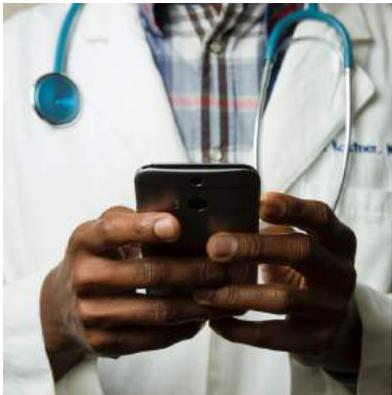


UHCW LIBRARY AND KNOWLEDGE SERVICES

# Knowledge and Information Skills Training Sessions





# UHCW Library and Knowledge Services

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**Welcome to UHCW! Whether you're a beginner or an expert Library user, we have a range of training sessions on offer to help you improve your knowledge and information skills.**

From getting to grips with using the library to literature searching, critical appraisal and beyond, we're here to help you make the best of the evidence to support you in practice. All of our sessions are free of charge and available to all UHCW staff and placement students.

Want to arrange training for your team? Or would you prefer 1:1 help? We tailor our training to suit you, so to book an appointment or discuss your requirements, please email:

**Beth Jackson (Knowledge Skills Librarian)**  
via [Beth.Jackson@uhcw.nhs.uk](mailto:Beth.Jackson@uhcw.nhs.uk)

Most of the training sessions in this guide will require an OpenAthens login in order for you to access the range of online resources on offer at UHCW.

You can register for an OpenAthens login online:  
<https://openathens.nice.org.uk/>

If you have any queries about accessing these resources, or your OpenAthens login, please contact **Helga Perry (Electronic Systems & Resources Librarian)** via [Helga.Perry@uhcw.nhs.uk](mailto:Helga.Perry@uhcw.nhs.uk)

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## Welcome



# Improve your knowledge and information skills

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## How are the sessions delivered?

One-to-one appointments are available either in person or via Microsoft Teams depending on staff availability. Users will need to ensure they are wearing a face mask at their session.

Group sessions will be held via Teams in the first instance, but can be offered in person if PPE and social distancing measures can be guaranteed.

We are also happy to provide advice and support via email if preferred.

## What do the sessions involve?

We've designed our new training programme to focus on skills relating to '***Finding the Evidence***' and '***Understanding the Evidence***'. Brief course descriptions can be found later in this guide.

The sessions involve a mixture of presentations, hands-on practical activities and group work where appropriate. Support materials will be available for you to use after the session.

## Have a different question? Contact us:

Library helpdesk: 02476968829 or Ext: 28829

General Library enquiries: [library@uhcw.nhs.uk](mailto:library@uhcw.nhs.uk)

Patient Information Leaflets: [health.information@uhcw.nhs.uk](mailto:health.information@uhcw.nhs.uk)

Request an evidence search: [cebis@uhcw.nhs.uk](mailto:cebis@uhcw.nhs.uk)

Visit the Library website: <http://uhcwlibrary.org>

Welcome

# Literature Searching Skills



## Finding the Evidence

### Getting Started with UHCW Library

If you've just started at UHCW, or haven't used the Library in a while, this session is for you. We'll show you how to find and access our books, journals and other e-resources and provide an overview of all of the services we offer.

**Length:** 30-60 mins

**Suitable for:** Anyone

Book this session by emailing:

**Beth Jackson (Knowledge Skills Librarian)**

via [Beth.Jackson@uhcw.nhs.uk](mailto:Beth.Jackson@uhcw.nhs.uk)

### Full Text: The Full Monty

Get the 'bare facts' and 'naked truth' about our full-text books and journals by booking a spot on this session with our Electronic Systems and Resources Librarian. This in-depth exploration of our resources examines tools including Clinical Key and PubMed to help you find the best available evidence.

**Length:** 60 mins

**Suitable for:** All levels - but this session does assume some basic search skills. For support with developing these skills and carrying out a literature search, see the sessions on the next page.

Book this session by emailing:

**Helga Perry**

**(Electronic Systems and Resources Librarian)**

via [Helga.Perry@uhcw.nhs.uk](mailto:Helga.Perry@uhcw.nhs.uk)



### Smart Searching: writing an effective search strategy

Perfect for the literature searching beginner, this session will help you to plan a robust literature search using PICO and highlights useful tips, tricks and resources to get you started with finding the best evidence.

**Length:** 60-90 mins

**Suitable for:** All levels

### Literature Searching in Healthcare Databases

This session will show you how to carry out a literature search in databases including Medline, EMBASE and CINAHL. We'll also show you how to refine your results and save your searches as alerts to keep you up-to-date in your field.

**Length:** 60-90 mins

**Suitable for:** This session requires basic search skills. Complete beginners should attend the session above in advance of this session.

Book either of these sessions by emailing:

**Beth Jackson (Knowledge Skills Librarian)**  
via [Beth.Jackson@uhcw.nhs.uk](mailto:Beth.Jackson@uhcw.nhs.uk)

Looking for e-Learning? Try the Literature Searching modules from e-Learning for Health / HEE:

<https://www.e-lfh.org.uk/programmes/literature-searching/>

# Critical Appraisal Skills

## Introduction to Critical Appraisal

If you are new to critical appraisal, this session will introduce you to its basic principles and the anatomy of a research paper. We'll also examine different types of study design and explore the tools available to support you in analysing the validity and reliability of healthcare research.

**Length:** 60 mins

**Suitable for:** Anyone new to critical appraisal or in need of a refresher.

Book this session by emailing:

**Beth Jackson**  
(Knowledge Skills Librarian) via  
[Beth.Jackson@uhcw.nhs.uk](mailto:Beth.Jackson@uhcw.nhs.uk)

Looking for e-Learning? Visit the Library training pages for more information:

<https://www.uhcwlibrary.org/training>



## Critical Appraisal in Practice

Meet with a member of Library staff to critically appraise a research paper of your choice using the appropriate CASP checklist. If you don't have a paper in mind, we're happy to share examples of our own with you.

**Length:** 60-90 mins

**Suitable for:** All levels, although complete beginners may wish to attend the introductory session in advance.

Book this session by emailing:

**Beth Jackson**  
(Knowledge Skills Librarian) via  
[Beth.Jackson@uhcw.nhs.uk](mailto:Beth.Jackson@uhcw.nhs.uk)

## Understanding the Evidence

### Don't see the training you need?

These sessions reflect the results from our recent Training Needs Survey (2020) where UHCW staff identified literature searching and critical appraisal as the skills they would most like to see covered in the Library's new training programme.

However, we can also provide support with a range of other information skills, including:

- Bespoke training sessions on specific Library resources such as Clinical Key, Dynamed or BMJ Best Practice
- Finding information to help keep you up to date in your field
- Writing for publication
- Referencing / Reference Management Software
- Using Google effectively
- Using social media for continuing professional development

If you'd like to book training relating to the above topics or have any questions about our training programme, please get in contact to discuss your requirements and we'd be happy to help! We're always happy to tailor our sessions to you. Email:

**Beth Jackson (Knowledge Skills Librarian)**  
via [Beth.Jackson@uhcw.nhs.uk](mailto:Beth.Jackson@uhcw.nhs.uk)

### Have a different question? Contact us:

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Patient Information Leaflets: [health.information@uhcw.nhs.uk](mailto:health.information@uhcw.nhs.uk)

Request an evidence search: [cebis@uhcw.nhs.uk](mailto:cebis@uhcw.nhs.uk)

Visit the Library website: <http://uhcwlibrary.org>



Contact us

## Further Support

### Library website: [uhcwlibrary.org](https://uhcwlibrary.org)

The Library website is your one-stop shop for accessing all of the resources available to you from UHCW and the NHS. Access your Library account, search the catalogue, find full-text articles and access our healthcare databases.

### OpenAthens: [openathens.nice.org.uk](https://openathens.nice.org.uk)

Register for an OpenAthens account in order to access all of our online resources.

### e-Learning: [uhcwlibrary.org/training](https://uhcwlibrary.org/training)

Visit our e-Learning pages to browse a range of online modules that cover essential information skills.

### Point-of-care tools: [uhcwlibrary.org/databases](https://uhcwlibrary.org/databases)

For clinical topic summaries and more, use the Online Resources tab on the Library website to access our point-of-care tools: **BMJ Best Practice** and **Dynamed**

For all general Library enquiries including membership information, fines or document requests, please contact:  
[library@uhcw.nhs.uk](mailto:library@uhcw.nhs.uk)  
**0247698829 or Ext: 28829**



### Clinical Evidence Based Information Service (CEBIS)

The CEBIS team work closely with clinical teams to embed the use of research evidence in day-to-day practice, supporting evidence-based learning and improving patient care. To find out more, visit the CEBIS pages of our website or email your query and a CEBIS specialist will undertake a search of the evidence to support your clinical decisions.

Website: [uhcwlibrary.org/cebis](https://uhcwlibrary.org/cebis)

Email: [cebis@uhcw.nhs.uk](mailto:cebis@uhcw.nhs.uk)

For the latest Library news, follow us on social media:



[@UHCWLibrary](https://twitter.com/UHCWLibrary)



[@uhcwlib](https://www.instagram.com/uhcwlib)

Useful  
Resources