



# KnowledgeShare

## News from KnowledgeShare - July 2022

### Facts and figures

Teams using KnowledgeShare for:



Evidence Updates

118



Evidence Searching

44



Skills Teaching

9

Members receiving updates:



53,278

Support requests from LKS teams:



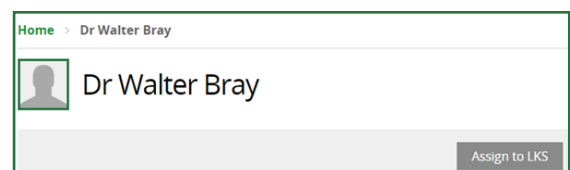
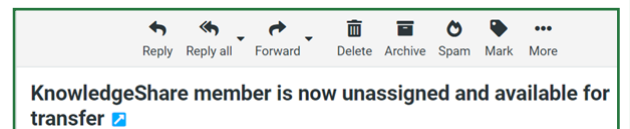
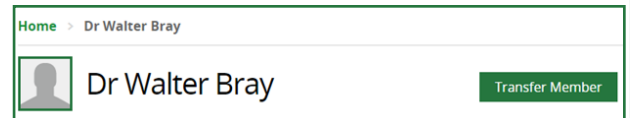
39

### Unassigning and Transferring Members on KnowledgeShare

Early August is a start or changeover date for foundation and specialty trainees. During this time, if you find that new members are already on KnowledgeShare, you may need to transfer a member record.

To transfer a member record:

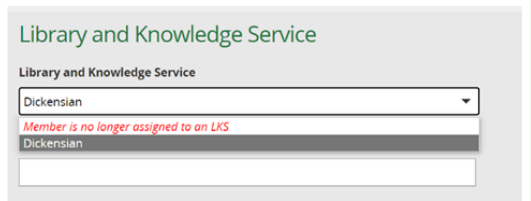
1. Click the Transfer Member button on their record.
2. You'll receive an email when the member is unassigned and available for transfer.
3. Click the Assign to LKS button and update the member's details.



Alert your team to look out for 'KnowledgeShare member transfer request' emails. These emails have instructions on how to change a member's LKS to 'Member is no longer assigned to a LKS'.

If you are an assigned librarian for evidence updates, check out-of-office emails in case a member has left your organisation. If they have, unassign them from KnowledgeShare to comply with GDPR.

For more details on all of the above, see sections 2.3 and 2.4 in the KS Handbook - Members.



Questions or comments about KnowledgeShare? Email [uhsussex.knowledgeshare@nhs.net](mailto:uhsussex.knowledgeshare@nhs.net)



# KnowledgeShare

## Category Q&A



How do I categorise HR and management topics such as teamwork, coaching, conflict resolution, and psychological safety?



Many of the categories under Managing People cover these interests, for example **Occupational Health and Wellbeing**, **Freedom to Speak Up**, and recent addition **Workplace Mediation**.

Other useful categories include **Mentoring and Supervision**, **Multidisciplinary Working**, and **Human Factors and Workplace Culture**.

Combine with **Non-Clinical Professional** or **Manager** staff group categories, and the relevant setting(s).

E.g.

### Age Groups

Adults

### Professional Interests

Multidisciplinary Working, Occupational Health and Wellbeing, Human Factors and Workplace Culture, Mentoring and Supervision, Freedom to Speak Up, Workplace Mediation

### Settings

Hospital Settings

### Staff Groups

Manager, Non-Clinical Professional

## Forthcoming training and events

### Evidence Search

This online demonstration will help you manage evidence searching with KnowledgeShare.

**Thursday 11 August 2022, 2pm-4pm (Teams)**

**Wednesday 24 August 2022, 2pm-4pm (Teams)**

### Skills

This online demonstration will help you manage information skills teaching, including either ad hoc teaching or scheduled sessions.

**Tuesday 16 August 2022, 2.00pm-3.30pm (Teams)**

## Adding local resources

This online demonstration will show you how to add local events, guidelines and books to your Members' updates.

**Monday 12 September 2022, 2.00pm-3.30pm (Teams)**

[uhsussex.knowledgeshare@nhs.net](mailto:uhsussex.knowledgeshare@nhs.net) to book.

"Thank you so much for making the training so interesting. You made it understandable and easy to follow."



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