
Plan Overview

A Data Management Plan created using DMPonline

Title: Experiences of delayed discharge at the Orchard Clinic

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Experiences of delayed discharge at the Orchard Clinic

Administrative Information

1) School or Institute

- CAHSS - School of Philosophy, Psychology, and Language Sciences

Doctorate in clinical psychology

2) Name and Contact details of supervisor(s)

Dr Zara Brodie

zara.brodie@ed.ac.uk

3) Project start date

2026-05-11

4) Project end date

2028-05-01

Data Collection

5) Data Collection

In person interviews recorded onto a secure recording device (.ds2)

Microsoft Teams recordings that will be deleted once transcribed.

Transcripts of interview data (word/rtf)

Patient names (xls)

Staff names and email addresses (xls)

Patients will be in a secure unit so will not have access to phones

Storage needs on a laptop will be negligible as interview recordings and transcriptions will be stored on the NHS secure storage.

Documentation & Metadata

6) Documentation & Metadata

I will create a plain text file (.txt) which describes the collection methodology, as and when the analysis and next set of data was collected, software and tools used, file naming conventions, key words and definitions, field codes, anonymisation procedures, analysis methods including links to code used, access conditions and a brief summary of principle findings. See ReadMe Template.

File naming convention: I_P01_11052026

I = interview

P01 = participant 1

11052026 = DDMMYYYY

File format = 3 files called raw data, data being processed, final data

Ethics & Legal Compliance

7) Ethics & Legal Compliance

I have taken a data protection course.

All identifiable information will be removed and replaced by anonymous codes. I will provide an information sheet for participants which explains that data which underpins the findings will be stored in an appropriately secured archive and may be made available to peer reviewers in the process of publication. Aside from this, it will only be viewed by the project team.

Storage and Back-Up

8) Where will your data be stored and backed-up during the project?

I will store the data on my NHS account as this is secure network storage.

I will immediately deidentify this data.

Selection and Preservation

9) Where will the data be stored long-term?

Edinburgh DataVault, due to potential for participants to be reidentified.

10) Which data will be retained long-term?

Deidentified original and annotated interview transcripts will be kept for 5 years as they can validate the thesis.

Data Sharing

11) Will the data produced from your project be made open?

- No: go to 13

13) Please explain why your data cannot be made open.

Ethical concerns due to sensitivity of potentially identifiable information of a small number of patients in a medium secure care unit with forensic histories

Responsibilities & Resources

14) Who will be responsible for the research data management of this project?

I will be the principle investigator and do my own data management. My supervisor Dr Zara Brodie (zara.brodie@ed.ac.uk) and my field supervisor Dr Veronika Zouhar (veronika.zouhar) will also have access to this data.

15) Will you require any training or resources to properly manage your research data throughout this project?

Data repository deposit fees will not apply due to not creating enough data for it to cost anything. I will be responsible for data anonymisation, processing, analysis, storage, and archiving as part of my funded course. I will seek support from my supervisor Dr Zara Brodie. I will use the University of Edinburgh research data service to support me with data management. I will also seek information from the UK Data Service if needed.