a questionnaire distributed to OPD and non-OPD staff at three different time points. This study will compare key staff outcomes in OPD and non-OPD staff, such as burnout and job satisfaction, and assess what kind of activities and working conditions associate with such outcomes. Additionally, Study 3 involves interviews and questionnaires distributed to a cohort of newly employed OPD staff. This study aims to track changes in OPD staff attitudes, behaviours, and outcomes over time. Together, these studies insight into OPD workforce development initiatives and the extent to which these initiatives are associated with the positive outcomes for staff.

ID: 185767

Start date: 22-09-2025

End date: 30-09-2027

Last modified: 12-02-2026

Copyright information:

OPD Workforce Evaluation

Manchester Data Management Outline

1. Will this project be reviewed by any of the following bodies (please select all that apply)?

- Funder
- Ethics

2. Is The University of Manchester collaborating with other institutions on this project?

- Yes - Part of a collaboration and owning or handling data

The Research Manager is employed by Greater Manchester Mental Health (GMMH) NHS Foundation Trust and also has a visiting contract at The University of Manchester. Data will only be accessed by this individual within GMMH (the Research Manager of the project) and will not be handled more widely with the institution.

3. What data will you use in this project (please select all that apply)?

- Acquire new data

4. Where will the data be stored and backed-up during the project lifetime?

- University of Manchester Research Data Storage Service (Isilon)
- Other storage system (please list below)

All data will initially be stored on OneDrive for Business, provided under the University of Manchester’s Microsoft 365 licence. This is an IT Services–approved secure storage solution, compliant with GDPR and the University’s Information Governance standards. Data will then be transferred to the University of Manchester Research Data Storage (RDS) when it is in its 'final form'.

5. If you will be using Research Data Storage, how much storage will you require?

- < 1 TB

6. Are you going to be receiving data from, or sharing data with an external third party?

- No

7. How long do you intend to keep your data for after the end of your project (in years)?

- 5 - 10 years

In line with University of Manchester policy, all anonymised research data will be securely retained for 5 years following study completion, after which it will be permanently destroyed.

Guidance for questions 8 to 13

Highly restricted information defined in the Information security classification, ownership and secure information handling SOP is information that requires enhanced security as unauthorised disclosure could cause significant harm to individuals or to the University and its ambitions in respect of its purpose, vision and values. This could be: information that is subject to export controls; valuable intellectual property; security sensitive material or research in key industrial fields at particular risk of being targeted by foreign states. See more examples of highly restricted information .

If you are using 'Very Sensitive' information as defined by the Information Security Classification, Ownerships and Secure Information Handling SOP, please consult the Information Governance Office for guidance.

Personal information, also known as personal data, relates to identifiable living individuals. Personal data is classed as special category personal data if it includes any of the following types of information about an identifiable living individual: racial or ethnic origin; political opinions; religious or similar philosophical beliefs; trade union membership; genetic data; biometric data; health data; sexual life; sexual orientation.

Please note that in line with data protection law (the UK General Data Protection Regulation and Data Protection Act 2018), personal information should only be stored in an identifiable form for as long as is necessary for the project; it should be pseudonymised (partially de-identified) and/or anonymised (completely de—identified) as soon as practically possible. You must obtain the appropriate ethical approval in order to use identifiable personal data.

8. What type of information will you be processing (please select all that apply)?

- Audio and/or video recordings
- Pseudonymised personal data
- Anonymised personal data
- Personal information, including signed consent forms

All data will be handled in accordance with University of Manchester data protection procedures, the Data Protection Act (2018) and the UK General Data Protection Regulation (GDPR). Personal data that will be collected for Study 1 and 3 includes: full names of interview participants on consent forms. Contact details of interview participants (including work e-mail addresses and work telephone numbers) will also be collected. This information will be stored in password-protected files on encrypted University of Manchester approved secure storage (i.e., OneDrive for Business and University of Manchester Research Data Storage), with access restricted to core research team members only. Contact details and consent forms will be stored securely and separately from

research data. All other research data will be pseudonymised using unique participant ID codes, with the key linking participant names to ID codes being deleted 2 weeks after each Study 1 interviews and on 30th April 2027 for Study 3 interviews, constituting respective participant withdrawal periods. For in-person interviews, encrypted University-approved recording devices will be used, with original recordings deleted following transcription, and any identifiers removed from transcripts. For online interviews, MS Teams will be used, with recordings transferred promptly to University approved secure storage and deleted from the third-party platform. Again, recordings will be deleted following transcription, and any identifiers removed from transcripts.

9. How do you plan to store, protect and ensure confidentiality of any highly restricted data or personal data (please select all that apply)?

- Store data in encrypted files, folders, computers or devices
- Access data hosted by the University of Manchester via its secure Virtual Private Network (VPN)
- Where needed, follow University of Manchester guidelines for disposing of personal data
- Anonymise data
- Pseudonymise data and apply secure key management procedures
- Store data on University of Manchester approved and securely backed up servers or computers

All data will initially be stored on OneDrive for Business, provided under the University of Manchester's Microsoft 365 licence. This is a University of Manchester approved secure storage solution, compliant with GDPR and the University's Information Governance standards. Data will then be transferred to the University of Manchester Research Data Storage (RDS) when it is in its 'final form'. Access to all research data for this project will be restricted to core research members. Study data and material may be looked at by individuals from the University of Manchester, from regulatory authorities or from the NHS Trust, for monitoring and auditing purposes and this may well include access to personal information.

10. If you are storing personal information (including contact details) will you need to keep it beyond the end of the project?

- No

11. Will the participants' information (personal and/or sensitive) be shared with or accessed by anyone outside of the University of Manchester?

- Yes - Public institutions with contractual arrangements (e.g. NHS research sites or other higher education institutions)

The research manager is employed by Greater Manchester Mental Health (GMMH) NHS Foundation Trust and also has a visiting contract at The University of Manchester. Data will only be shared with this individual within GMMH (the research manager of the project) and will not be shared more widely with the institution.

12. If you will be sharing personal information outside of the University of Manchester will the individual or organisation you are sharing with be outside the EEA?

- No

13. Are you planning to use the personal information for future purposes such as research?

- No

14. Will this project use innovative technologies to collect or process data?

- No

15. Who will act as the data custodian for this study, and so be responsible for the information involved?

Dr Jane Senior

16. Please provide the date on which this plan was last reviewed (dd/mm/yyyy).

2026-02-11

Project details

What is the purpose of your research project?

The primary aim of the research programme is to evaluate the implementation and impact of workforce development activities and workforce outcomes in OPD pathway custodial services. This will be addressed across three studies:

Study one: Qualitative semi-structured interviews with OPD staff in selected case study sites, addressing the following research questions:

1. What are the key barriers and enablers to the successful implementation and engagement with OPD workforce development activities in OPD services within custodial settings?
2. What are OPD staff perceptions of the behaviours that support or undermine effective work with a PD population and what factors promote or hinder these behaviours?

Study two: Online (Qualtrics) questionnaire distributed at three time points to OPD and non-OPD staff including demographic questions alongside measures of outcomes such as job satisfaction and burnout, addressing the following research question:

1. To what extent are workplace factors and staff engagement in workforce activities associated with burnout, job satisfaction, and job self-efficacy among OPD and non-OPD prison staff?

Study three: A cohort study of newly recruited OPD staff, consisting of three rounds of quantitative questionnaires measuring outcome measures such as burnout and job satisfaction, alongside qualitative semi-structured interviews, over the period of 12 months. This will address the research question:

1. How do staff outcomes and experiences within OPD services change over time, and what factors contribute to these changes?

What policies and guidelines on data management, data sharing, and data security are relevant to your research project?

The University of Manchester is the sponsor of this research and is responsible for looking after participant information. The project will be conducted in line with:
The University of Manchester Data Protection Policy
https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=14914

The University of Manchester Research Data Management Policy https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=33802
The University of Manchester Records Management Policy
https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=14916

The University of Manchester Publications Policy
https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=28526Opens in a new window

The University of Manchester IT policies and guidelines
http://www.itservices.manchester.ac.uk/aboutus/policy/
The University of Manchester Intellectual Property Policy
https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=24420

Responsibilities and Resources

Who will be responsible for data management?

Dr Jane Senior (Chief Investigator and Principal Investigator) is responsible for overall data management, with the Dr Anya Frude (Research Manager) overseeing day-to-day data management.

What resources will you require to deliver your plan?

- University of Manchester data storage
- University of Manchester laptops (already acquired)
- Research staff time

Data Collection

What data will you collect or create?

Data collected for study one and study three will include: participant full names (for recording consent); participant contact details (work email address/phone number, for organising interviews); participant demographic information (including special category data such as age, gender, ethnicity, job role, length of service to summarise the sample); audio/video recordings of interviews via encrypted audio recording device or Microsoft Teams; interview transcripts. Participant contact details and demographic information will be stored in separate excel files, each requiring <1GB of data. Recordings of interviews will be .mp4 files and are not estimated to require more than 40GB of storage, transcripts will be in Microsoft Word format, prior to entry into NVIVO and are estimated to require <1GB.

For study two, no personally identifiable data will be collected as responses to questionnaires will be anonymous upon submission and no IP addresses will be collected. Data will be stored in an Microsoft Excel file and is expected to require <1GB of storage space.

How will the data be collected or created?

Consent form data will be collected via Qualtrics.

Demographic information will be collected verbally at the start of an interview (study 1; recording either via MS Teams or encrypted audio-recording device via telephone or in person) or at the start of online questionnaires (study 2 and study 3).

Interviews will be semi-structured and led by an interview schedule. Recordings of interview data (study 1 and study 3) will either be via audio (in person/telephone/MS teams with camera off) or video (MS teams camera on). This will be conducted in line with University guidance on recordings, including first seeking appropriate ethical approvals, obtaining consent for recording and using an appropriate encrypted recording device. Transcription will be conducted by the University's contracted supplier, Lawson Hardwick t/a 1st Class Secretarial Services. The research team will check transcriptions and log any corrections. The findings will be utilised to write an academic paper that will be submitted for peer review.

Responses to psychometric measures will be collected via Qualtrics (study 2 and study 3). The measures selected are standardised psychometric measures and the same measures will be provided to all participants.

Appropriate and consistent file and folder structures will be used to save time, avoid data losses, and allow re-use of research data. Existing conventions will be followed to name files (e.g., underscores to separate words, YYYY-MM-DD formatting). Final versions of files will be protected by applying a read-only tag.

Documentation and Metadata

What documentation and metadata will accompany the data?

The data will not be available for secondary analysis.

Ethics and Legal Compliance

How will you manage any ethical issues?

1) Participant vulnerability and distress:

Although participants in all studies are prison staff rather than individuals from traditionally defined vulnerable populations, reflecting on challenging workplace experiences may elicit discomfort, stress and distress. Interview schedules and questionnaires have been designed with sensitivity and reviewed by staff role representatives to ensure appropriateness.

Mitigation: To mitigate this, interview schedules and questionnaires have been sensitively designed and reviewed by staff representatives. Participants will be reminded that participation is voluntary, that sensitive topics may arise, and that they can skip questions, pause, or stop the interview at any time. A distress protocol, designed by the Chief Investigator (CI) (a trained Mental Health Nurse) and Research Manager (a trained Forensic Psychologist), has been developed to ensure all researchers to follow; this includes pausing or ending the interviews, and signposting to further support, if needed. All study participants will also receive a debrief sheet, which includes a list of internal and external support resources.

2) Researcher wellbeing and safety:

Research team members may be exposed to emotionally challenging content and will be conducting fieldwork in secure and potentially high-risk environments.

Mitigation:

Both the Principal Investigator (Dr Jane Senior, PhD) and Research Manager (Dr Anya Frude, ForenPsyD) have considerable experience working in secure, high-risk environments, including prisons. This experience provides them with the skills and knowledge required to assess and manage potential risks appropriately, maintain professional boundaries, support junior team members, supervise fieldwork appropriately, and ensure adherence to operational requirements and safety protocols.

Researcher wellbeing will be actively monitored through the research programme. All researchers will have access to regular supervision with experienced researchers. The supervisory process will allow for debriefing, emotional processing, and discussion of ethical dilemmas or safeguarding concerns.

Prison visits will be pre-arranged and conducted with the support of on-site staff.

Researchers will complete prison induction training, which covers security measures, health and safety, corruption prevention and safer custody procedures.

3) Power dynamics and risk of coercion in recruitment:

Some recruitment emails will initially be sent by Clinical or Operational Leads (managers). There is a risk that staff may feel obligated to participate, especially if they are new in role (e.g. Study 3).

Mitigation:

All participant information sheets (PIS) will emphasise the voluntary nature of participation and explicitly state that choosing not to take part will have no impact on employment.

Whilst initial participant recruitment e-mails may be sent via Clinical and Operational Lead, potential staff participants will be asked to e-mail the research team separately to state their interest in participating. The research team will lead on answering any research-related queries, and providing the consent form link directly to staff participants who have expressed interest in participating. Follow-up reminders will be limited (maximum two per site per study) and have been reviewed with staff

representatives for appropriateness.

4) Informed consent

There is an acknowledged risk, across research studies, that participants may not be fully informed, potentially limiting their ability to freely and meaningfully consent to the research process.

Mitigation:

Potential interview participants will be asked to read the Participant Information Sheet (PIS) and complete a consent form (available via a link to a Qualtrics page) in advance of their scheduled interview. All interview participants will be given a minimum of 24 hours to consider whether they wish to take part in the study after receiving the Participant Information Sheet (PIS). Interviews will not be conducted on an ad hoc or impromptu basis (for example, if a staff member expresses interest while the research team is on site). This approach ensures that all participants have adequate time to review the study information, ask questions, and make an informed decision before providing consent.

Potential participants will be encouraged to raise any concerns or questions to the research team (whose details will be clearly outlined on each PIS), prior to consenting to participate.

Prior to commencing each interview, the researcher will provide a very brief verbal overview of the PIS and consent form, provide a further opportunity for the participant to raise any questions or concerns, and reconfirm the participant's willingness to proceed.

Interview participants will be informed via the PIS and verbally at the beginning of each interview, that they may withdraw at any point during the interview without giving a reason. They may also request withdrawal of their data up to two weeks after the interview by contacting the research team using the details provided in the PIS or debrief sheet, and citing their unique participant study ID code (provided verbally to participants at the end of the interview in Study 1, and self-generated for Study 3 participants). If consent is withdrawn within this timeframe, all associated data will be excluded from analysis and permanently deleted.

For participants completing online questionnaires (Study 2 and 3), participants will not be able to proceed to the questionnaire without providing consent on the first page of the Qualtrics link. In Study 2, participants may withdraw at any time before submitting the questionnaire; however, data cannot be withdrawn after submission as responses will not be linked to identifiable individuals. In Study 3, participants can request removal of all of their data (questionnaire and interview data) by e-mailing the research team, and citing their self-generated ID code.

For Study 3, where participants fill in questionnaires and are interviewed at three different time points, separate consent forms (sent and completed via an online Qualtrics link) will be used for each interview to ensure ongoing informed consent.

5) Risk of Disclosures and Confidentiality:

There is a possibility that participants may disclose information related to professional misconduct, illegal activity, or safeguarding concerns. Whilst the participant's right to privacy and confidentiality is central to good research practice, in some instances a researcher may have a duty to share certain information brought to their attention during a study.

Mitigation:

The guidance on research applications issued by the National Offender Management Service states that a participant's disclosure of information related to illegal acts (previous and planned) or misconduct must be notified by the researcher to an appropriate authority within the prison.

Potential participants will be advised in participant information sheets of the limits of confidentiality (i.e. that the Chief Investigator, Dr Jane Senior, will have a duty to inform healthcare professionals or management if the participant discloses information which highlights any safeguarding or risk issues).

6) Anonymity:

Study 2 questionnaires returned via Qualtrics will be anonymous.

For studies 1 and 3, participant data will initially be pseudonymised, participant information and study data will be stored separately, with a unique identifier assigned to each participant, with a pseudonymisation key that is stored in a separate password- protected excel file on University of Manchester approved secure storage only accessible to the research team. For Study 1, participants'

contact details will be permanently deleted immediately after their individual interview has taken place. The key linking each participant name to their study ID code will also be permanently deleted two weeks after each participant's interview. For Study 3, participants will be asked to 'tick' a consent item (at Time 1 and Time 2) confirming that they agree to be contacted again for the follow-up stages of the same study (at 6 and 12 months). Where consent is provided, their contact details will be retained securely until completion of the final data collection point (expected 30th April 2027). At this point, the key linking participant names to study ID codes and all contact details will be permanently deleted.

How will you manage copyright and Intellectual Property Rights (IPR) issues?

Copyright and intellectual property rights belong to the University of Manchester.

Storage and backup

How will the data be stored and backed up?

All data will initially be stored on OneDrive for Business, provided under the University of Manchester's Microsoft 365 licence. This is an IT Services–approved secure storage solution, compliant with GDPR and the University's Information Governance standards. Data will then be transferred by the research manager to the University of Manchester Research Data Storage (RDS) when it is in it's 'final form' agreed by the research team.

How will you manage access and security?

Recordings will initially be stored on an encrypted recording device or Microsoft Teams platform, this will be transferred to secure University storage systems as soon as possible and deleted from the the encrypted University-approved recording device/Teams. All data will be stored securely on University data storage systems (OneDrive and then RDS).

Only members of the research team will have access to the data (Dr Jane Senior, Dr Anya Frude, Jana Bowden).

All interview participants (Study 1 and 3) will have a unique participant number which will be used to label electronic research data files for that individual, e.g., interview recordings, interview transcripts, questionnaires. Participants' person identifiable information (e.g., named consent form, contact details) will be held separately to their research files. An electronic, password-protected Excel spreadsheet log linking participant names and contact details to unique study IDs will be stored securely and separately from all research data on University of Manchester approved storage, accessible only to the research team.

Study 1 participants' contact details will be permanently deleted immediately after their first and only interview has taken place. Study 3 participants' contact details will be permanently deleted immediately after their final interview has taken place. At Time 1 and Time 2 of Study 3, participants will be asked to consent to being contacted for future research activities; if they do not consent to this, their contact details will be deleted at that point. For Study 1, the key linking each participant name to their study ID code will be permanently deleted two weeks after each participant's interview, anonymising the data, meaning it will no longer be possible to link data.

For Study 3, the key linking participants' names to their study ID codes will be permanently deleted at the end of the study (following the final interviews at T2). This is estimated to be 30th April 2027.

Hence, Study 3 participants are told that they have up until 30th April 2027 to request withdrawal and removal of their data; after this point, the key will be deleted, and data will be fully anonymised. Direct quotes used in publications will be fully anonymised.

Selection and Preservation

Which data should be retained, shared, and/or preserved?

Study data will be kept by the research team for five years from the end of the study. Data will be transferred to the University of Manchester Research Data Storage (RDS) when it is in it's 'final form' for this storage beyond completion of the study. After five years the data will be permanently destroyed. Data will not be shared with third parties.

What is the long-term preservation plan for the dataset?

Study data will be kept by the research team for five years from the end of the study. Data will be transferred by the research manager to the University of Manchester Research Data Storage (RDS), when it is in it's 'final form' agreed by the research team, for storage beyond completion of the study. After five years the data will be permanently destroyed.

Data Sharing

How will you share the data?

Data will not be shared with third parties, and will not be shared via data depository. Participants are not being asked to provide consent for data sharing.

Are any restrictions on data sharing required?

Data will not be shared with third parties.