Lancashire Care NHS Foundation Trust

Information Skills Training Handbook

Welcome

Who can attend the training?
All health care staff and students on placement within Lancashire Care Trust.

Where and when do the training sessions take place?
They can be delivered either in the library or learning space of your choice, during meetings or within your department or ward.

How do I book a session?
Once you have identified a session that you wish to attend please contact us using the details on the back page. Training can be delivered to individuals or groups.

What if I need to cancel?
If you are unable to attend a session or you will be late, please contact the library as soon as possible.

What if the session I want is not listed?
If we have not listed a course you are interested in please contact us to let us know. We may be able to offer a tailored session or direct you to a department that can.

Contents

Library Introduction

Basic Library Awareness

Course information:
This informal session is designed according to your specific needs when you join the library.

Duration:
10-30 minutes

Aim:
To introduce you to the general library services that are available to all members of the library.

Prerequisites:
None

Outcomes:

On completion of this session you will:
• Know where the library is located and how to access it
• Recognise the library team members
• Know how to borrow books, order articles and request literature searches
• Be introduced to the facilities including computer access, printing, photocopying, self-issue machine

You may also:
• Search the library catalogue for books/journals
• Search the library's intranet or website
• Know how to borrow, reserve and renew library materials

KSF dimensions:
Core 2-3, Core 2-4

Introduction to Literature Searching

Course information:
This hands-on session will provide you with the opportunity to construct and apply a simple search to the Healthcare Databases provided by NHS Evidence. This session can be delivered to a group of participants or individuals requiring assistance with a specific search request.

Duration:
1 hour

Aim:
To introduce you to the collection of databases available and to deliver the appropriate skills for you to carry out a simple search.

Prerequisites:
NHS Athens account

Outcomes:

On completion of this session you will:
• Know how to use your NHS Athens account
• Log onto and choose the appropriate database
• Search for resources using a variety of keyword search fields
• Combine searches using the OR/AND functions
• Apply limits to reduce the number of resources retrieved
• View, select and download relevant articles

KSF dimensions:
Core 2-4, Core 5-2, IK 2-3, IK3-1

Advanced Literature Searching

Course information:
This training session has been designed for people who would like to build upon their existing literature searching skills and use some of the databases' advanced functions to identify journal articles.

Duration:
1 hour

Aim:
To introduce you to some of the advanced functions of the database collection enabling you to construct and apply complex searches.

Prerequisites:
- Completion of 'Introduction to literature searching' or existing knowledge
- NHS Athens account

Outcomes:

On completion of this session you will:
- Construct a search question using the PICO strategy
- Apply the search to the database using Boolean operators AND/OR
- Search for and select MeSH (Medical Subject Headings), index terms and thesaurus terms
- Use a number of advanced limits to reduce the number of results retrieved
- Save a search strategy and re-run it
- Create an alert to advise when new articles are added to the database

KSF dimensions:
Core 2-4, Core 5-2, IK 2-3, IK 3-1

Finding Electronic Books and Journals

Course information:
There are a number of electronic books and journals available from the library, this course will introduce you to them all.

Duration:
1 hour

Aim:
To introduce you to the electronic books, electronic journals and the journal alerting service.

Prerequisites:
You will have used the internet before and have basic IT skills

Outcomes:

On completion of this session you will:
• Have registered for an NHS Athens account, understand what it is and have logged onto NHS Evidence
• Know how to change your password, email address and organisation
• Be able to locate a book, read it and be able to set up a personal account on MyiLibrary to bookmark favourite information inside the books
• Be able to locate a journal online, open it and find the correct issue/volume/page article.
• Sign up for the journal alerting service if you wish to receive alerts

KSF dimensions:
Core 2-4, IK 3-1

Using the Cochrane Library

Course information:
The Cochrane Library is internationally respected as providing the gold standard in reliable, independently reviewed and up-to-date information on the effects of interventions in health care. Learn how to access this valuable resource, especially for systematic reviews.

Duration:
1 hour

Aim:
To introduce you to techniques for searching the databases which make up the Cochrane Library, with special focus on finding systematic reviews.

Prerequisites:
None

Outcomes:

On completion of this session you will:
• Be able to access the Cochrane library
• Recognise what the 7 different databases cover
• Know how to effectively search the Cochrane databases
• Be able to view and understand the search results
• Know how to save a Cochrane search and re run it later

KSF dimensions:
Core 2-4, Core 4-3, IK 2-2, IK 2-3, IK 3-1, G 2-1

Using NHS Evidence

Course information:
The course will introduce you to NHS Evidence, an internet resource for everyone in health and social care.

Duration:
1 hour

Aim:
The course will provide an overview of the functions and scope of this resource and include an opportunity to try it out.

Prerequisites:
None

Outcomes:

On completion of this session you will:
• Be able to access and navigate NHS Evidence
• Understand the value of NHS Evidence and when best to use it
• Know how to retrieve best evidence to underpin your decision-making
• Know how to create your own space to save results and receive news alerts
• Have signed up to the "Eyes on Evidence" monthly newsletter to keep yourself informed of service developments

KSF dimensions:
Core 2-4, Core 4-3, IK 2-2, IK 2-3, IK 3-1, G 2-1

Critical Appraisal of Qualitative Research

Course information:
This critical appraisal skills session will enable you to systematically assess the rigour, credibility and relevance of published papers using a specific example and a recognised appraisal tool.

Duration:
Up to 2 hours

Aim:
To develop your ability and confidence to judge the trustworthiness, value and relevance of published qualitative research.

Prerequisites:
You may be asked to read a specific paper which will be sent to you before the session

Outcomes:

On completion of this session you will:
• Be aware of why critical appraisal is useful
• Recognise the principles of critically appraising a qualitative study
• Have used a tool to aid critical appraisal
• Be confident in recognising qualitative research methods

KSF dimensions:
Core 2-4, IK 2-3, IK 3-1

Critical Appraisal of Quantitative Research

Course information:
This critical appraisal skills session will enable you to systematically assess the rigour, credibility and relevance of published papers using a specific example and a recognised appraisal tool.

Duration:
Up to 2 hours

Aim:
To develop your ability and confidence to judge the trustworthiness, value and relevance of published quantitative research.

Prerequisites:
You may be asked to read a specific paper which will be sent to you before the session.

Outcomes:

On completion of this session you will:
- Be aware of why critical appraisal is useful
- Recognise the principles of critically appraising a quantitative study
- Have used a tool to aid critical appraisal
- Be confident in recognising quantitative research methods

KSF dimensions:
Core 2-4, IK 2-3, IK 3-1

Assignment Support

Course information:
This informal session is for anyone who is studying and who would like some help with their assignments. It will introduce you to some of the services and support the library can offer, including help with finding information and referencing your work.

Duration:
30 Minutes

Aim:
To provide you with help and support to assist with your assignments.

Prerequisites:
None

Outcomes:

On completion of this session you will:
• Have registered with the library
• Have discussed your specific learning needs
• Recognise the appropriate information for your assignments
• Have identified any further training and support you may like to have

KSF dimensions:
Core 2-4, IK 2-2, IK 3-1

Referencing

Course information:
This session will equip you with the skills to correctly reference an assignment and explain the importance of referencing to avoid plagiarism.

Duration:
30 Minutes

Aim:
To enable you to use the Harvard referencing system effectively.

Prerequisites:
None

Outcomes:

On completion of this session you will:
• Appreciate why referencing is important to avoid plagiarism
• Have undertaken practical referencing exercises
• Be able to use in-text references competently
• Be able to compile a reference list including books, journal articles and websites

KSF dimensions:
IK 2-1

Pick 'n' Mix
10 Minute Taster Sessions

Course information:
These 10 minute sessions are designed to fit in with your working day. We will demonstrate how you can find and use evidence for your work quickly and easily. We can visit your departments to give you a demonstration.

Sessions:

• Finding an e-book

• Finding an e-journal

• Finding guidelines

• Finding information for patients

• Finding information on the library blog

• Registering for an Athens Account

• Planning your literature search

• Refining your literature search

• Using Pubmed

Protect Your Passwords

Listed below are a few security tips to help you keep yourself and your information safe online.

- **Never send** your password in an email. We would never ask for this and neither would banking institutions, Amazon or other trusted websites.

- **Never share** your logon details with anyone because they could be misused and you could be incriminated.

- **Remember** -pet and family names can be easily guessed! When setting your password try to make it at least 6 characters long and include both letters and numbers.

- **Change** your password at least once every few months.

- **Don't use** the 'Remember Password' feature on applications - it's easier to forget your password this way and anyone using your computer can access your accounts without logging on.

Other sources of information:

The Mental Health Helpline

This provides an information and listening service for people in Lancashire. It is available between 7:00pm and 11:00pm Mondays to Fridays and from 12:00 noon until 12:00 midnight on Saturdays and Sundays. **Freephone 0500 639000.**

Customer Care

If you wish to pay a compliment about the Trust's services, make a comment, raise a concern or complaint, please contact the Customer Care Department on **01772 695315, freephone 0808 144 1010** or email **customer.care@lancashirecare.nhs.uk**

If you have problems reading the print we can provide this leaflet in large print, audio book or Braille.

এই ডকুমেন্ট অনুরোধে বাংলায় পাওয়া যায়।

本文件可以應要求，製作成中文 (繁體字) 版本。

આ દસ્તાવેજ વિનંતી કરવાથી ગુજરાતીમાં મળી રહેશે.

ਇਹ ਦਸਤਾਵੇਜ਼ ਮੰਗ ਕੇ ਪੰਜਾਬੀ ਵਿਚ ਵੀ ਲਿਆ ਜਾ ਸਕਦਾ ਹੈ।

درخواست پر یہ دستاویز اردو میں بھی مل سکتی ہے۔

W przypadku jakichkolwiek problemow z odczytaniem tekstu z przyjamnoscia dstarczymy Panstwu ulotke z duzym drukiem, tasme do odluchu lub tekst w jezyku Braille.

Copies of this leaflet are available from:

Lancashire Care NHS Foundation Trust,

Sceptre Point, Sceptre Way,

Walton Summit, Preston PR5 6AW

Tel: **01772 695300**

Email: **communications@lancashirecare.nhs.uk**

Website: **www.lancashirecare.nhs.uk**