# Plan Overview

A Data Management Plan created using DMPonline

Title: Optimising footcare interventions for older adults living in care homes (OPINIONS)

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Project abstract:

Background: Older adults living in care homes are at increased risk of foot health problems due to frailty, dementia, and long-term conditions. Despite the importance of maintaining foot health for mobility, comfort, and quality of life, little is known about how footcare needs are identified and managed within care homes, or whether staff possess the knowledge, confidence, and training required to provide appropriate support.

Aim: The OPINIONS study aims to optimise footcare interventions for older adults living in care homes by examining current approaches to identifying and responding to footcare needs, exploring perceptions of footcare knowledge and practice, and identifying organisational barriers and facilitators that influence footcare provision. The study will also investigate the education and training needs of care-home staff.

Methods: This mixed-methods study comprises two components. A national cross-sectional online survey will investigate care-home staff experiences of accessing footcare services, staff training, confidence in recognising and managing foot health problems, organisation and delivery of care, perceived outcomes, and the value of existing approaches. Semi-structured interviews with care-home staff, residents, and family representatives will provide an in-depth exploration of experiences and perceptions of footcare. Quantitative survey data will be analysed descriptively, while qualitative interview data and open-ended survey responses will undergo reflexive thematic analysis.

Expected Contribution: The study will generate a comprehensive understanding of current footcare provision, knowledge, and practices within care homes. By identifying barriers and facilitators to effective footcare, as well as gaps in staff knowledge and training, the findings will inform the development and optimisation of future footcare interventions and support strategies for older adults living in care homes.

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# Optimising footcare interventions for older adults living in care homes (OPINIONS)

## Data Collection

What data will you create or collect? (Data type, volume, methods of data capture)

The OPINIONS project will generate two principal datasets.

The first dataset will comprise quantitative and qualitative questionnaire data collected through a national online survey of at least 200 care home staff across England. The survey will collect information relating to knowledge and experiences of foot care, foot care practices, access to training and services, confidence in recognising foot care problems, and perceptions of the value of foot care services. Data will include responses to both closed-ended and open-ended questions.

The second dataset will comprise qualitative interview data from approximately 30 participants, including around 20 care home staff and 10 care home residents and/or family caregivers. Semi-structured interviews will be conducted face-to-face, by telephone, or via Microsoft Teams. Interviews will be audio- or video-recorded with participant consent and transcribed verbatim for analysis

What formats will you use to create or collect your data?

Data will be collected and managed using standard research data formats, including survey data (.xlsx, .csv and Qualtrics export formats), interview recordings (.wav, .m4a and .mp4), interview transcripts (.docx), quantitative analysis datasets (.xlsx and .csv), NVivo project files (.nvpx), and study documentation (.docx and .pdf).

## Data Documentation and Metadata

How will you structure and name your files and folders?

Project data will be organised within a structured folder hierarchy according to data type and study activity (for example, survey data, interview data, analysis and study documentation).

A consistent file naming convention will be applied throughout the project using the format:

OPINIONS_[DataType]_[Date]_V[number]

Version control procedures will be implemented to maintain traceability and ensure that the most current versions of files can be readily identified. Documentation practices will be consistent with King's College London research data management guidance

What documentation and metadata will accompany the data?

Documentation accompanying the data will include the study protocol, survey questionnaire, interview schedules, data dictionary, variable definitions and coding schemes, coding frameworks where appropriate, anonymisation procedures, methodological notes, and dataset descriptions.

These materials will provide sufficient contextual information to support interpretation, validation and appropriate reuse of the data

## Ethical & Legal Compliance

How will you obtain consent for data preservation and sharing?

Participation in the study will be voluntary and based on informed consent.
Survey participants will provide electronic consent prior to participation. Interview participants will provide written and/or verbal informed consent prior to data collection. Participant information materials will explain how research data will be collected, stored, archived and shared, including the potential sharing of anonymised data through an approved research repository.
Interview participants will be able to withdraw their data up to the point of analysis. As survey responses will be collected anonymously, individual responses cannot be withdrawn once submitted.

How will you protect the identity of participants if required?

Survey responses will be collected anonymously, unless participant chose to submit their email address for entry into the survey prize.  Prior to data analysis, email addresses will be disaggregated from survey responses.
Interview transcripts will be pseudonymised through the removal of direct and indirect identifiers. Identifiable information, including names of individuals, organisations and locations, will be removed and generalised where necessary, and pseudonyms will be applied consistently throughout the dataset.
Audio and video recordings will be deleted following transcription and verification. All data management activities will comply with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, King's College London policies and approved ethical requirements.

## Data Storage and Security

Where will the data be stored during the project?

Research data will be stored on King's College London approved systems, including OneDrive and institutional servers. Access will be restricted to authorised members of the research team through password protection and controlled access arrangements.

Who will be responsible managing backups and recovery?

Research data will be stored on systems that are subject to King's College London institutional backup and recovery procedures. Responsibility for ensuring that data are stored appropriately and securely will rest with the research team under the oversight of the Principal Investigator, Dr Stewart Morrison

How will you manage data containing confidential or sensitive information?

Access to identifiable research data will be restricted to authorised members of the research team.
Participant identifiers, recruitment records and consent documentation will be stored separately from research data. Confidential and sensitive information will be managed through appropriate anonymisation and pseudonymisation procedures, secure storage arrangements and controlled access measures.
All procedures will comply with applicable data protection legislation, institutional policies and approved ethical requirements.

## Data Archiving and Preservation

Where will you store your data once the project has ended?

Anonymised research datasets and associated documentation suitable for sharing will be deposited in the King's Open Research Data System (KORDS) for long-term preservation. Where appropriate, related publications, protocols and supporting documentation will also be made available through King's College London's PURE repository.

Research data will be retained for five years following completion of the study in accordance with King's College London retention requirements. Eligible datasets deposited in KORDS will be preserved on a longer-term basis.

## Data Sharing

How will you share your data?

Anonymised survey datasets, anonymised or pseudonymised interview transcripts and accompanying documentation will be shared through the King's Open Research Data System (KORDS), where appropriate.

Documentation provided alongside shared datasets will include information necessary to support interpretation and reuse, including study materials, data dictionaries and methodological documentation.

When will you share the data?

Datasets will be made available as soon as reasonably practicable following completion of primary analyses, publication of the main study findings and completion of all required anonymisation procedures.

Research data will be retained for a minimum of five years following completion of the study in accordance with King's College London retention requirements. Datasets deposited within KORDS will be preserved and made accessible on a long-term basis.

Will there be any restrictions on data sharing (e.g. because of confidential or sensitive personal information, commercial sensitivity, or third party rights ownership)?

Data sharing will be subject to restrictions necessary to protect participant confidentiality and comply with ethical and legal requirements.

Identifiable participant information, recruitment records, consent forms and original audio or video recordings will not be shared. Only data that can be adequately anonymised and shared in accordance with participant consent, ethical approvals, King's College London policies and applicable legislation will be made available.

Access to qualitative datasets may be restricted where necessary to minimise the risk of participant identification.

## Responsibilities and Resources

What resources will be required to preserve and share your data?

Resources required to support data preservation and sharing will include secure institutional storage provided by King's College London, access to Qualtrics for survey administration, Microsoft Excel and NVivo for data management and analysis, and repository services provided through the King's Open Research Data System (KORDS).

Research staff time will be required to support data cleaning, anonymisation, documentation, quality assurance and repository deposit activities. No specialist software will be required to access shared datasets, which will be made available in widely used file formats.

Who will be responsible for making sure that this plan is followed?

Overall responsibility for implementation of this Data Management Plan rests with the Principal Investigator, Stewart Morrison.

Members of the research team will be responsible for following agreed procedures relating to data collection, documentation, storage, security, anonymisation, retention, archiving and data sharing.

A project-specific Data Management Plan developed using DMPonline will guide data management activities throughout the project. Compliance will be monitored through routine project management, data management reviews and research governance processes to ensure continued alignment with participant consent, ethical approvals, King's College London requirements and applicable data protection legislation.