

The background features abstract, overlapping geometric shapes in various shades of blue, ranging from light sky blue to deep navy blue. The shapes are primarily triangles and polygons, creating a dynamic, layered effect. The central area is white, providing a clean space for the text.

Remembering the Mental Hospital

Skills for research volunteers

Welcome to the course

Welcome to the online training course for volunteers working on the Remembering the Mental Hospital project

Content of the course

We will be covering the following topics:

- ▶ Introduction
- ▶ Project contacts
- ▶ Brief background to ethical research
- ▶ Cataloguing
- ▶ Interviewing

Introduction

We hope this short course will support you in your volunteering role, by providing useful information and tips for carrying out the tasks you have been given.

- ▶ *Who is the course for?*

Anyone who is interested in joining our volunteer team

- ▶ *How long does the course last?*

Just go at your own pace, but it should take no longer than 30 minutes

- ▶ *When is the course available to me?*

You can access the course whenever you want

- ▶ *Are there any pre-requisites for doing the course?*

No

Project contacts

- ▶ Nicole Baur, Project Manager n.baur@exeter.ac.uk

Brief background to ethical research

- ▶ University of Exeter is signed up to *Universities UK concordat to support research integrity (2012)*
- ▶ Concordat confirms the principles and responsibilities common to all good research, outlined in:
 - ▶ *Singapore Statement (2010)*
 - ▶ *European Code of Conduct for Research Integrity (2011)*.
- ▶ These build on previous international agreements about ethical research, dating back to the *Nuremburg Code (1947)*
- ▶ **To ensure that research is conducted in an ethical and safe manner**

What should ethical research do?

- ▶ Safeguard and protect research subjects
- ▶ Reduce risk
- ▶ Ensure the quality of data and outcomes
- ▶ Encourage excellent research and good science
- ▶ Protect researchers

Cataloguing role: Purpose

- ▶ To make historical correspondence dating from 1930s - 1960s accessible to researchers and academics via a specially designed database
- ▶ Specifically, to enter scanned correspondence into a database

Cataloguing: Requisite skills/experience

- ▶ Experience of similar work with databases
- ▶ Willingness and confidence to become familiar with project computer package
- ▶ Ability to work independently and thoroughly
- ▶ Ability to maintain attention to detail and accuracy
- ▶ Experience of working with archival documents and interest in local history
- ▶ Reliability, trustworthiness, responsibility

Information for cataloguing volunteers

- ▶ Initial work at University of Exeter - then work at home via broadband access to the Internet
- ▶ All cataloguing volunteers will be interviewed and may require a DBS check
- ▶ Volunteers will receive a comprehensive induction and training in using any relevant equipment
- ▶ New volunteers will be supported by staff and experienced volunteers, including dealing with potentially distressing content

Cataloguing: Links to relevant documents

- ▶ Confidentiality agreement
- ▶ Guide to cataloguing
- ▶ Preparing .jpg document for Omeka

Interviewing role: Purpose

- ▶ To interview individuals selected by the project team
- ▶ To record their memories using digital recording equipment provided by the University of Exeter
- ▶ To prepare the recordings for archiving
- ▶ To transcribe the recordings to create searchable text documents

Interviewing: Requisite skills/experience

- ▶ An interest in people and their stories
- ▶ Excellent communication skills
- ▶ Ability to work independently
- ▶ A good understanding of the need for confidentiality
- ▶ Accurate typing skills (for transcribing interviews)
- ▶ Previous experience in oral history would be an advantage
- ▶ An interest in history - in particular the history of mental health care
- ▶ Reliability, trustworthiness, responsibility
- ▶ Ability to travel within Devon

Information for interviewing volunteers

- ▶ Interviews will be conducted in various locations in Devon
- ▶ Transcribing the interviews can be done at home
- ▶ All interviewing volunteers will be interviewed and may require a DBS check
- ▶ Volunteers will receive a comprehensive induction and training in using any relevant equipment
- ▶ New volunteers will be supported by staff and experienced volunteers, including dealing with potentially distressing content

Setting up & conducting an interview

▶ Prior to the interview

- ❑ Agree a convenient time and place (plenty of time, no background noise, good access etc.)
- ❑ Make sure interviewee has all information necessary (mention that you will want to audio record the interview)
- ❑ Contact interviewee again (if the interview is a few days' away)

▶ On the interview day

- ❑ Go through the information again and give the interviewee a chance to ask questions
- ❑ Reassure about confidentiality
- ❑ Take consent - copy for interviewee
- ❑ Follow topic guide flexibly, give interviewee time to reflect and respond, prompt where necessary
- ❑ Give signals when coming to the end of the interview

▶ Your needs

- Safety - leave details with a fellow volunteer and arrange to contact him/her when the interview is over
- Interviewing can be draining - talk to someone afterwards

Interviewing: Links to relevant documents

- ▶ Confidentiality agreement
- ▶ Consent form
- ▶ Topic guide
- ▶ Transcription template