Supplementary Materials 1: Helping Families Programme-Modified Briefing Pack

Helping Families: Evaluation of a new parenting programme

Research Briefing Pack for Keyworkers & Clinicians

Research Therapist Contact details:

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The Research

This research will test a new psychoeducational parenting programme developed for families where a primary parental caregiver ("parent") meets research criteria for personality disorder, and an index child (aged 3-11 years) meets research criteria for an emotional and/or behavioural disorder. The programme involves working with parents over 16 weekly sessions to set individualised parenting goals; provide relevant information about personality traits and implications for child-rearing; and develop positive parenting skills.

We aim to test the programme in a case series with 12 parents recruited from both South London and Maudsley NHS Foundation Trust and Central and North West London NHS Foundation Trust. This case series will investigate whether participant identification and intervention procedures are feasible and acceptable to users and staff in participating services. We can then decide whether these procedures should be modified prior to a pilot randomised controlled trial.

Purpose of this briefing pack

This briefing pack has been developed to guide clinical staff through the process of identifying and introducing the research to potentially eligible families. The pack also specifies joint-working procedures for care co-ordination and information sharing between research and clinical teams. The following documents are included:

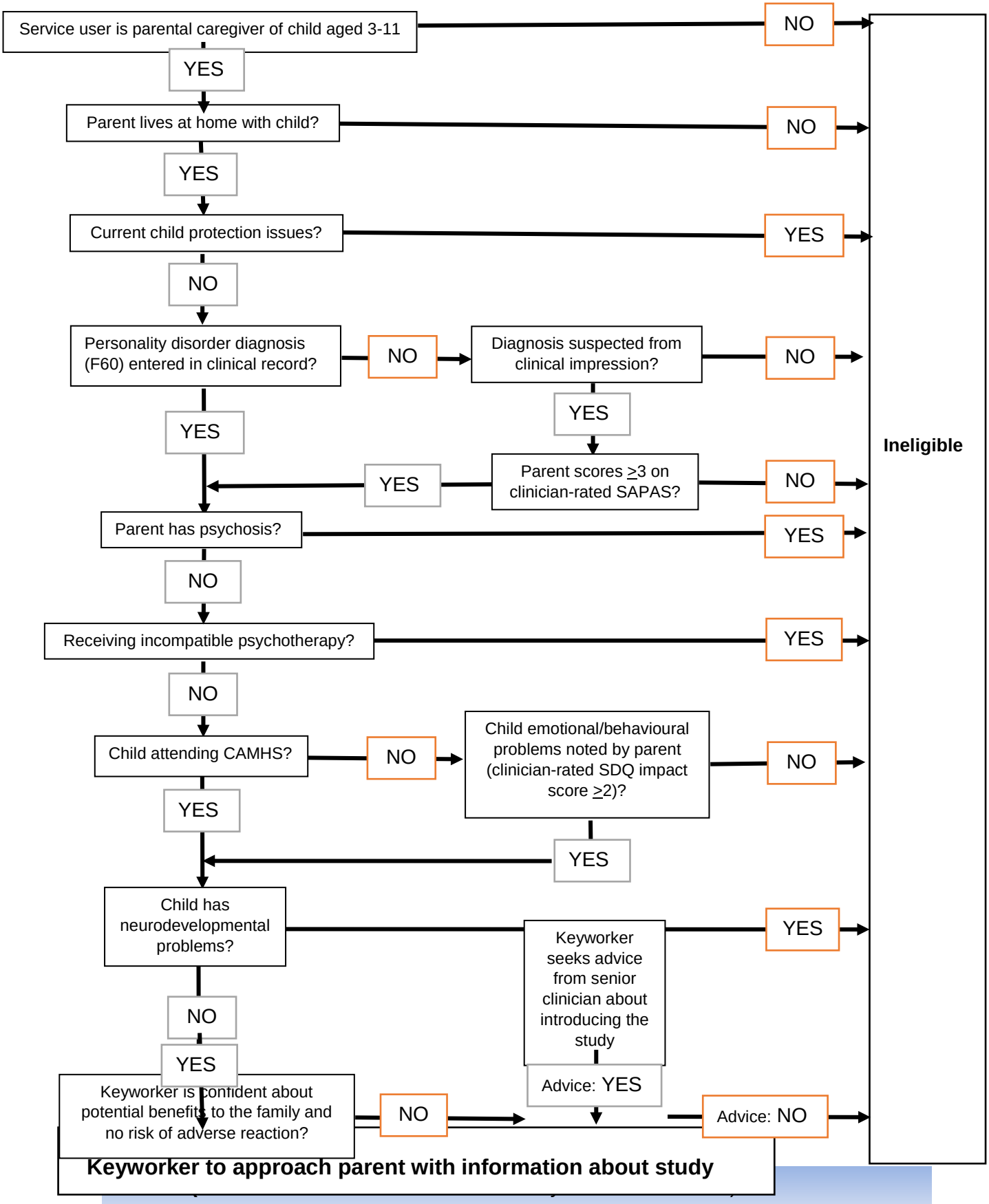
- **Participant identification algorithm**: Specifies participant eligibility criteria, decision rules and contraindications for identifying potential participants
- **SAPAS** (Standardised Assessment of Personality Abbreviated Scale): A checklist to assist in the identification of parental personality disorder

- **SDQ** (Strengths and Difficulties Questionnaire): A checklist to assist in the identification of child emotional and behavioural problems

- **Joint-working protocol**: Specifies respective roles and responsibilities of clinical keyworkers and research therapists while a parent is engaged in the research
- **Guidance about introducing the research to potential participants: Contains** "do's and don'ts" about the language to use when introducing the study
- **Participant Information Sheet:** A detailed information sheet that will be distributed to potential participants by members of the research team

- **Publicity postcard (in addition to this pack):** Postcards to be given to clinicians for distribution to potential participants

PARTICIPANT IDENTIFICATION ALGORITHM – Adult Mental Health Services



Joint-Working Protocol

Helping Families: Evaluation of a new parenting programme

Purpose of this protocol

- This protocol is intended for staff from SLaM and CNWL NHS Foundation Trusts who are involved in the clinical care of participants in the above-named study. It has been developed by the core members of the research team who are clinical specialists in personality disorder and child mental health, in consultation with collaborating clinical teams and safeguarding leads in the respective Trusts.
- The objectives are to specify procedures for care co-ordination and information sharing between: (1) clinical keyworkers who have referred a parent to the study; and (2) the study's research therapists. Links to detailed safeguarding guidelines are also included, as well as basic information about managing complaints.
- The protocol will be active from the point at which a research participant consents to participation in the study through to the end of their involvement in the research intervention.
- Feasibility and acceptability of this protocol will be formally assessed during initial stages of the research. Where indicated, further modifications will be made to the protocol prior to a larger-scale trial.

A. Information sharing

Research therapist → **Clinical keyworker**

Research therapists sharing information about participant eligibility.

- Following referral and eligibility screening by the research team, the research therapist will send the referring clinical keyworker a standard 'research eligibility assessment letter' confirming in general terms whether or not the participant has progressed through to the intervention stage of the research.
- Unless specifically requested by the participant, the research therapist will not share more detailed information related to the findings of the SCID-II and DAWBA/PAPA research assessments (used to establish research diagnostic criteria) or self-reported outcome measures.
- The research eligibility letter will only be copied to other professionals (e.g. GP) when agreed by the participant.

Research therapists sharing information about participant progress in the 16-week parenting intervention.

- The research therapist will document each of their contacts with the participant in an appropriate electronic clinical record. If the participant has been referred to the study through adult mental health services, then entries will be made in the adult's clinical record. If the participant has been referred to the study from CAMHS, then entries will be made in the clinical record of the index child.
- The research therapist will email the clinical keyworker within 24 hours of each clinical contact to confirm the event has taken place.
- The research therapist will notify the clinical keyworker about the end of the intervention using a standard 'research intervention discharge letter'. This letter will confirm whether the intervention was completed as planned or terminated early, including information about the number of sessions attended. Additional information (e.g. about progress towards agreed goals or other outcomes) may be included only if agreed by the research participant.

Research therapists sharing information about risk and safeguarding.

- The research therapist will use their clinical judgment to assess risk and take appropriate safeguarding actions during the research screening and intervention, in line with Trust policy. If the research therapist (in consultation with their clinical supervisor) judges that a social care referral is warranted, then the research therapist will instigate the referral.
- If child and/or adult safeguarding concerns are identified by the research therapist, then the presenting risks and corresponding actions will be documented in an event note; risk sections of the electronic patient record will also be updated, as per usual practice.
- The research therapist will email the clinical keyworker within 24 hours to direct their attention to the documented safeguarding concerns/actions.
- The research therapist will also be responsible for informing the clinical keyworker about any risk issues identified by non-clinical research staff who are in contact with the participant (e.g. when collecting outcome measures or completing research exit interviews). Risk issues raised by non-clinical research staff will be shared with the research therapist at the earliest opportunity.

Clinical keyworker  **Research therapist**

- After a participant has provided informed written consent to participate in the research, the research therapist will access routine clinical information (e.g. event notes, correspondence) recorded by the clinical keyworker in the index clinical record. If further routine information is needed from the clinical keyworker (e.g. about the current care plan), the research therapist will first seek permission from the parent.
- The clinical keyworker will be responsible for informing the research therapist by email about any significant changes to the care plan or risk issues.

NOTE: It is the responsibility of the research therapist to pre-empt and explain joint-working procedures to participants prior to informed consent, and at subsequent points during screening/intervention as indicated above. The basic principles are also summarised in the Participant Information Sheet.

B. Safeguarding

For SLaM procedures, please refer to the following:
http://www.slam.nhs.uk/media/24432/safeguarding%20children%20policy.pdf
For CNWL procedures, please refer to the following:
http://www.cnwl.nhs.uk/service-users-carers/safeguarding/
The main procedures for dealing with child protection concerns are contained in the London Child Protection Procedures (also known as the pan-London procedures):
http://www.londonscb.gov.uk

C. Care co-ordination

- Overall responsibility for care co-ordination is held by the referring clinical keyworker for the duration of research participation.
- When appropriate, the research therapist may be invited by the clinical keyworker to join any multi-agency reviews.
- When the research therapist is of the opinion that an additional service referral is needed, this will be discussed with the clinical keyworker after first obtaining the participant's consent. If deemed appropriate and agreed by the participant, then the clinical keyworker will initiate the referral. For example, a parent who is not already in contact with adult mental health services may be referred by a CAMHS keyworker to an appropriate adult service, following discussion with the research therapist. Likewise, an index child (or sibling) who is not in contact with CAMHS may be referred by an adult mental health keyworker to children's services.

D. Complaints

If a participant wishes to make a complaint regarding the research intervention, then the relevant NHS Trust's complaints policy should be followed. In the first instance, before the formal complaint has been initiated, the research therapist should manage the complaint and attempt to address the participant's concerns. The research therapist should seek regular supervision during the process from their clinical supervisor. If the participant would like to proceed with a formal complaint, then the Trust would allocate a third party.